



# Namibia e-Justice User Guide for Legal Practitioners

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**Namibia e-Justice User Guide for Legal Practitioners**  
**About this Guide**

# About this Guide

This user guide helps the legal practitioners to use the Namibia e-Justice system to file and manage their cases.

## Audience

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This user guide is intended for the following users:

- Legal Practitioners approved by the Namibia Law Society
- Secretary of Legal Practitioners
- Law Firm Administrator

## Purpose

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The user guide explains the users to do the following:

- [Manage User Account](#)
  - [Create User Account](#)
    - [Setup User Login Details](#)
  - [Create or Change Signature](#)
  - [Update User Profile](#)
  - [Change Password](#)
  - [Dissociate from Law Firm](#)
  - [Join a Law firm](#)
- [Create Case](#)
  - [Create Motion case](#)
  - [Create Action Case](#)
  - [Approve Draft Case](#)
- [Represent Case](#)
  - [Affidavit Exchange](#)
    - [File Answering Affidavit](#)
    - [File Replying Affidavit and Answers to Counterclaims](#)
    - [File Replying Affidavit for Counterclaims](#)
- [View Notification Messages](#)
- [View and Complete Pending Tasks](#)
- [View My Cases](#)
- [View All Cases](#)
- [View Case Summary](#)

- [Add Advocate](#)
- [Remove Advocate](#)
- [File Return of Service](#)
- [File Documents](#)
  - [Download and save a copy of the case documents to your computer](#)
- [File Taxation](#)
- [Download Taxation Template](#)
- [File Interlocutory Applications](#)
- [Create Hearing Index](#)
- [File Execution](#)
  - [Appoint Deputy Sheriff](#)
  - [View Execution Details](#)
- [Withdraw Representation \(withdraw legal practitioner from a Case\)](#)
- [Manage your Law Firm](#)
  - [Register a New Law Firm](#)
  - [Link Legal Practitioner to Law Firm](#)
  - [Manage Rights for Law Firm Users](#)
  - [Approve Legal Practitioner's Dissociation Request](#)
  - [Check Law Firm Account Balance](#)
  - [Change Law Firm Name](#)

## How to read this guide

---

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase "Namibia e-Justice system" and the word "system" denote the same and hence used interchangeably.
- Two types of callouts are used in this user guide to indicate tips and warnings.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users complete a task or procedure and understand the functionality better.

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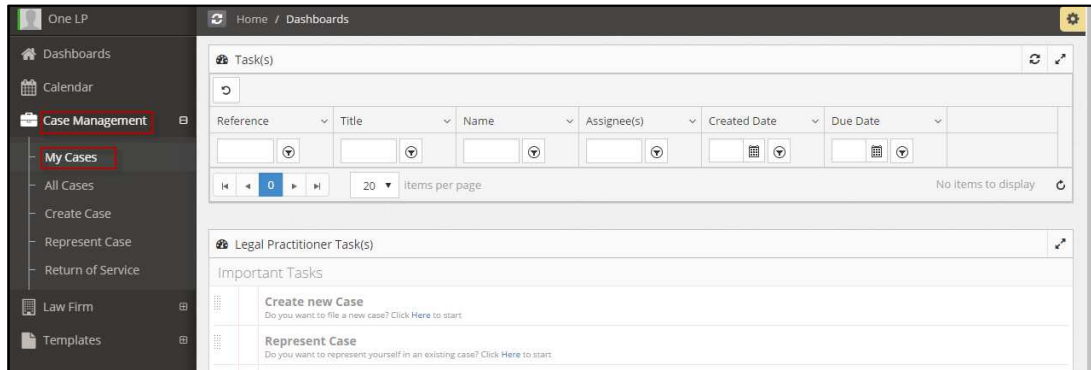


This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

---

- Screen names, field names or labels, field options are specified in bold font. For example, Enter **User Name** and **Password**.
- Two consecutive “>>” in an instruction indicates how to access a particular page or functionality. For example, click **Case Management >> My Cases** means you first click **Case Management** and then **My Cases**.



Application screen

# Overview of Namibia e-Justice System

Namibia e-Justice is a web-based platform ([www.ejustice.moj.na](http://www.ejustice.moj.na)) that leverages on content management systems and dynamic electronic form (e-form) technology. It offers law firms and Court users a single access point for commencement and active management of case files throughout the litigation process. Front-end users can input information directly into e-forms, which can then be harnessed to auto-populate other court documents.

Namibia e-Justice also provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice. The Courts calendaring process can be managed and streamlined to allow Courts officers to better schedule current calendars. Hearing information such as outcomes can be captured and tracked for statistical reports

## Features of the e-Justice System

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Following are some of the important and useful features of the system:

- Prompt notifications are sent to the legal practitioner regarding all the important activities related to your cases.
- Quick access to all the pending tasks from **Home/Dashboards**.
- Shortcuts to most of the common activities such as create case, view and represent case from **Home/Dashboards**.
- All Legal practitioners can view all the cases of their firms, except those marked as **In Camera**.
- Manage your cases efficiently.
- Index hearing documents.

## Prerequisites

---

### Disable Pop-up blocker

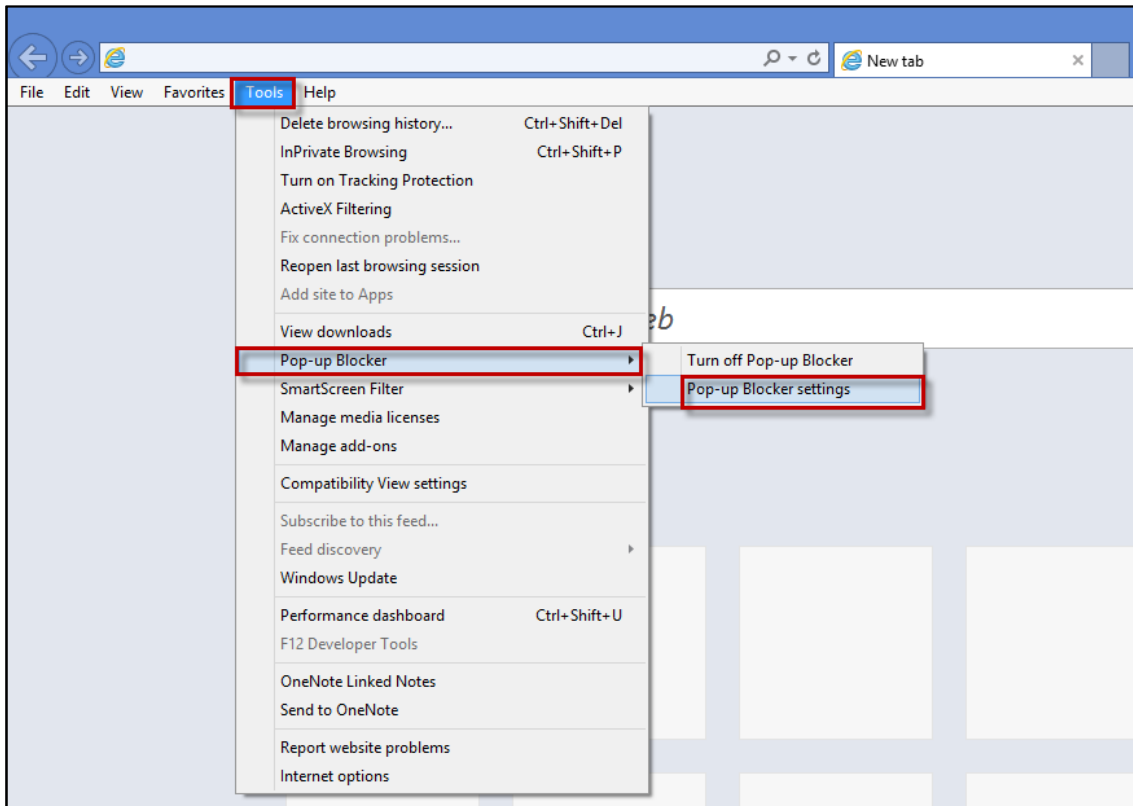
While using Namibia e-Justice system for a case you may download documents related the case.

To download documents from the system, pop-ups must be allowed in your web browser for [www.ejustice.moj.na](http://www.ejustice.moj.na).

Steps to disable pop-up blocker may vary based on your browser. Click the respective browser name to view the instructions.

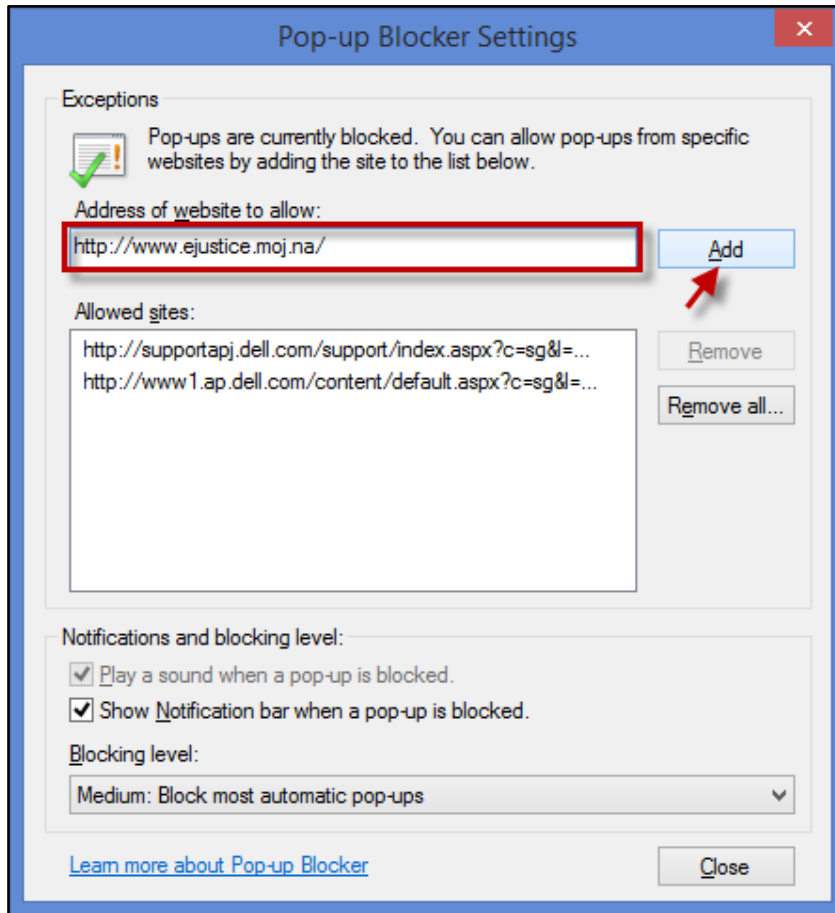
- [Internet Explorer](#)
- [Google Chrome](#)
- [Mozilla Firefox](#)

## Allow Pop-ups for Namibia e-Justice system in Internet Explorer



Internet Explorer

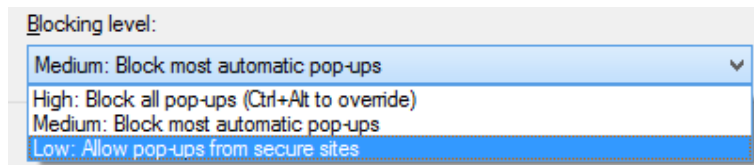
1. Click **Tools** >> **Pop-up Blocker** >> **Pop-up Blocker settings**.



**Pop-up Blocker settings**

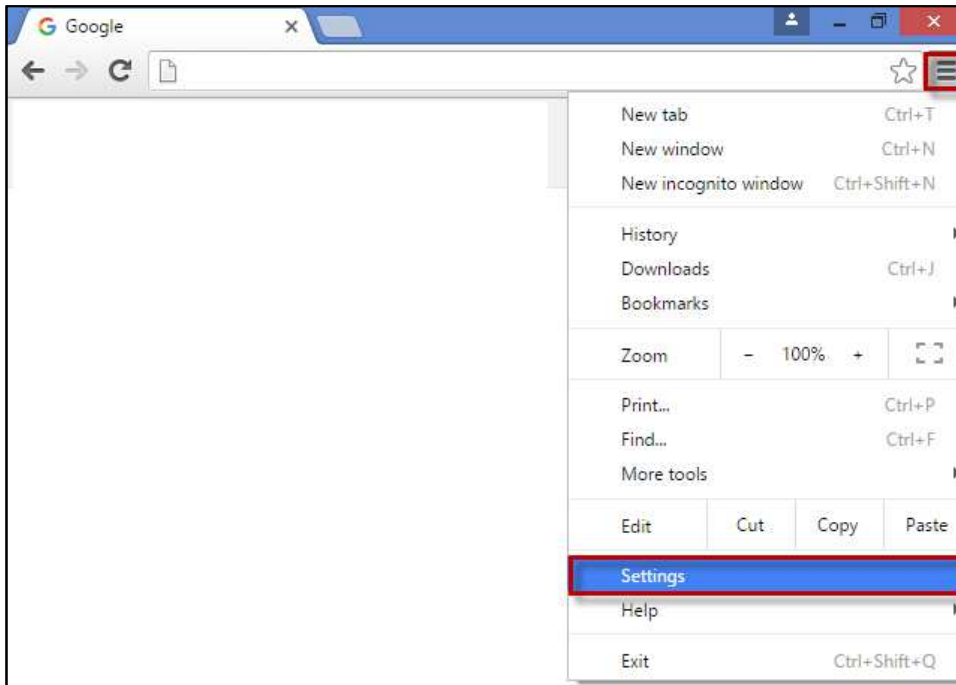
2. Type **http://www.ejustice.moj.na/** in **Address of website to allow** and click **Add**.
3. Click **Close**.

- If you are still unable to download files from Namibia e-Justice system, select the **Blocking level** to **Low: Allow pop-ups from secure sites**.

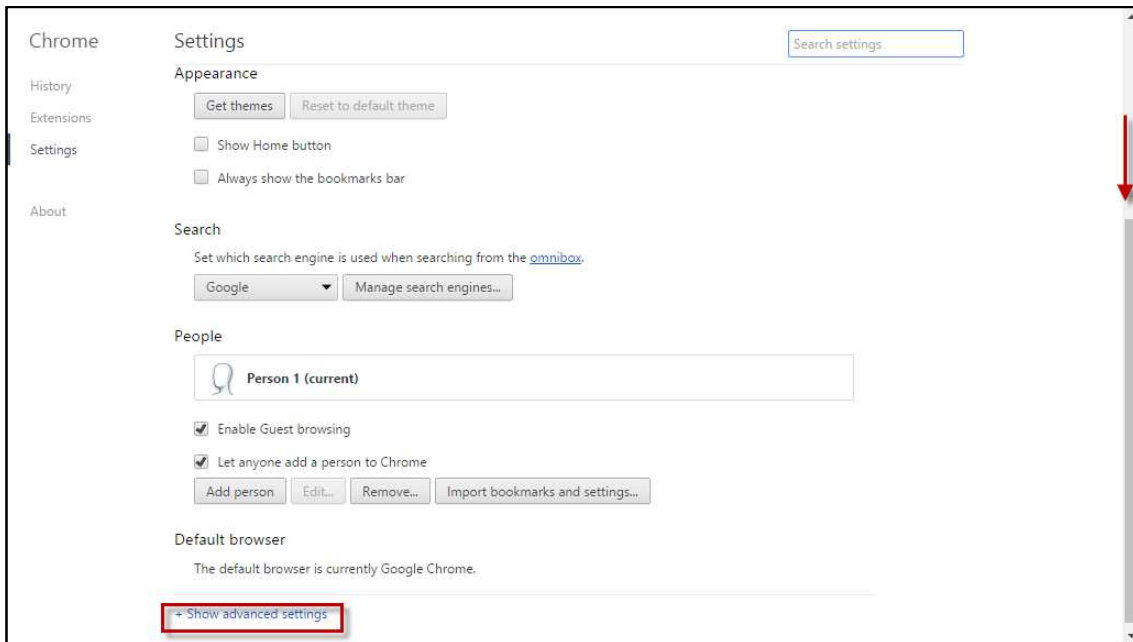


## Allow Pop-ups for Namibia e-Justice system in Google Chrome

1. In the top-right corner, click the Chrome menu , then click **Settings**.



Google Chrome



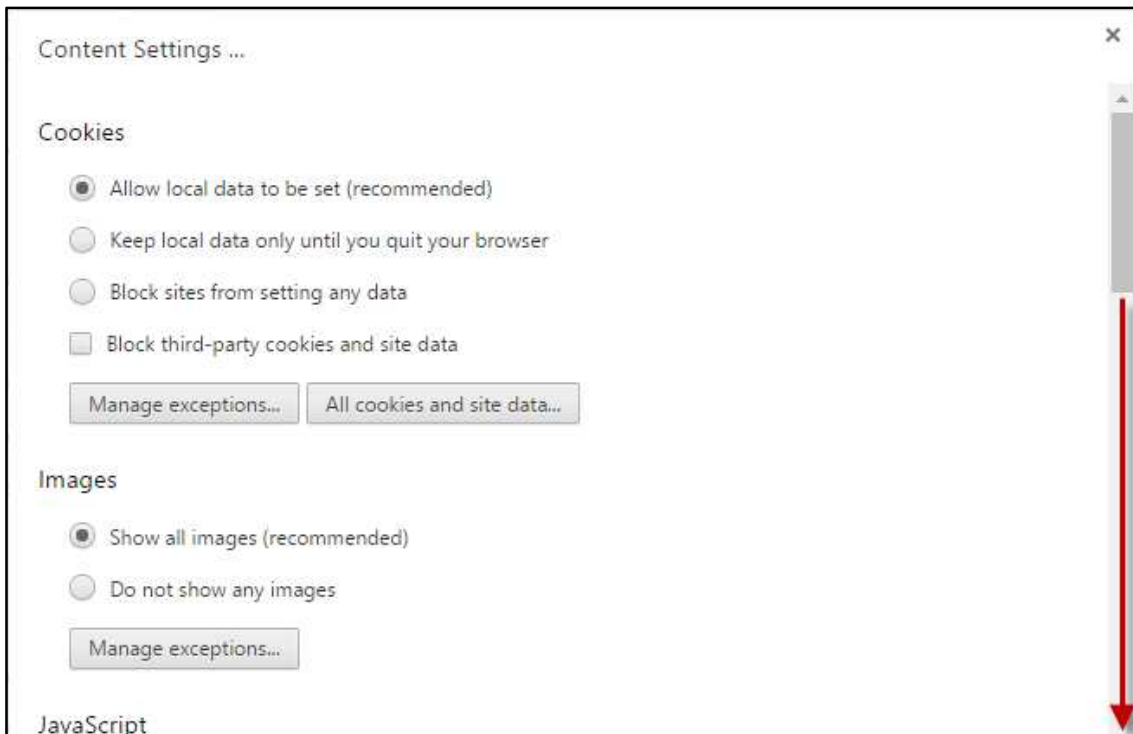
Settings

2. Scroll down and click **Show advanced settings**.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Overview of Namibia e-Justice System**

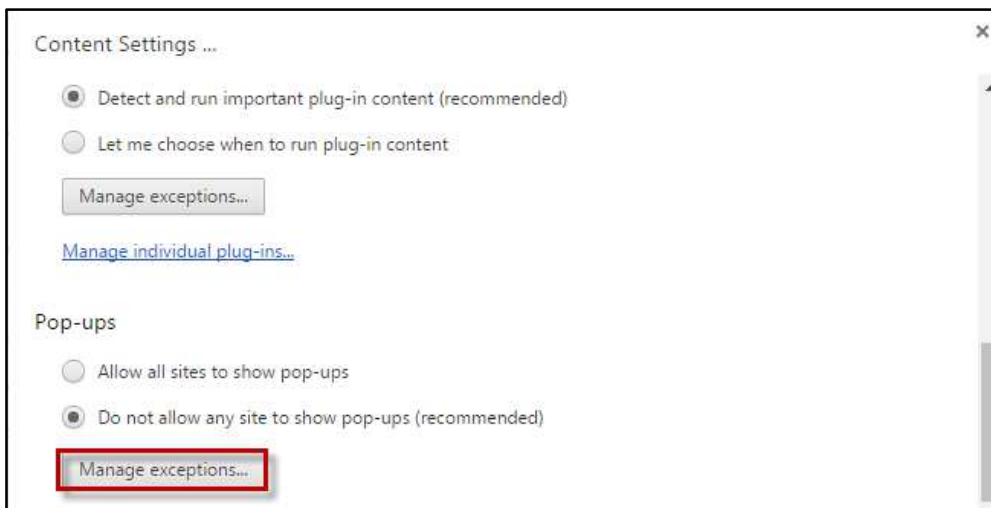


3. In the **Privacy** section, click **Content settings**.



**Content Settings**

4. Move the scroll bar until you see the **Pop-ups** section.



**Content Settings**

5. In **Pop-ups**, click **Manage exceptions**.

Pop-up exceptions

Hostname pattern	Behaviour
[*.]sample.co.uk	Allow

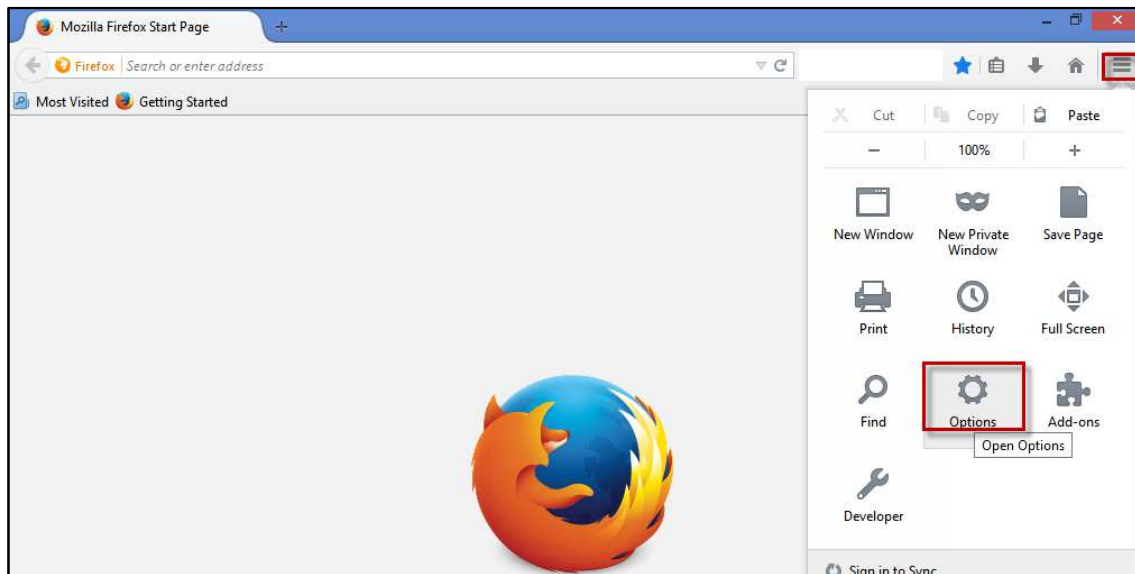
[Learn more](#) Finished

Pop-up exceptions

6. In the **Hostname pattern**, type **http://www.ejustice.moj.na/**.
7. Make sure **Allow** is selected as **Behaviour** and click **Finished**.

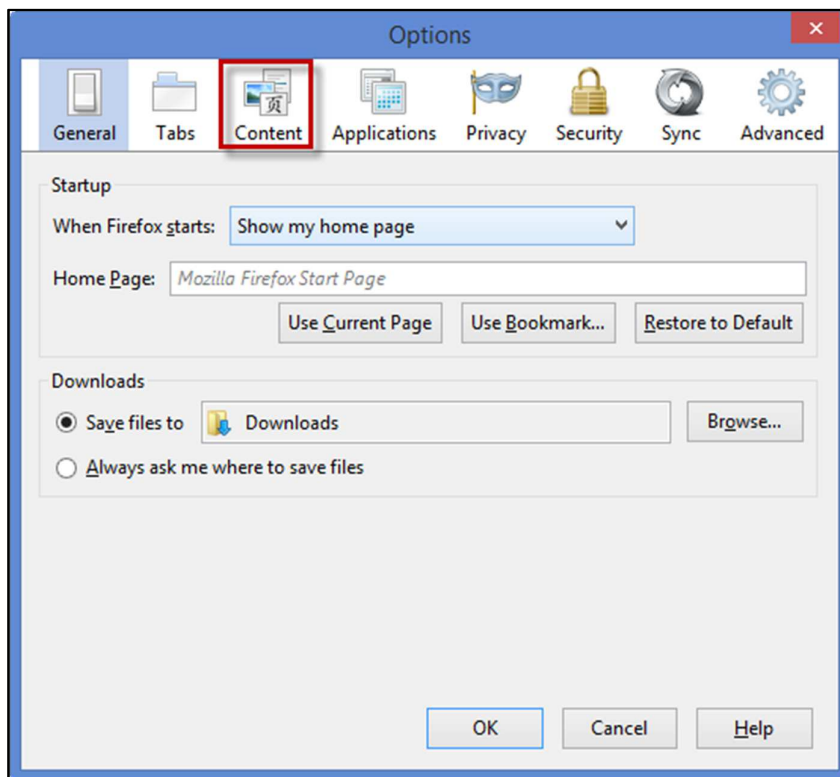
## Allow Pop-ups for Namibia e-Justice system in Mozilla Firefox

1. Click the menu  and then **Options**.

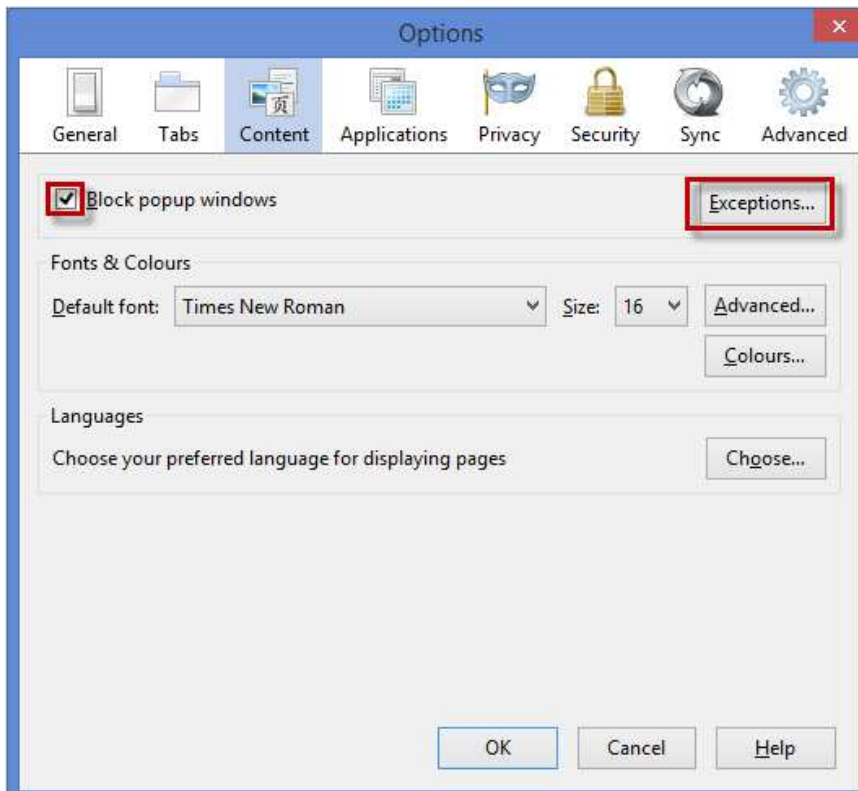


Mozilla Firefox

2. Click **Content**.

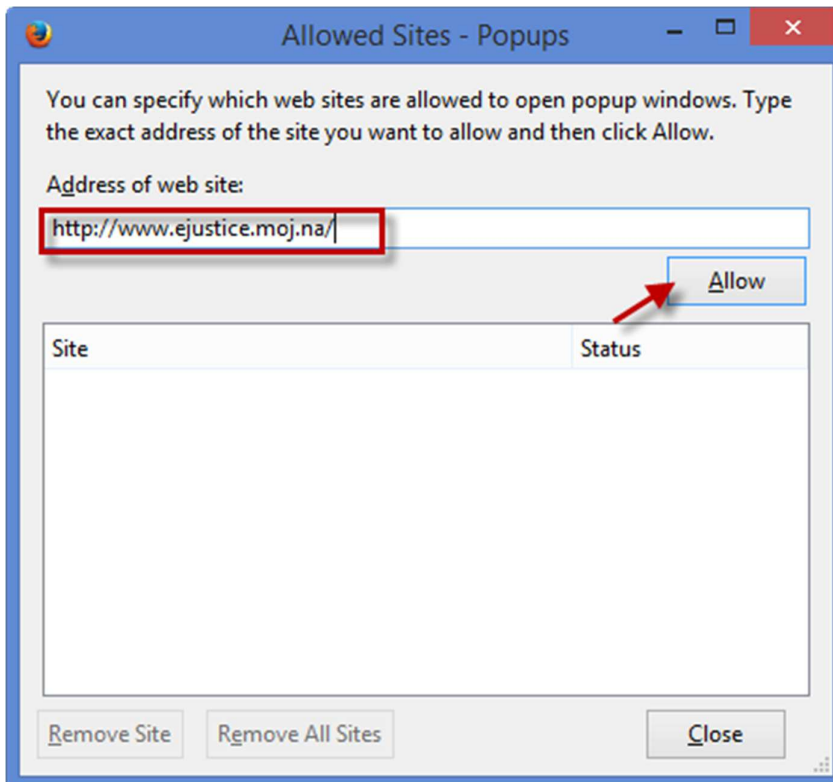


Options



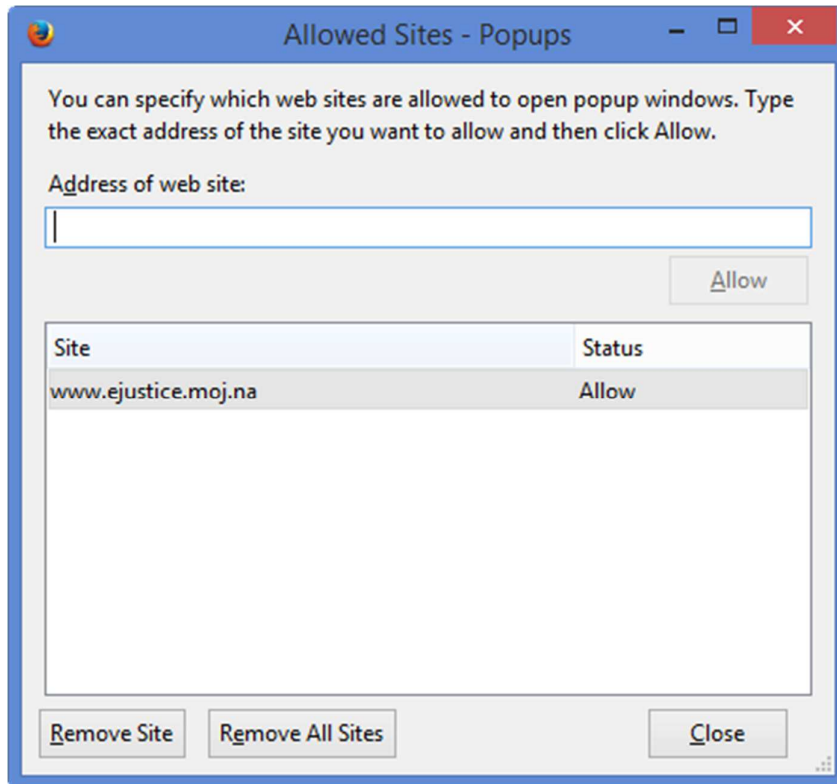
#### Pop-up Exceptions

3. Make sure **Block popup windows** is selected and then click **Exceptions**.



#### Allowed Sites – Popups

4. Type **http://www.ejustice.moj.na/** in the **Address of web site** and then click **Allow**.



**Allowed Sites – Popups**

5. Click **Close**.

# Manage User Account

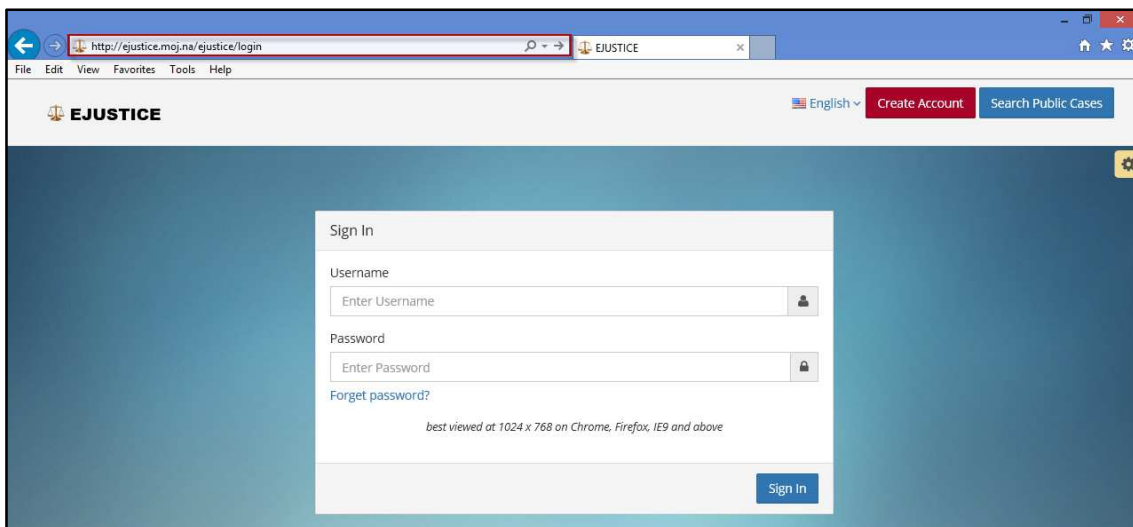
This chapter explains the step-by-step procedure to do the following:

- [Create User Account](#)
  - [Setup User Login Details](#)
- [Create or Change Signature](#)
- [Update User Profile](#)
- [Change Password](#)
- [Dissociate from Law Firm](#)
- [Join a Law firm](#)

## Create User Account

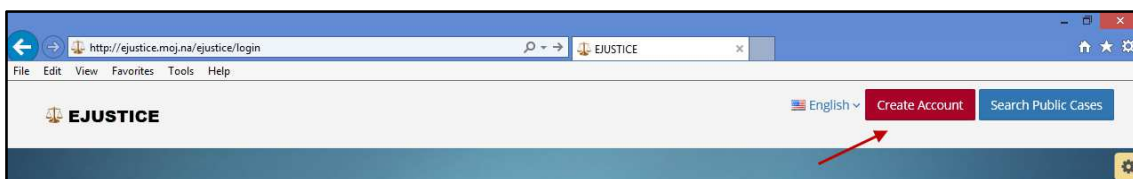
**To create user account:**

1. Open the internet browser and type <http://www.ejustice.moj.na/ejustice/login> in the address bar.



**Login page**

2. Click **Create Account**.



**Create Account**

The **User Registrations** page is displayed.

## Namibia e-Justice User Guide for Legal Practitioners Manage User Account

### User Registrations

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   Contact Information   Supporting Documents   Confirmation

Personal Particulars

Title

First Name \*

Middle Name

Last Name \*

Nationality \*

National ID/Passport No \*

For Namibia citizen, please use National ID. For foreigner, please use Passport No

Gender \*

Date of Birth \*

### User Registrations



Mandatory detail are indicated by asterisk \*.

3. Specify the required **Personal Particulars** and click **Next**.

### User Registrations

1 Personal Particulars   2 Membership Information   3 Contact Information   4 Supporting Documents   5 Confirmation

Membership Information

Registration Role \*  
Legal Practitioner ▼

Law Firm \*  
Select One ▼

Membership No

Previous   Next

**Membership Information**

4. Select **Legal Practitioner** from the **Registration Role** drop-down list.
5. Select the **Law Firm** to which you want to be associated with from the drop-down list.
6. If you have a **Membership No**, specify it. Otherwise skip this step.
7. Click **Next** to specify your **Contact Information**.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Manage User Account**

User Registrations

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   **Contact Information**   Supporting Documents   Confirmation

Contact Information

Email \*  Home No.

Mobile No. \*  Office No. \*

Mailing Address

Address

District/ City/ Town  Region/State/Province

Country  Zip Code/Postal Code

Previous Next

**Contact Information**

8. Enter the required details and click **Next**. The **Supporting Documents** page is displayed.

User Registrations

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   Contact Information   Supporting Documents   Confirmation

Supporting Documents

Documents \*

Filename	Type	Description	File On	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

0 items per page   No items to display

Please provide the following document(s) (max 3 files of 10MB each):

- Admission Order
- Identity Document
- or Alternative Identification Document

Previous   Next

### Supporting Documents

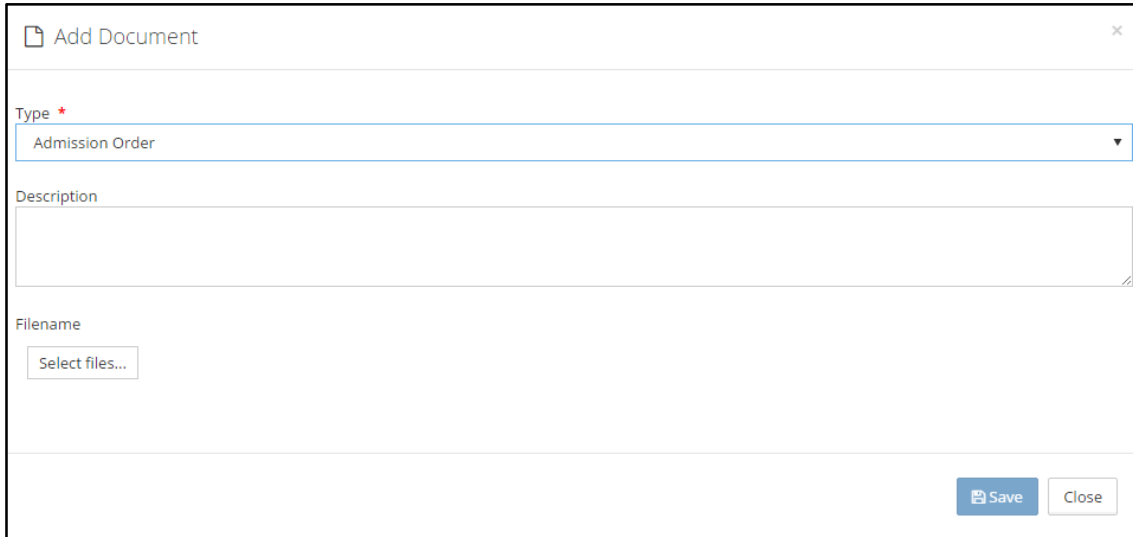


- You must attach the **Admission Order** and an **Identity Document**.
- You can attach a maximum of three documents.
- You can attach only PDF files.
- Each file must have a unique name and each file must not exceed 10 MB in size.

#### To attach files:

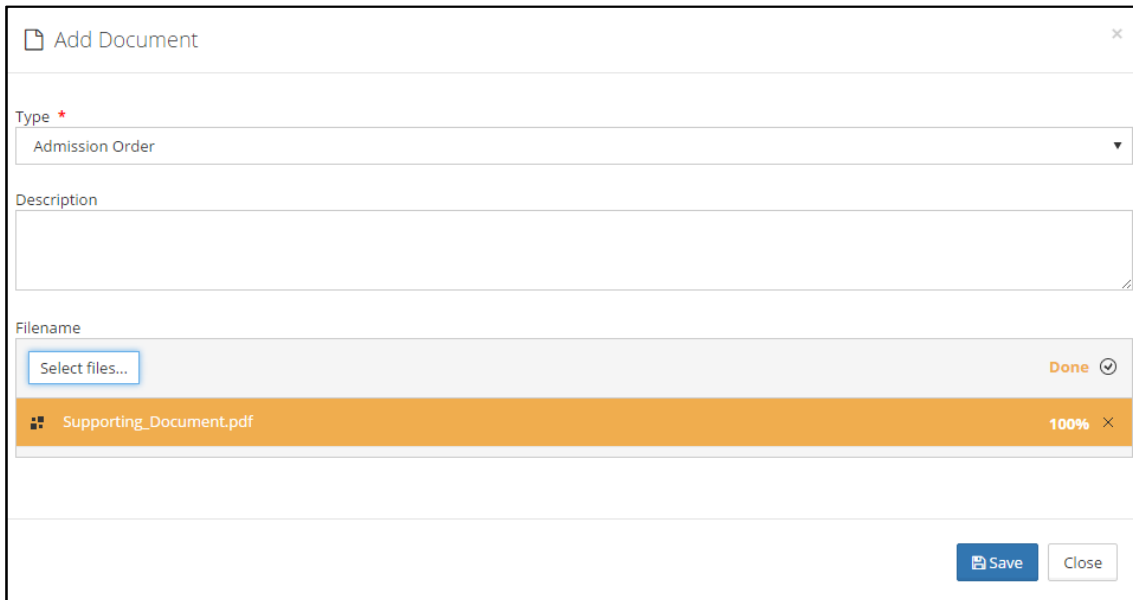
9. Click  to add a supporting document. The **Add Document** page is displayed.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Manage User Account**



**Add Document**

10. Select **Type** of the document.
11. It is recommended, to specify a **Description** for the document.
12. Click **Select files** to browse and select the required document to upload. An example is shown below.

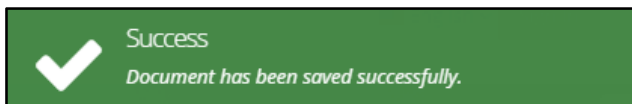


**Add Document**



To delete the file, click  corresponding to the file name.

13. Click **Save**. A success message is displayed.



**Success Message**

The uploaded PDF is listed as shown below.





User Registrations

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   Contact Information   Supporting Documents   Confirmation

Supporting Documents

Documents \*

Filename	Type	Description	File On	
Supporting_Docum...	Admission Order		24/03/2016 09:46	 
Identification (2).pdf	Identity Document		24/03/2016 09:49	 

1 - 2 of 2 items

Please provide the following document(s) (max 3 files of 10MB each):

- Admission Order
- Identity Document
- or Alternative Identification Document

Previous   Next

### Supporting Documents

- Repeat steps 9-13 to add another document type, for example **Identity Document**.



- To delete a document from this list, click .

- To modify the description of the attached document, click .

14. Click **Next** to preview the specified details.

## Namibia e-Justice User Guide for Legal Practitioners Manage User Account

### User Registrations

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   Contact Information   Supporting Documents   Confirmation

---

#### Confirmation

---

#### Personal Particulars

Title	Mr	First Name	Niranjan
Last Name	Khor	National ID/Passport No	RTE7456438
Nationality	Nepalese	Date of Birth	01/11/1989
Gender	Male		

---

#### Membership Information

Registration Role	Legal Practitioner
Law Firm	Advocate Christie Mostert (Windhoek)

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#### Contact Information

Email	mymail@gmail.com	Office No.	646547656
Mobile No.	57656786		
Country	Namibia		

---

#### Supporting Documents

Filename	Type	Description	File On	
Supporting_Docum...	Admission Order		24/03/2016 09:46	<input type="checkbox"/> <input type="checkbox"/>
Identification (2).pdf	Identity Document		24/03/2016 09:49	<input type="checkbox"/> <input type="checkbox"/>

1 - 2 of 2 items

I agree to ejustice Terms of Service.

Previous Finish

### Confirmation

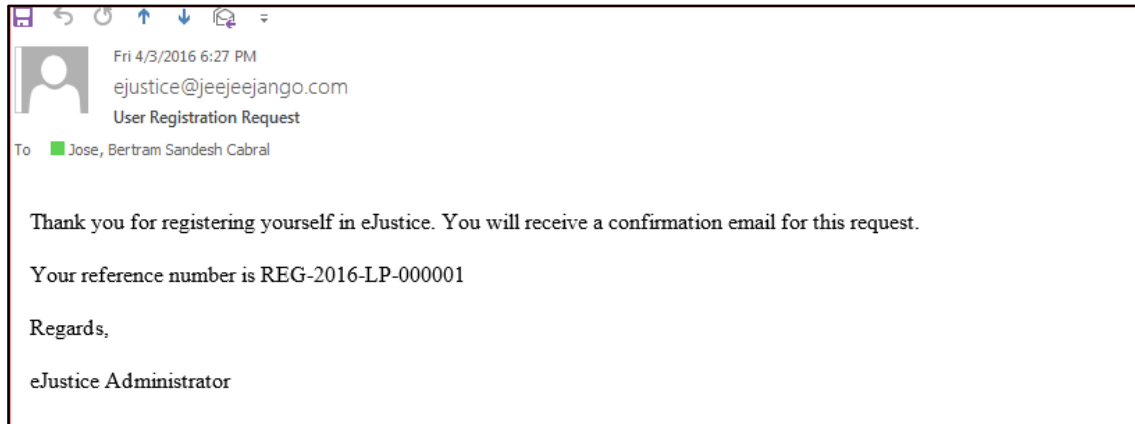
15. If the details are correct, select the checkbox to agree to the **Terms of Service**.



- You can modify the specified details before clicking **Finish**.
- To modify the details of a particular section:
  - Click **Previous** at the bottom of the page until you see the required section.
  - Modify or specify the required details.

16. Click **Finish**. You will receive an acknowledgement mail sent to the mailing address that you had specified while creating the user account.

The application is now sent to the law society for approval.



#### Acknowledgement Mail

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If you have not received any email, do the following:



- Ensure that the email account you are checking is the same as you specified during the account registration.
  - Check if the email has been delivered to your **Junk** or **Spam folder**.
- 

Once the user account is approved, you must [setup the login details for your user account](#).

If the application is rejected, a reason for the rejection will be provided. If you wish to reapply for a user account, make a fresh application.

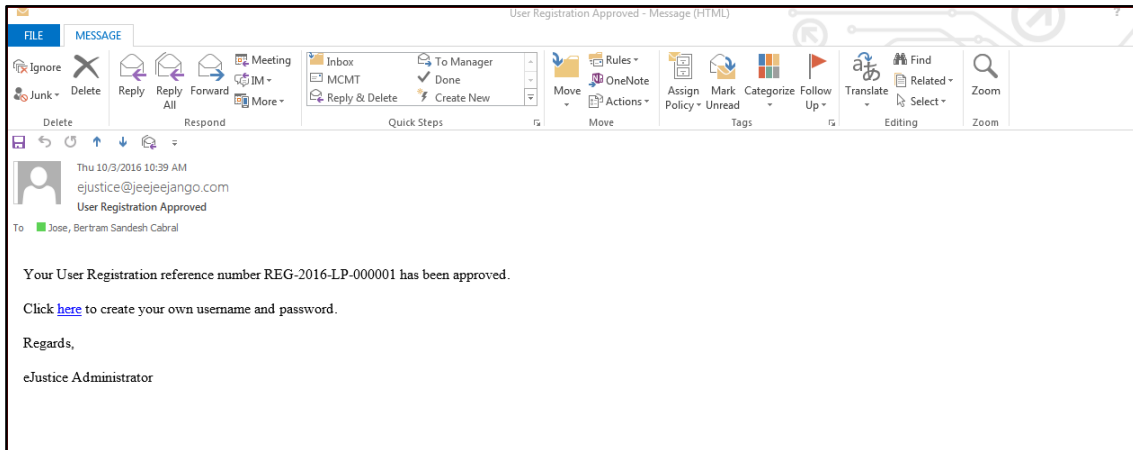
## Setup User Login Details

Once your request for a legal practitioner user account is approved by the Law Society, you must setup your login details.

#### Prerequisites:

- You must have created your [user account](#).
- Once the account is approved by the Law Society, you will receive the following confirmation mail with a link to create a username and password.

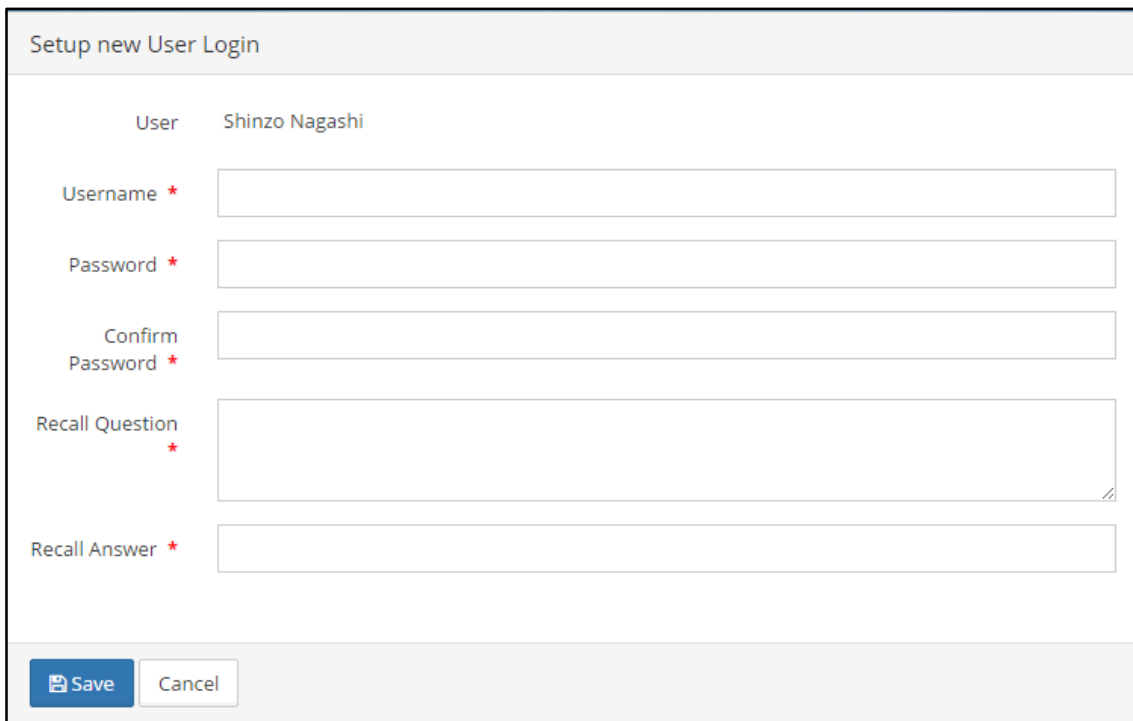
## Namibia e-Justice User Guide for Legal Practitioners Manage User Account



### Confirmation Mail

#### To setup user login details:

1. Click the link in the confirmation mail to create your username and password. The **Setup new User Login** page is displayed.



#### Setup new User Login

2. Enter a unique **Username**.



- Mandatory detail are indicated by asterisk **\***.
- **Username** must be unique. If the **Username** you specified is already used by another legal practitioner, the system will prompt you to choose a different **Username**.
- **Username** must have a minimum of 4 and a maximum of 100 characters.

3. Enter a **Password**.

4. Re-enter the same password in **Confirm Password** field.

5. Enter a **Recall Question** and **Recall Answer**.



- The **Recall Question** and **Recall Answer** are useful in the event of you forgetting your password.
- If you forget your password, the system displays this **Recall Question** and prompts you to answer.
- If you enter an answer that is matching the **Recall Answer**, the system retrieves your password.
- Do not set a question which has a varying answer. For example, question like "What is your age?" will have a changing answer.

Setup new User Login

User: Shinzo Nagashi

Username \*   
sn\_1 is Available

Password \*

Confirm Password \*

Recall Question \*

Recall Answer \*

**Setup New User Login**

6. Click **Save**. The login page is displayed. You may proceed to log in using the specified **Username** and **Password**.

The Law Firm which you had specified while creating your user account, must approve your account and link you to their Law Firm.

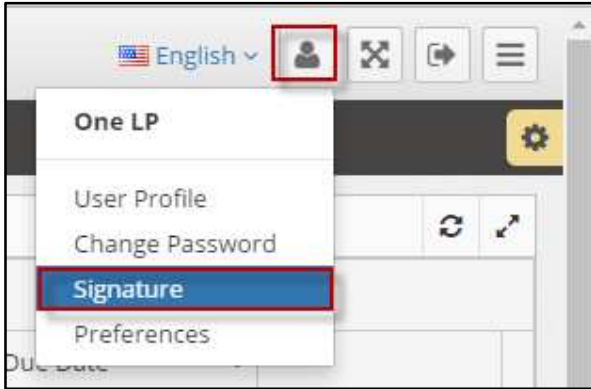


You may [change your password](#) anytime.


## Create or Change Signature

It is recommended to create your e-signature the first time you log in to the system as e-signature is mandatory to file or represent a case.

**To create or change e-signature:**



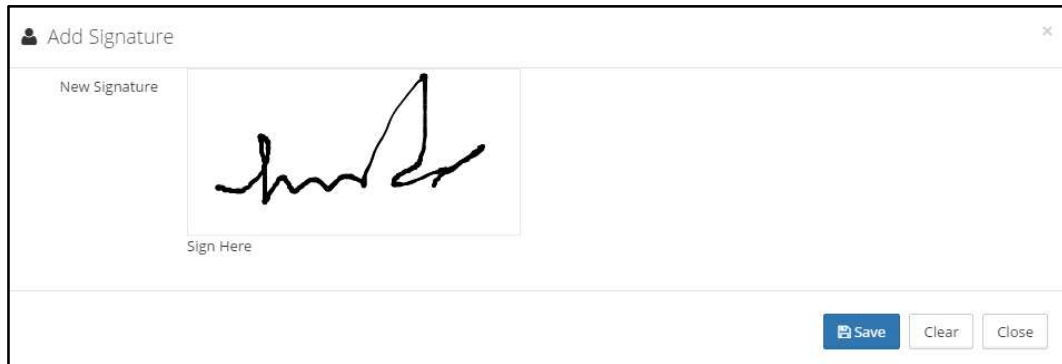
### Signature

1. Click  >> **Signature**. The **Add Signature** page is displayed.
2. Determine if you want to create or change signature.
  - If you are changing the signature, go to step 3.
  - If you are creating signature for the first time, follow the below steps:



### Add Signature

- a. Use your mouse pointer to sign inside the **New Signature** box.

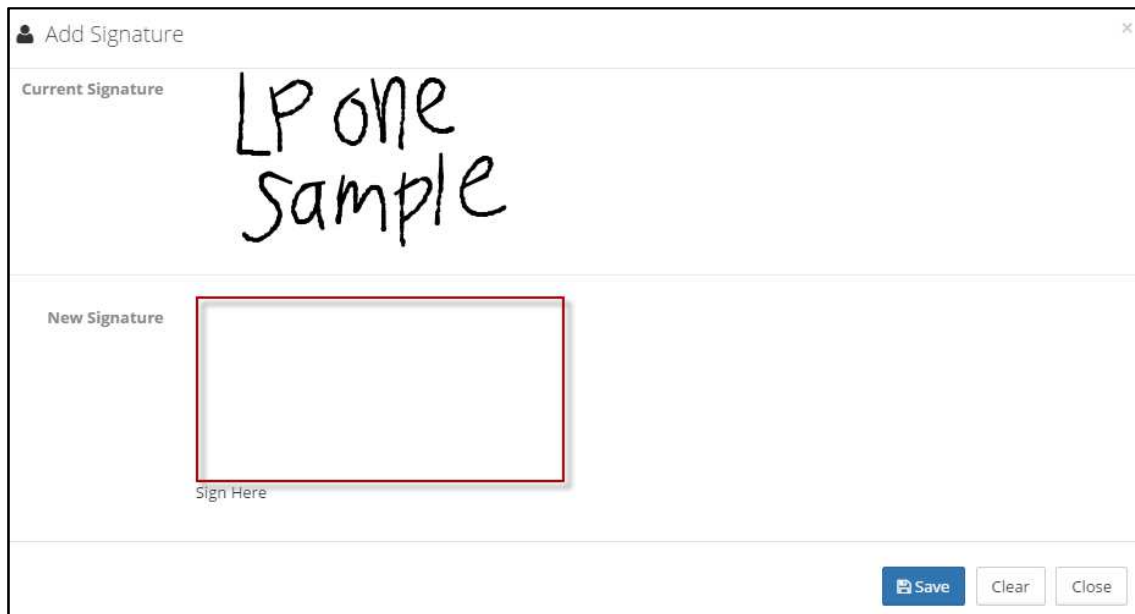


#### Add Signature



If you are not happy with this new signature or made a mistake, click **Clear** to clear the **New Signature** and retry.

- b. Click **Save** to save the changes and click **Close**.
3. To change the existing signature, use the mouse pointer to sign inside **the New Signature** box.



#### Change Signature



- Existing signature will be displayed in the **Current Signature** box.
- If you are not happy with this new signature or made a mistake, click **Clear** to clear the **New Signature** and retry.

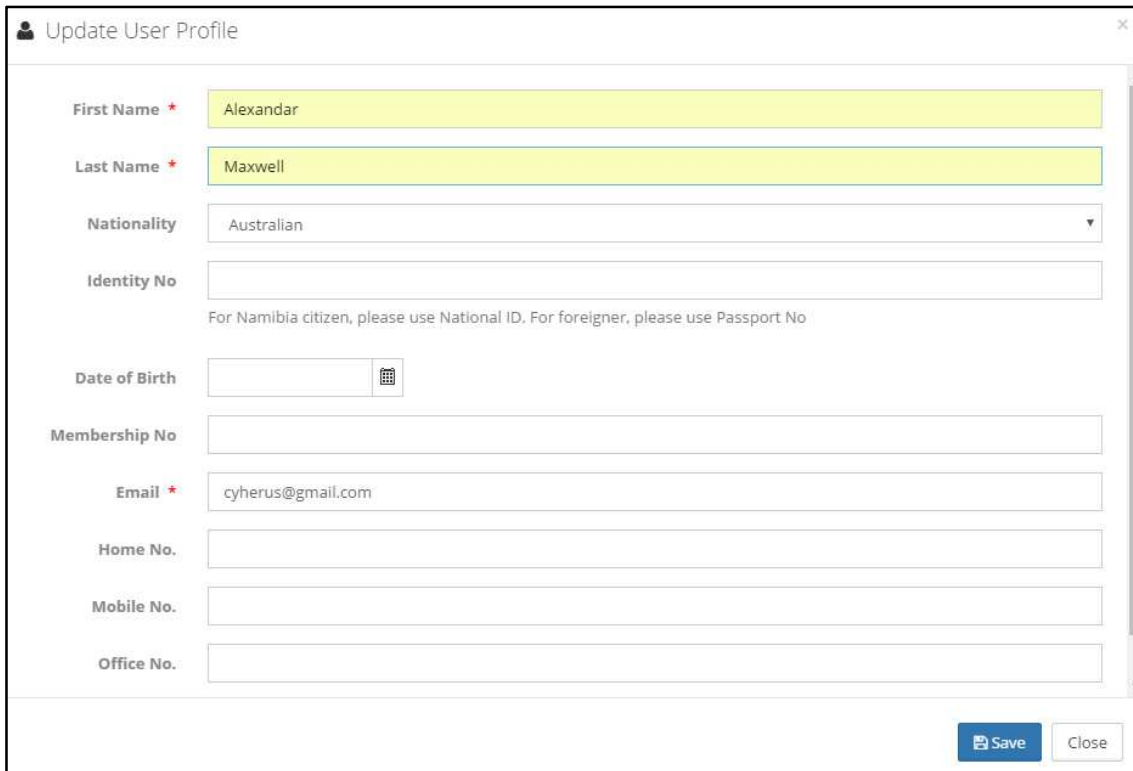
4. Click **Save** to save the **New Signature**.

## Update User Profile

User Profile displays your details which you had specified while creating your user account. You can update your profile anytime. For example, you may need to update your profile if there is a change in your telephone number.

### To update user profile:

1. Click  >> **User Profile**. The **Update User Profile** page is displayed.



The screenshot shows a web form titled "Update User Profile". The form has the following fields and values:

- First Name \*: Alexandar
- Last Name \*: Maxwell
- Nationality: Australian
- Identity No. (empty)
- Date of Birth (empty)
- Membership No. (empty)
- Email \*: cyherus@gmail.com
- Home No. (empty)
- Mobile No. (empty)
- Office No. (empty)

At the bottom right of the form, there are two buttons: "Save" and "Close".

### Update User Profile

2. Change the required details and click **Save**. Following success message is displayed.



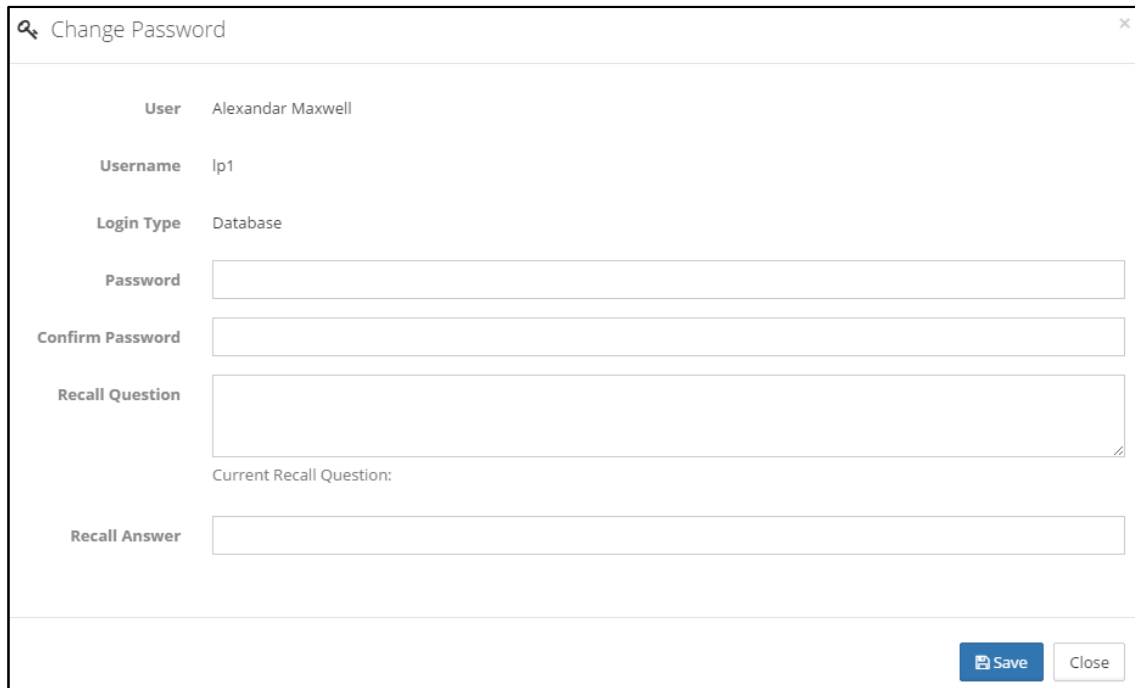
### Success Message

## Change Password

---

To change password:

1. Click  >> **Change Password**. The **Change Password** page is displayed.



The screenshot shows a web browser window titled "Change Password". The form contains the following fields and labels:

- User:** Alexandar Maxwell
- Username:** lp1
- Login Type:** Database
- Password:** [Text input field]
- Confirm Password:** [Text input field]
- Recall Question:** [Text area]
- Recall Answer:** [Text input field]

Below the Recall Question field, there is a label "Current Recall Question:" followed by a small icon of a document with a checkmark. At the bottom right of the form, there are two buttons: "Save" (blue) and "Close" (white).

### Change Password

2. Enter a **Password**.
3. Re-enter the same password in **Confirm Password** field.
4. Enter a **Recall Question** and **Recall Answer**.



- The **Recall Question** and **Recall Answer** are useful in the event of you forgetting your password.
- If you forget your password, the system displays this **Recall Question** and prompts you to answer.
- If you enter an answer that is matching the **Recall Answer**, the system retrieves your password.
- Do not set a question which has a varying answer. For example, question like "What is your age?" will have a changing answer.

5. Click **Save**.

## Dissociate from Law Firm

---

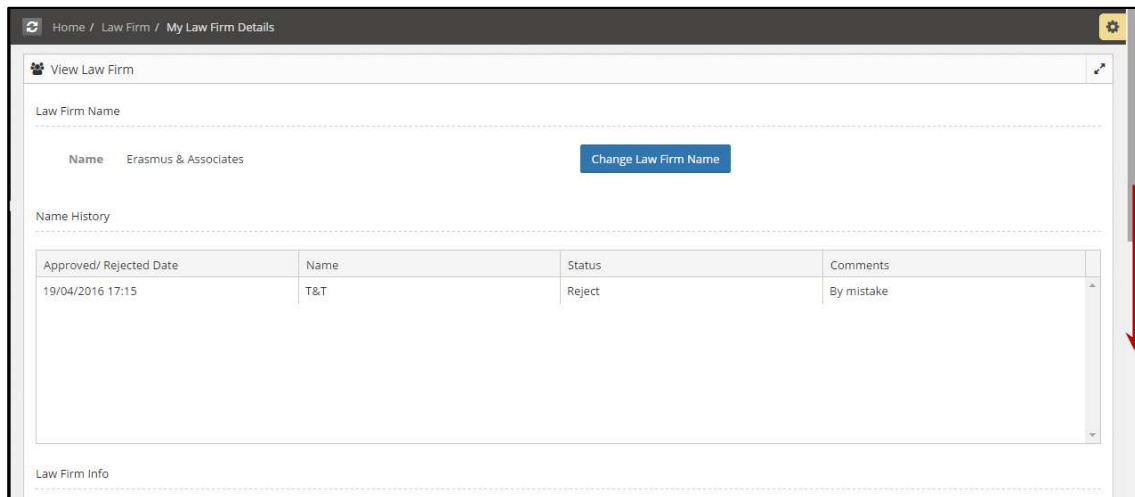
A legal practitioner can dissociate from a law firm.

1. Click **Law Firm** >> **My Law Firm Details**.



### Side Menu

Details of your law firm are displayed.



### My Law Firm Details



**Change Law Firm Name** button is displayed only for law firm owner and law firm administrator.

2. Scroll down to the bottom of the page.

Transaction History

Balance Amount \$99,200.00

Transaction Date	Type	Credit Amount	Debit Amount	Status	Receipt Number	File By
15/04/2016 18:08	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000012	One LP
14/04/2016 15:27	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000011	One LP
14/04/2016 11:47	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000010	One LP
14/04/2016 10:06	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000009	One LP
14/04/2016 09:59	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000008	One LP
12/04/2016 17:52	Filing Fee		-\$100.00	Completed	RCPT-FILE-2016-000007	One LP

### Dissociate Request

3. Click **Dissociation Request**.

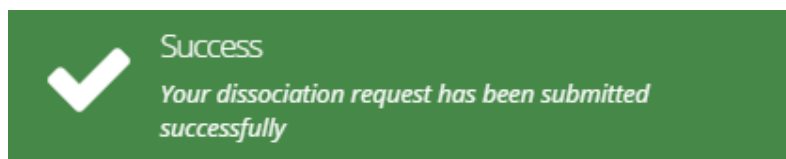
Dissociation

Dissociating From Erasmus & Associates

### Dissociation Form

Your current law firm name is displayed.

4. Click **Dissociation Request**. A success message is displayed.



### Success Message

Your request is submitted for approval. The law firm administrator will review and approve the dissociation request. Upon approval or rejection, you will be notified. If your request is rejected, the reason for rejection will also be notified.

## Join a Law Firm

A legal practitioner who is not associated to any law firm can join a law firm.

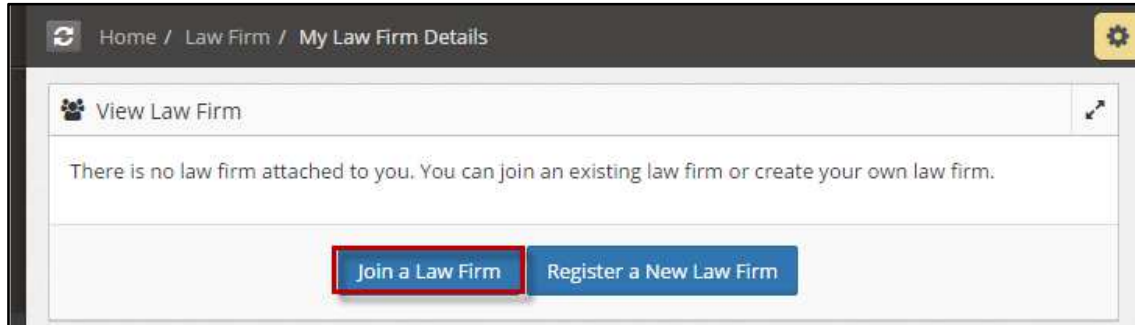
### To join a law firm:

1. Click **Law Firm >> My Law Firm Details**.



### Side Menu

The **View Law Firm Details** page is displayed.



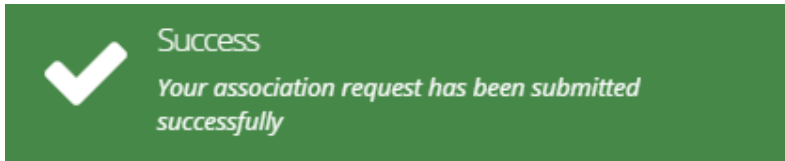
### View Law Firm

2. Click **Join a Law Firm**.



### Update Law Firm User

3. Click the **Law Firm** drop-down list to choose the required law firm and click **Send Join Request**. Following success message is displayed.



**Success Message**

Once your request is approved or rejected, you will be notified. If your request is rejected, the reason for rejection is notified to you.

# Create Case

Legal practitioners or secretary of the legal practitioner (professional assistant) may create or draft case respectively on behalf of applicant(s) or plaintiff(s) using the e-Justice system.

The legal practitioner who creates the case is the instructing legal practitioner for the case.

In this guide, instructions are provided to guide you to file or create the following cases.

- [Create Motion Case](#)
- [Create Action Case](#)
- [Approve case drafted by secretary](#)



- 
- To draft a new case on behalf of a legal practitioner, the secretary of the legal practitioner must click **Case Management** >> **Create Draft Case** from the side menu.
  - While drafting the case details, the secretary must specify the instructing legal practitioner for the case.
  - Status of the case is **Draft** until the legal practitioner approves the case.
  - Once a case is drafted and submitted by the secretary, it is notified to the respective legal practitioner for approval.
  - Upon approval this case is submitted to the court for the registrar's approval.
- 

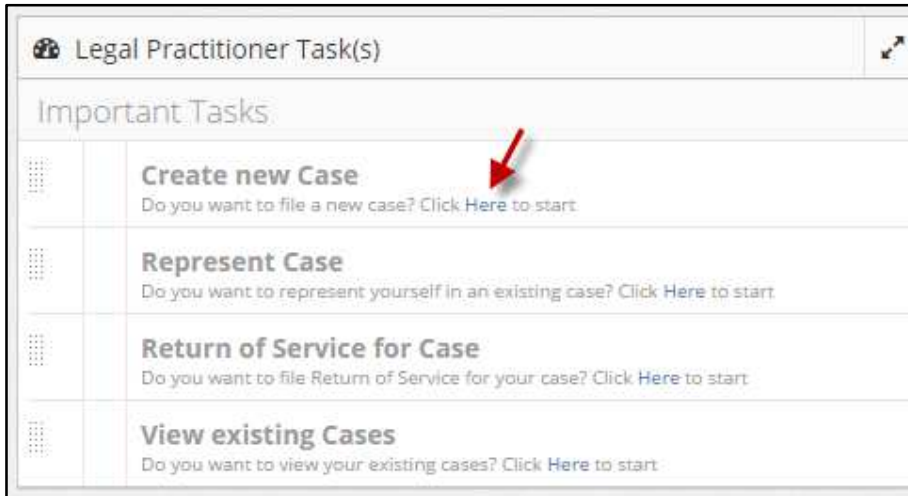
## Prerequisites:

- [You must be a registered legal practitioner in the Namibia e-Justice system](#)
- [You must have a valid e-signature](#)
- Your law firm account must have sufficient balance. Refer to [Check Law Firm Account Balance](#) for more information. If you do not have adequate amount, you must approach the registrar's office to top up the account.
- Supporting Documents.
  - Make sure the supporting documents are available in your computer in the required format and size.
  - It is recommended that you save the supporting documents using a logical name for easy reference in the future.

## Create Motion Case

As an example for filing a motion case, this document explains the procedure to create a motion general case.

In the **Home/Dashboards** page there is a shortcut to **Create new Case** and this is listed under the **Legal Practitioner Task(s)**.



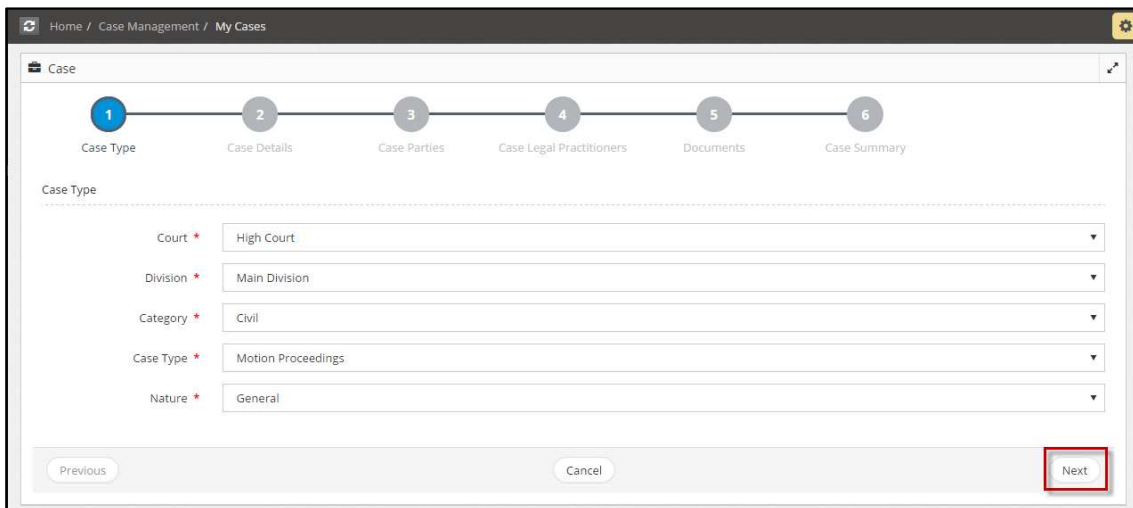
### Home - Dashboard

1. Click the **Here** hyperlink from the **Create new Case** section in the **Home/Dashboards** page.



Alternatively you may create a case from the side menu. In the side menu, click **Case Management** >> **Create Case** and follow the below steps.

2. Specify the required **Case Type** details and click **Next**.



### Case Type

The **Case Details** screen is displayed.

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case

Home / Case Management / My Cases

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Details

File By One LP

File By Law Firm Dickson Brothers

Status New

Office Reference No \*

Relief Claimed \*

Name(s), Surname of Deponent(s) \*

Hearing Setdown Date \* 07/04/2016 09:00

Urgent?

Involve Debt?

Parties to Inform No record found


Previous Cancel Next

#### Case Details


3. Specify the case details such as **Office Reference No.**, **Relief Claimed**. If required, click the calendar icon 📅 to modify the **Hearing Setdown Date** and the clock icon 🕒 to modify the time.

- There are fields to which more than one record can be specified. For example, you may

add more than one **Relief Claim**. Such fields are indicated by  beside them.

Relief Claimed \*  Custody of child. 



- To add more than one record in this field, click .
- To remove a record click the  corresponding to the record
- You may modify the **Hearing Setdown Date** as required.
- Select **Urgent** to indicate the case is urgent.

4. Click **Next**. The **Case Parties** page is displayed.

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Parties


+ -

Name	Category	Type	Priority	Notice To Oppose	Updated Date

20 Items per page No items to display

Previous Cancel Next

### Case Parties

5. Click  to add case party details.

Case Party

Party Details

Party Category \* Party Type \*

Select One Select One

Priority \*

1

Party Addresses

Address Type \*

Select One + -

Address Details \*

District/City/Town Region/State/Province

Submit Close

### Party Details


6. Specify the required **Party Details**.

- The details to be filled may vary based on the selected **Party Category**.
- If it is a motion case, the available party types are **Applicant** and **Respondent**.
- **Priority** cannot be duplicated for a **Part Type**. For example, you cannot have two applicants with the same priority.
- If required, change the number of court days within which the respondent has to oppose the notice in the **Notice to Oppose** filed.



- Based on the selected party category, you may indicate if **Legal Aid** is applicable. If **Legal Aid** is selected, you must specify the related details such as **Legal Aid No.**

**Party Addresses**

7. Specify the required **Party Addresses**. To add more than one address, click  icon displayed beside **Address Type**.





- In case of **Party Addresses**, only the addresses marked as (Required) are mandatory. However, it is recommended to specify all the available addresses.

8. Upon specifying all the required party details, click **Submit**. Added party is listed as shown below.

Name	Category	Type	Priority	Notice To Oppose	Updated Date
Alexandra Noel	Natural Person	Applicant	1		

### Added Case Parties



- To modify the party details click .
- To remove the party from the case, click .
- To add another party, repeat steps 5-8.

Name	Category	Type	Priority	Notice To Oppose	Updated Date
Margaret Lopez	Natural Person	Applicant	1		
Chris Robert	Natural Person	Respondent	1	15	

### Case Parties

9. Click **Next**. The **Case Legal Practitioners** page is displayed.

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case

#### Legal Practitioner Details

10. Click  icon to choose the required **Instructed Legal Practitioners**.



- If instructed legal practitioner is not required or not applicable for this case, click **Next** to skip this step.
- Once a case is issued, you may [add advocate\(s\)](#) to the case at any point of time.

The **Legal Practitioner** page is displayed.

#### Legal Practitioner

11. Select the **Instructed Legal Practitioner (If any)**.

12. Click **Submit**. The added legal practitioner is listed as shown below.

#### Case Legal Practitioners



To add another legal practitioner to this case, repeat steps 10 -12.

Note: The word "**false**" corresponding to the legal practitioner indicates that he or she is not the instructing legal practitioner but an instructed legal practitioner for this case.

Case Party	Legal Practitioner	Instructing	Updated Date
	Two LP (Dickson Brothers)	false	

#### Added Legal Practitioner Details

13. Click **Next** to attach the required documents.

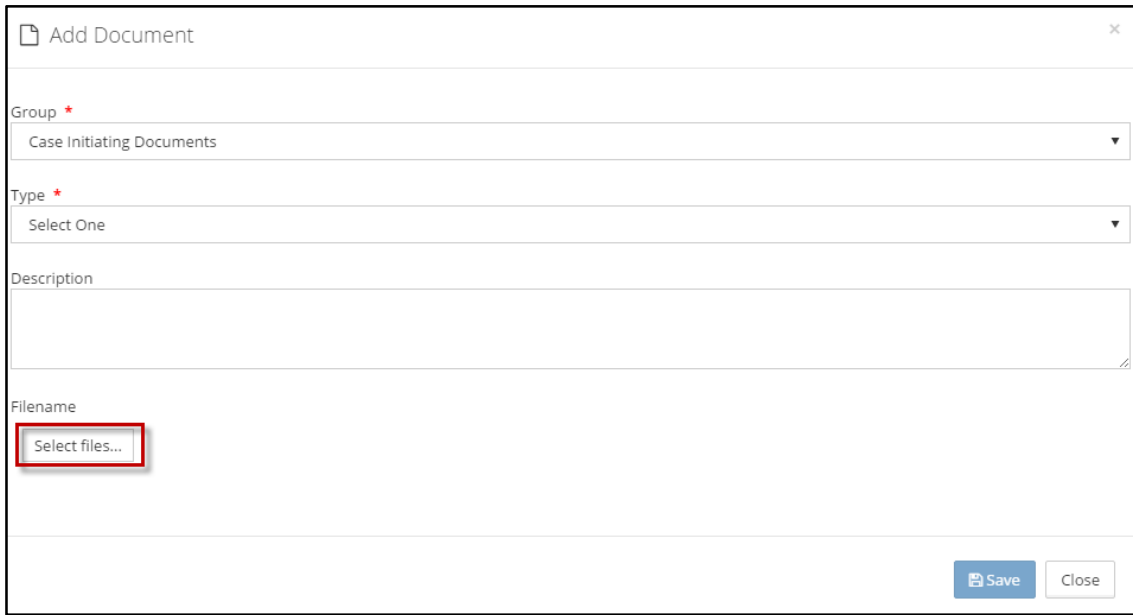
Filename	Type	Description	Uploaded By	Serve On	File On
----------	------	-------------	-------------	----------	---------

#### Supporting Documents

14. Click  to attach a document.

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case



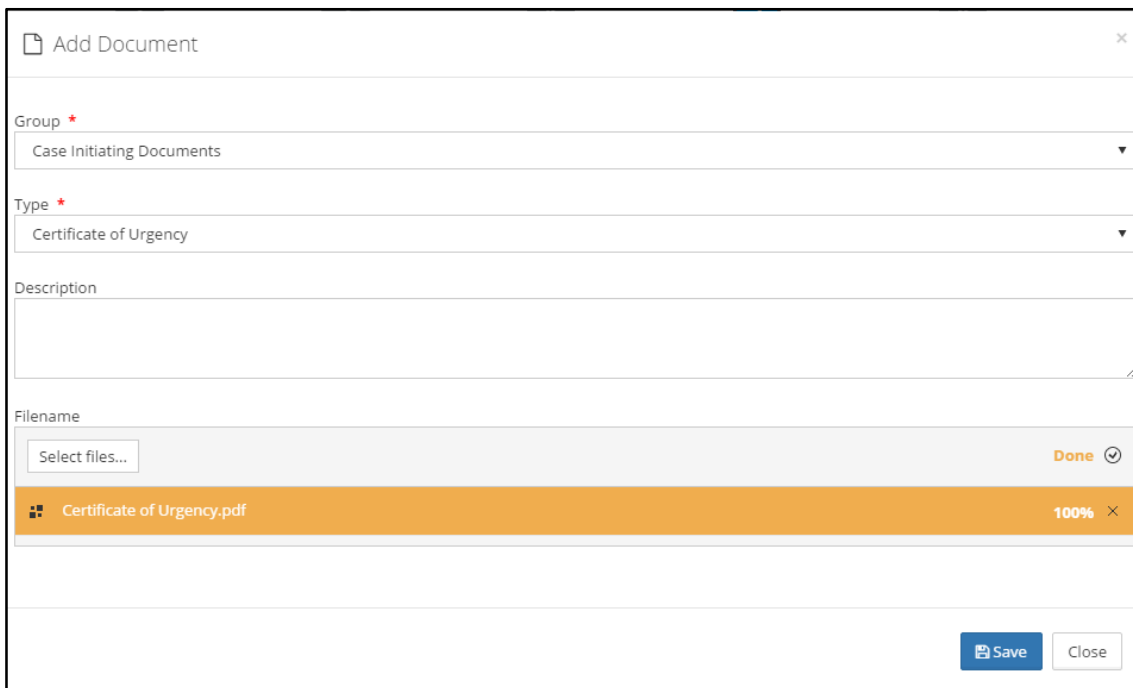
The screenshot shows a form titled "Add Document" with a close button (X) in the top right corner. The form contains the following fields:

- Group \***: A dropdown menu with "Case Initiating Documents" selected.
- Type \***: A dropdown menu with "Select One" selected.
- Description**: A large text area for entering a description.
- Filename**: A section containing a "Select files..." button, which is highlighted with a red rectangle.

At the bottom right of the form, there are two buttons: "Save" and "Close".

#### Add Document

15. Specify **Group** and **Type** of the document.
16. It is recommended to specify a **Description** for the document.
17. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.



The screenshot shows the "Add Document" form after a document has been uploaded. The fields are filled as follows:

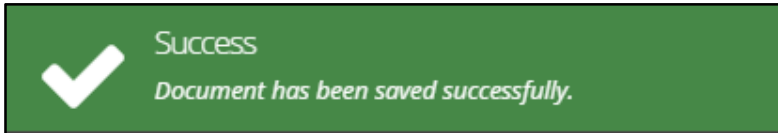
- Group \***: "Case Initiating Documents"
- Type \***: "Certificate of Urgency"
- Description**: (Empty)
- Filename**: A section containing a "Select files..." button, a "Done" status with a checkmark, and a list of uploaded files. One file is listed: "Certificate of Urgency.pdf" with a progress indicator of "100%" and a close button (X).

At the bottom right of the form, there are two buttons: "Save" and "Close".

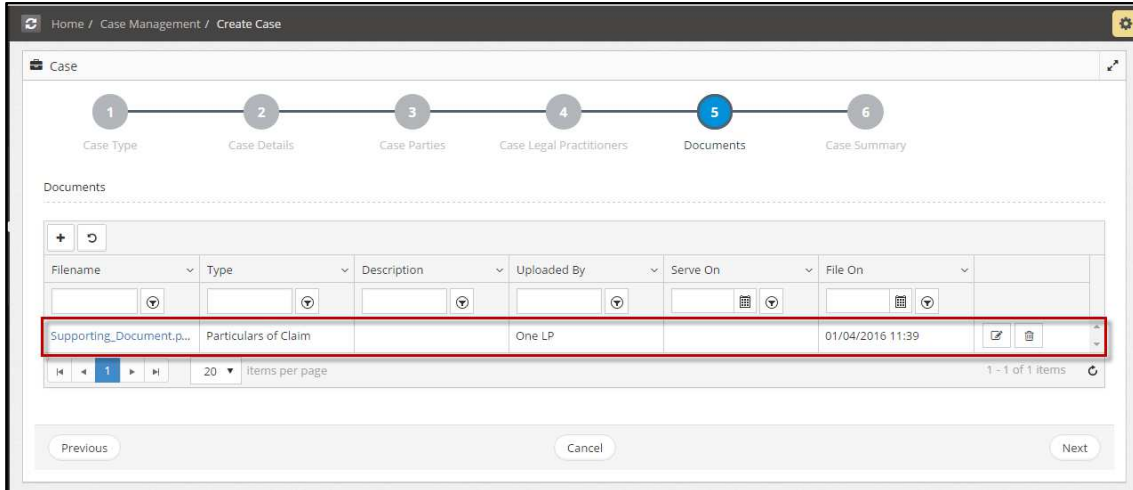
#### Uploaded document

To remove the uploaded document, click  beside the document.

18. Click **Save**. The following success message is displayed and the attached document is listed as shown below.



### Success Message




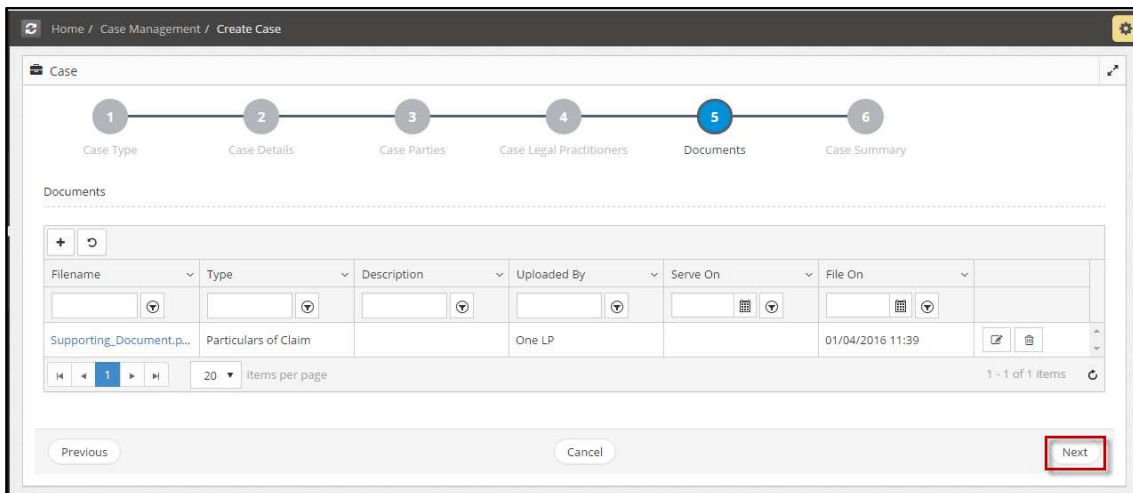
### Uploaded Document

- To attach another document, repeat steps 14-18.



- To modify the document description, click .

- To remove the document, click .



### Uploaded Document

19. Click **Next** to view the **Case Summary**.

## Namibia e-Justice User Guide for Legal Practitioners Create Case

Home / Case Management / Create Case

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Summary

Case No

Case Title Case Type Motion - General (High Court)

Status New Assigned Judge

Filed By One LP Filed By Dickson Brothers LawFirm

Expand All Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Expand All | Collapse All

Previous Cancel Submit

### Case Summary

The specified details will be grouped into different sections.

20. Click **Expand All** to view all the details or click the individual section headings to view details specified in the respective sections.

Home / Case Management / Create Case

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Summary

Case No

Case Title Case Type Motion - General (High Court)

Status New Assigned Judge

Filed By One LP Filed By Dickson Brothers LawFirm

Expand All | Collapse All

Case Details

Case Parties

Legal Practitioners

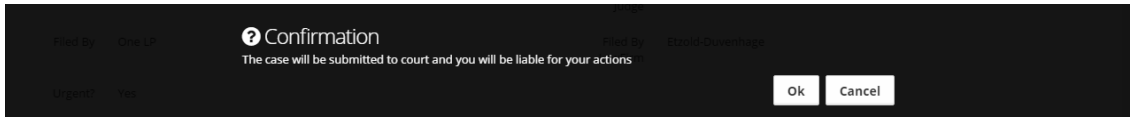
Documents

Expand All | Collapse All

Previous Cancel Submit

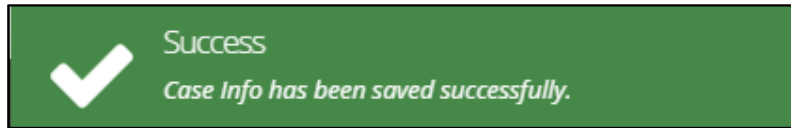
### Submit Case

21. Click **Submit**. You will be prompted to confirm the case submission.



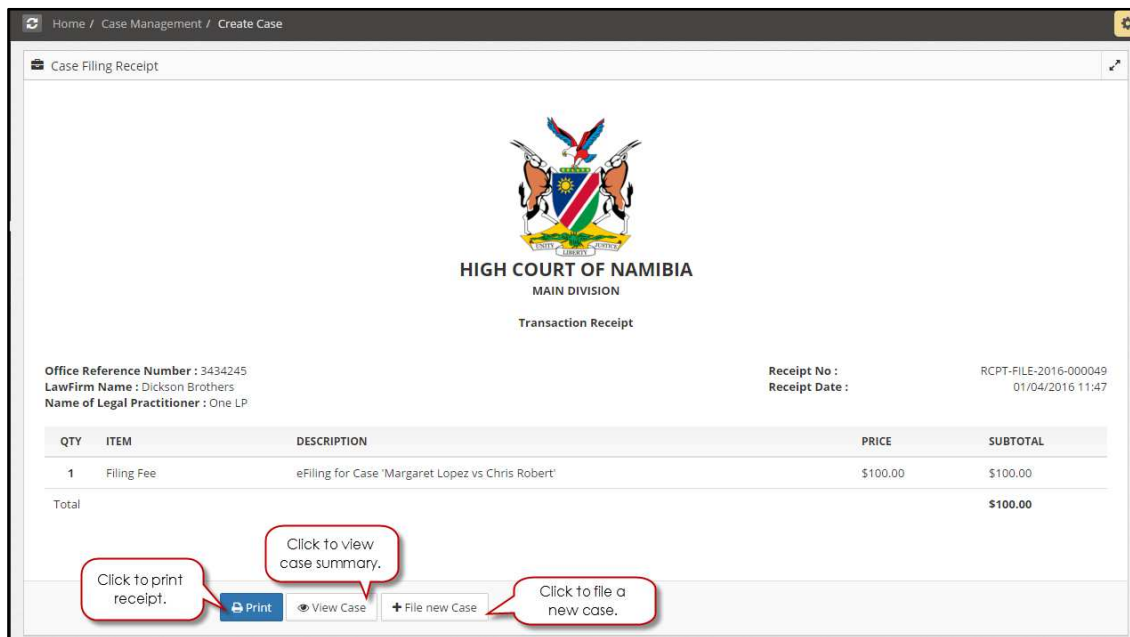
**Confirmation**

22. Click **Ok**. Following success message is displayed.



**Success Message**

**Transaction Receipt** is displayed.



**Transaction Receipt**

23. Click **Print** to print the receipt.

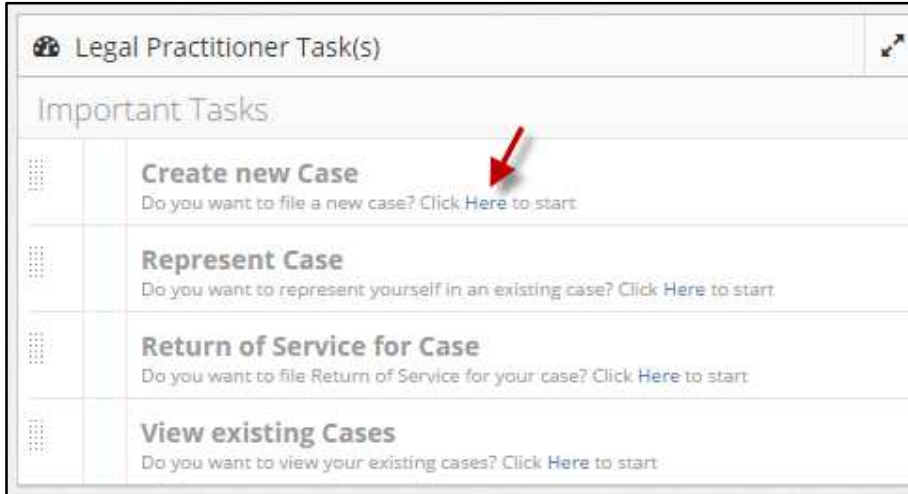


The registrar reviews the case for issuance. Once a case number is issued, you will be notified and the case is listed under [My Cases](#) and [All Cases](#) of the instructing and instructed legal practitioners.

## Create Action Case

As an example for filing or creating an action case, this document explains the procedure to create an action matrimonial case.

In the **Home/Dashboards** page there are shortcuts for the legal practitioner's **Important Tasks**.



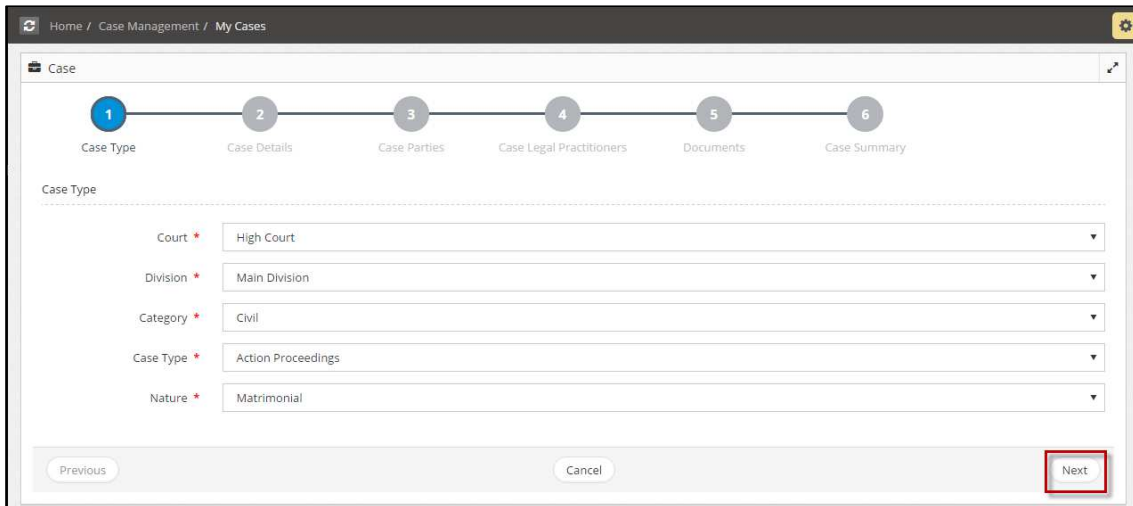
### Home - Dashboard

1. Click the **Here** hyperlink from the **Create new Case** section in the **Home/Dashboards** page.



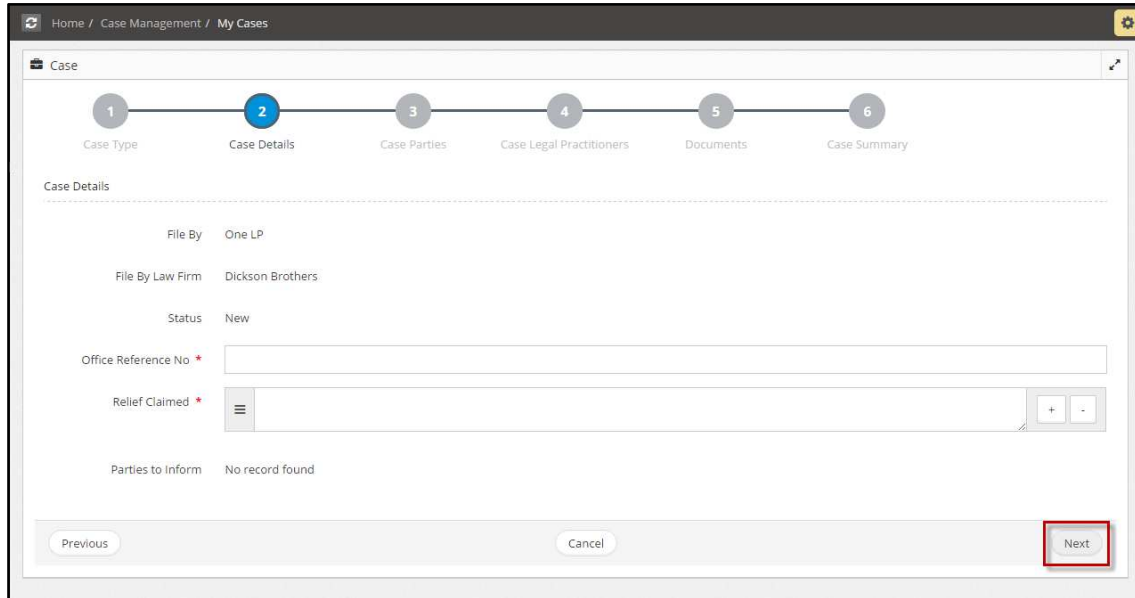
Alternatively you may create a case from the side menu. In the side menu, click **Case Management** >> **Create Case** and follow the below steps.

2. Specify required **Case Type** details and click **Next**.




### Case Type

The **Case Details** screen is displayed.





### Case Details

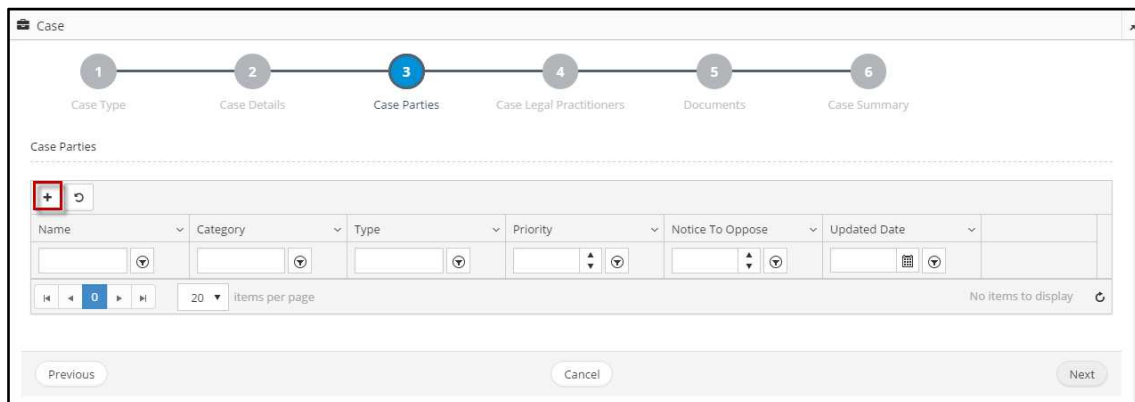
3. Specify the case details such as **Office Reference No.** and **Relief Claimed**.

- There are fields to which more than one record can be specified. For example, you may add more than one **Relief Claim**. Such fields are indicated by  beside them.



- To add more than one record in this field, click .
- To remove a record, click the  corresponding to the record.

4. Click **Next**. The **Case Parties** page is displayed.



### Case Parties

5. Click  to add case party details.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Create Case**

The screenshot shows a web form titled "Case Party" with a close button in the top right corner. The form is divided into three main sections: "Party Details", "Party Addresses", and "Address Details".

- Party Details:** Contains three dropdown menus: "Party Category" (with "Select One" selected), "Party Type" (with "Select One" selected), and "Priority" (with "1" selected).
- Party Addresses:** Contains an "Address Type" dropdown menu (with "Select One" selected) and two buttons: "+" and "-".
- Address Details:** Contains a large text input field for the address, and two smaller input fields for "District/City/Town" and "Region/State/Province".

At the bottom right of the form, there are two buttons: "Submit" (in blue) and "Close" (in grey).

**Party Details**

6. Specify the required **Party Details**.

- The details to be filled may vary based on the selected **Party Category**.
- If it is an action case, the available party types will be **Plaintiff** and **Defendant**.
- **Priority** cannot be duplicated for a **Part Type**. For example, you cannot have two defendants with the same priority.
- If required, change the number of court days within which the defendant has to oppose the notice in the **Notice to Oppose** filed.



A close-up of the "Notice to Oppose" field, which is a dropdown menu with the value "15" selected. The field is labeled "Notice to Oppose" with a red asterisk indicating it is required.

- Based on the selected party category, you may indicate if **Legal Aid** is applicable. If **Legal Aid** is selected, you must specify the related details such as **Legal Aid No.**

The screenshot shows the 'Party Addresses' form. At the top, there is a section for 'Address Type' with a dropdown menu currently set to 'Select One'. A red square highlights the plus icon to the right of the dropdown. Below this is a large text area for 'Address Details'. Further down are two input fields: 'District/City/Town' and 'Region/State/Province'. At the bottom right, there are 'Submit' and 'Close' buttons.

**Party Addresses**

7. Specify the required **Party Addresses**. To add more than one address, click



icon displayed beside **Address Type**.



This screenshot shows the 'Party Addresses' form with the 'Address Type' dropdown menu open. The menu lists four options: 'Select One', 'Physical Address (Required)', 'Mailing Address (Required)', and 'Domicilium citandi et executandi'. The 'Physical Address (Required)' option is highlighted with a red box. The form also shows input fields for 'District/City/Town', 'Region/State/Province', 'Country', and 'Zip Code/Postal Code'. 'Submit' and 'Close' buttons are at the bottom right.

- In case of **Party Addresses**, only the addresses marked as (Required) are mandatory. However, it is recommended to specify all the available addresses.



8. Upon specifying the required details of the party, click **Submit**. Added party is listed as shown below.

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case

The screenshot shows the 'Case Parties' step in a multi-step process. The progress bar at the top indicates steps 1 through 6, with step 3 'Case Parties' currently active. Below the progress bar, there is a table for adding case parties. The table has columns for Name, Category, Type, Priority, Days To Defend, and Updated Date. One entry is visible: Princy Steve, Natural Person, Plaintiff, Priority 1. The 'Next' button at the bottom right is highlighted with a red box.

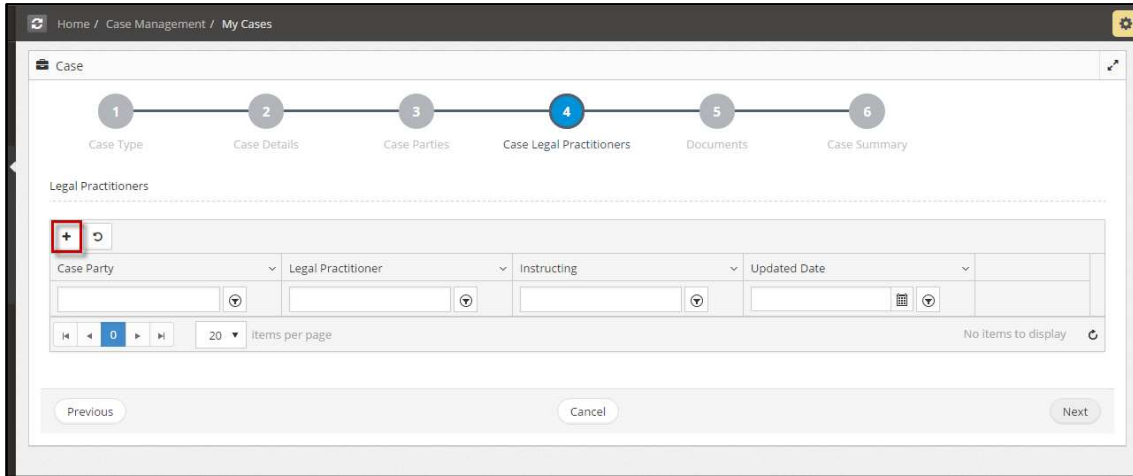
#### Added Case Parties

- To modify the party details click .
- To remove the party from the case, click .
- To add another party details repeat steps 5-8.

This screenshot shows the 'Case Parties' step with two entries in the table: Princy Steve (Plaintiff, Priority 1) and Ashley Smith (Defendant, Priority 1, Days To Defend 10). The 'Next' button at the bottom right is highlighted with a red box.

#### Case Parties

9. Click **Next**. The **Case Legal Practitioners** page will be displayed.



### Legal Practitioner Details

10. Click  icon to choose the required **Instructed Legal Practitioners**.



- If instructed legal practitioner is not required or not applicable for this case, click **Next** to skip this step.
- Once a case is issued, you may [add advocate\(s\)](#) to the case at any point of time.

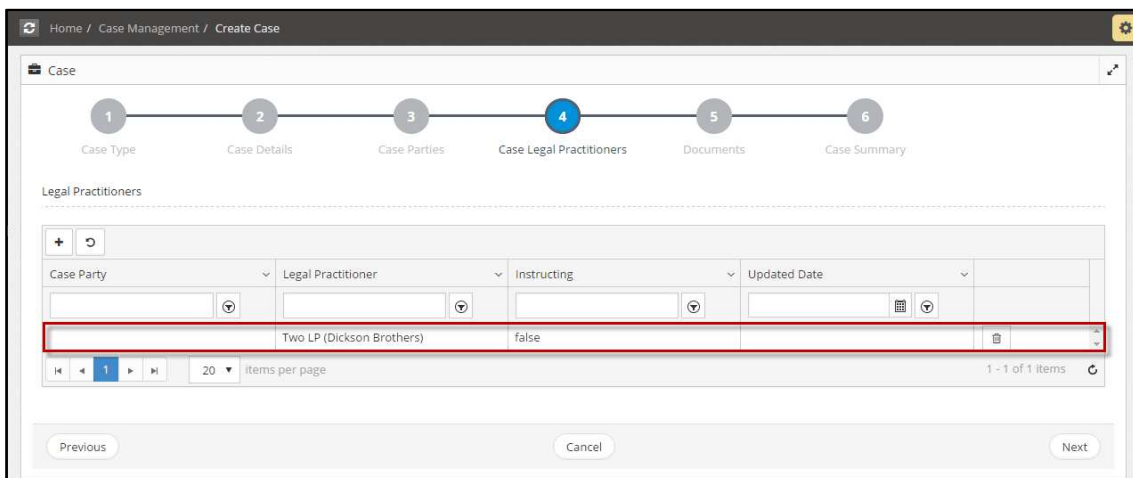
The **Legal Practitioner** screen is displayed.



### Legal Practitioner

11. Select the **Instructed Legal Practitioner (If any)**.

12. Click **Submit**. The added legal practitioner details is listed as shown below.



### Case Legal Practitioners

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case



To add another legal practitioner to this case, repeat steps 10-12.

Note: The word "**false**" corresponding to the legal practitioner indicates that he or she is not the instructing legal practitioner but only an instructed legal practitioner for this case.

Case Party	Legal Practitioner	Instructing	Updated Date
	Two LP (Dickson Brothers)	false	

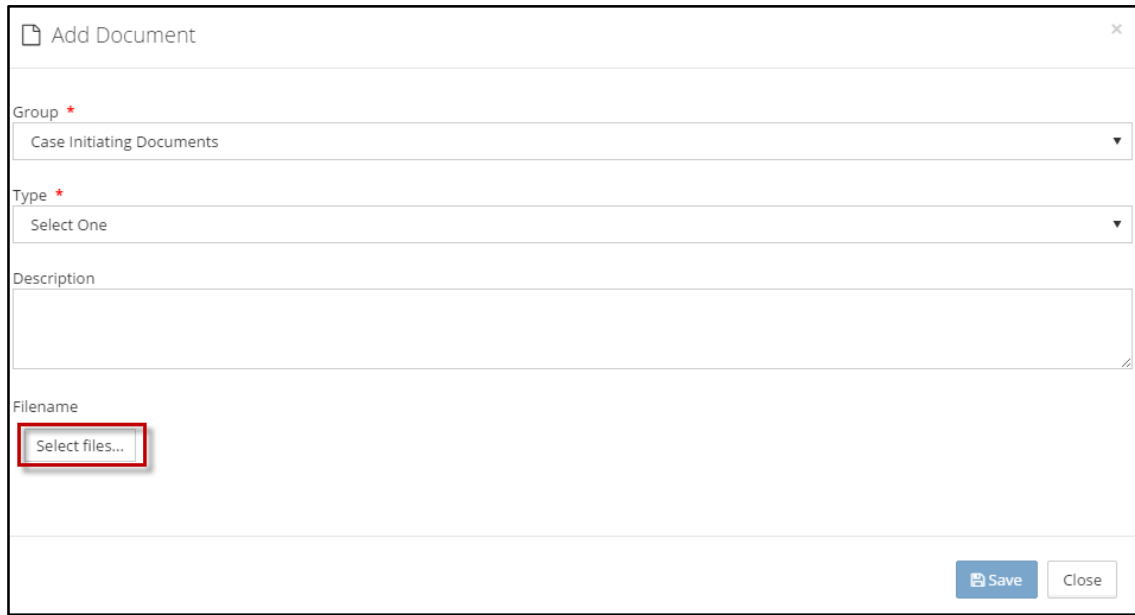
#### Added Legal Practitioner Details

13. Click **Next** to attach the required documents.

Filename	Type	Description	Uploaded By	Serve On	File On
----------	------	-------------	-------------	----------	---------

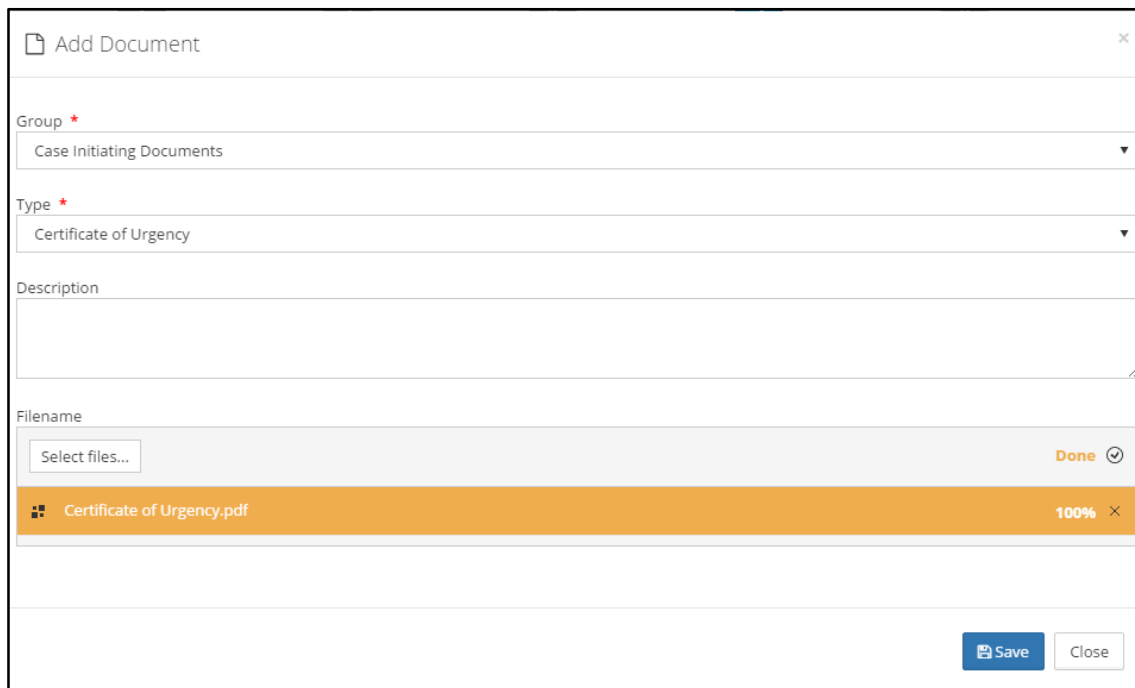
#### Supporting Documents

14. Click  to attach a document.



#### Add Document

15. Specify **Group** and **Type** of the document.
16. It is recommended to specify a **Description** for the document.
17. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

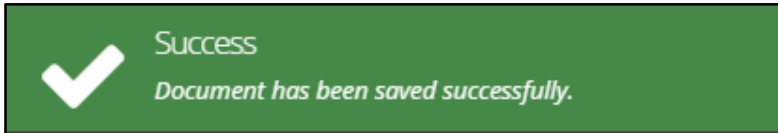


#### Uploaded document

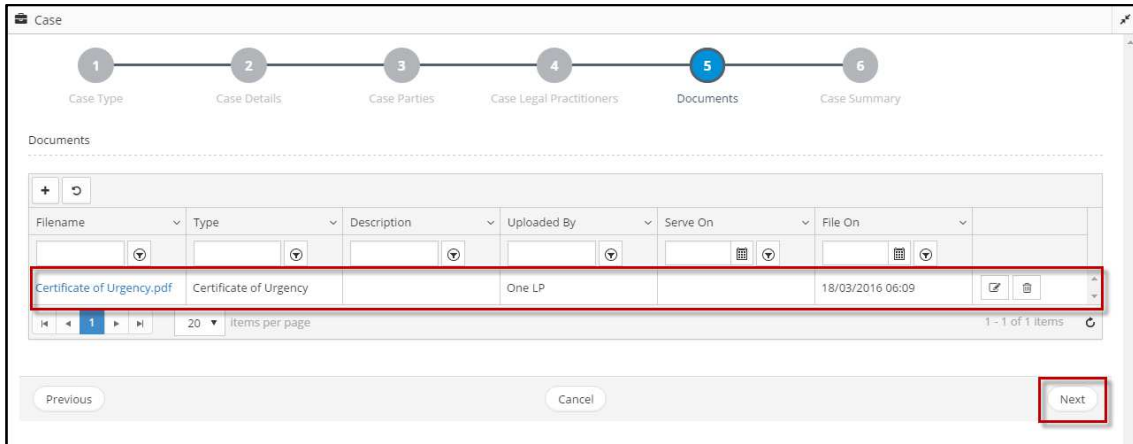
To remove the uploaded document, click  beside the document.

18. Click **Save**. The following success message will be displayed and the attached document is listed as shown below.

## Namibia e-Justice User Guide for Legal Practitioners Create Case



### Success Message



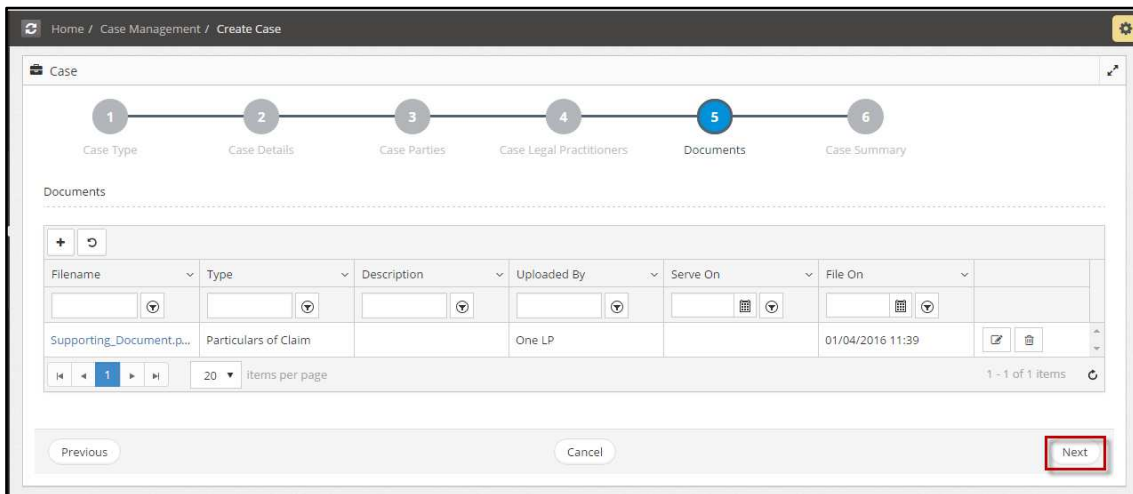
### Uploaded Document

- To upload another document, repeat steps 14 -18.



- To modify the document description, click

- To remove the document, click



### Uploaded Document

19. Click **Next** to view the **Case Summary**.

Home / Dashboards

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Summary

Case No

Case Title Case Type Action - Matrimonial (High Court)

Status New Assigned Judge

Filed By One LP Filed By Dickson Brothers LawFirm

Expand All Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Expand All | Collapse All

Previous Cancel Submit

### Case Summary

The specified details are grouped into different sections.

20. Click **Expand All** to view all the details or click the individual section headings to view details specified in the respective sections.

Home / Dashboards

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Summary

Case No

Case Title Case Type Action - Matrimonial (High Court)

Status New Assigned Judge

Filed By One LP Filed By Dickson Brothers LawFirm

Expand All | Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Expand All | Collapse All

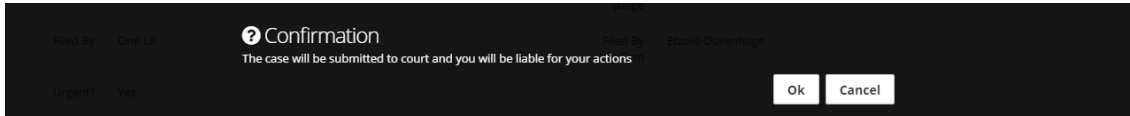
Previous Cancel Submit

### Submit Case

21. Click **Submit**. You will be prompted to confirm the case submission.

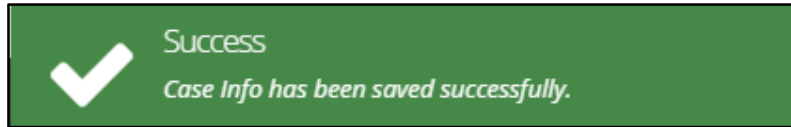
## Namibia e-Justice User Guide for Legal Practitioners

### Create Case



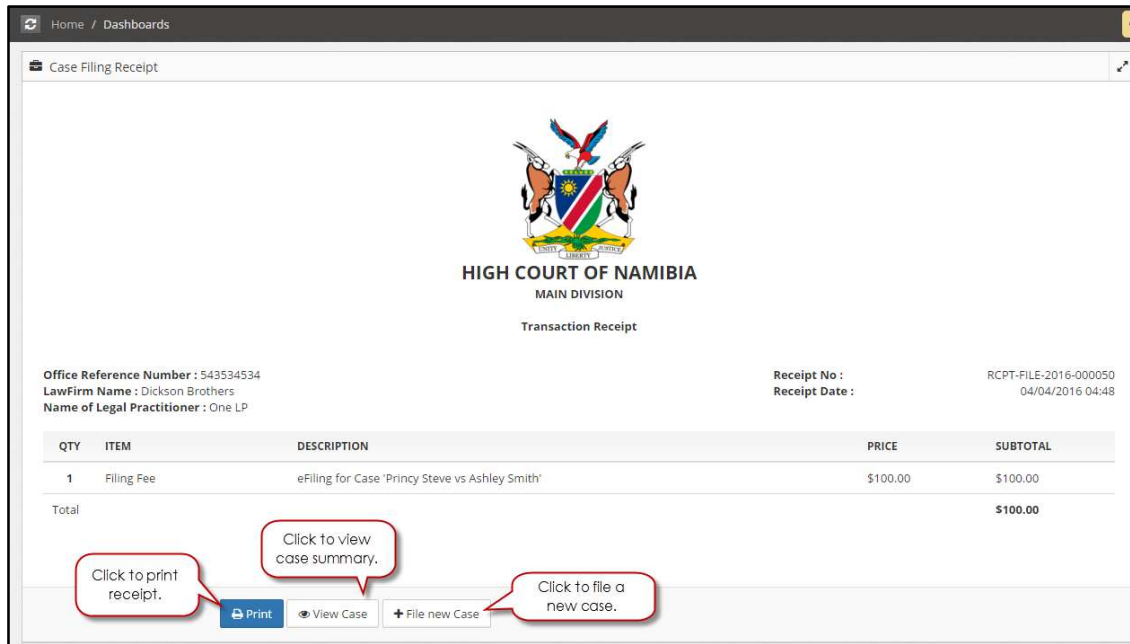
#### Confirmation

22. Click **Ok**. Following success message is displayed.



#### Success Message

**Transaction Receipt** is displayed.



#### Transaction Receipt

23. Click **Print** to print the receipt.

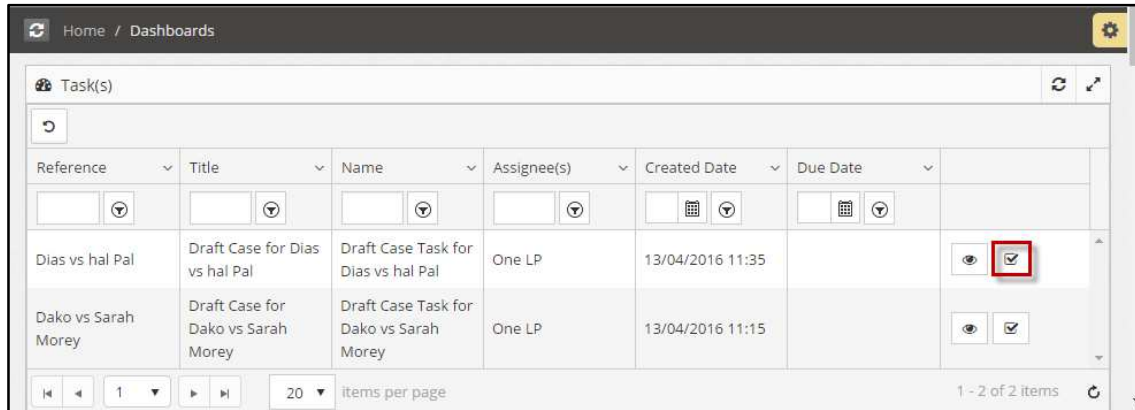


The registrar reviews the case for issuance. Once a case number is issued, you will be notified and the case is listed under [My Cases](#) and [All Cases](#) of the instructing and instructed legal practitioners.

## Approve case drafted by secretary

Legal practitioners will be notified to approve a case drafted by their secretary. This will be listed as pending a task in the **Task(s)** list in the **Home/Dashboards** page.

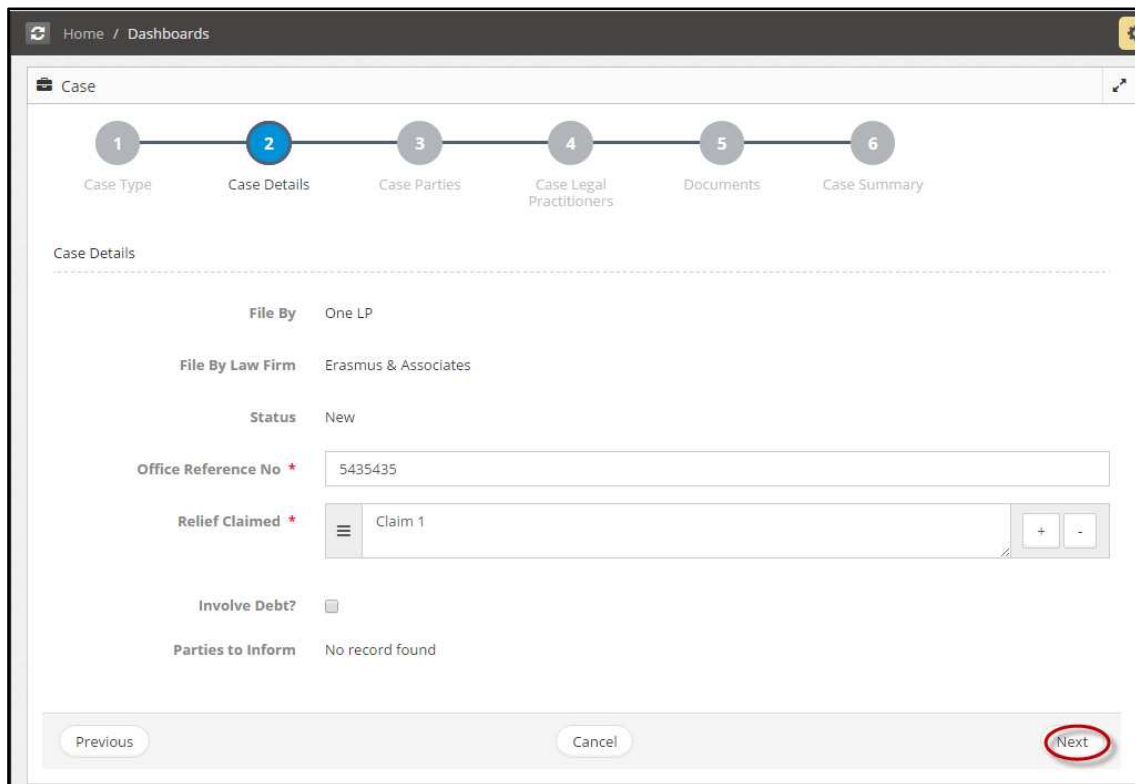
**To approve a case drafted by secretary:**



Reference	Title	Name	Assignee(s)	Created Date	Due Date	
Dias vs hal Pal	Draft Case for Dias vs hal Pal	Draft Case Task for Dias vs hal Pal	One LP	13/04/2016 11:35		<input checked="" type="checkbox"/>
Dako vs Sarah Morey	Draft Case for Dako vs Sarah Morey	Draft Case Task for Dako vs Sarah Morey	One LP	13/04/2016 11:15		<input type="checkbox"/>

### Pending Tasks – Task(s) list

1. Click the  icon corresponding to the draft case. Case details are displayed.



Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Details

File By One LP

File By Law Firm Erasmus & Associates

Status New

Office Reference No \* 5435435

Relief Claimed \* Claim 1

Involve Debt?

Parties to Inform No record found

Previous Cancel Next

### Case Details


2. If required, modify the details and click **Next**.

## Namibia e-Justice User Guide for Legal Practitioners


### Create Case

The screenshot shows a web interface for creating a case. At the top, a progress bar has six steps: 1. Case Type, 2. Case Details, 3. Case Parties (highlighted in blue), 4. Case Legal Practitioners, 5. Documents, and 6. Case Summary. Below the progress bar, the 'Case Parties' section is active. It features a table with columns: Name, Category, Type, Priority, Days To Defend, and Updated Date. The table contains two rows: 'Dias' (Government, Plaintiff, Priority 1, Updated 13/04/2016 11:35) and 'hal Pal' (Natural Person, Defendant, Priority 1, Days To Defend 10, Updated 13/04/2016 11:35). Each row has an eye icon and a pencil icon. Below the table is a pagination control showing '1' of 2 items per page. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. The 'Next' button is circled in red.

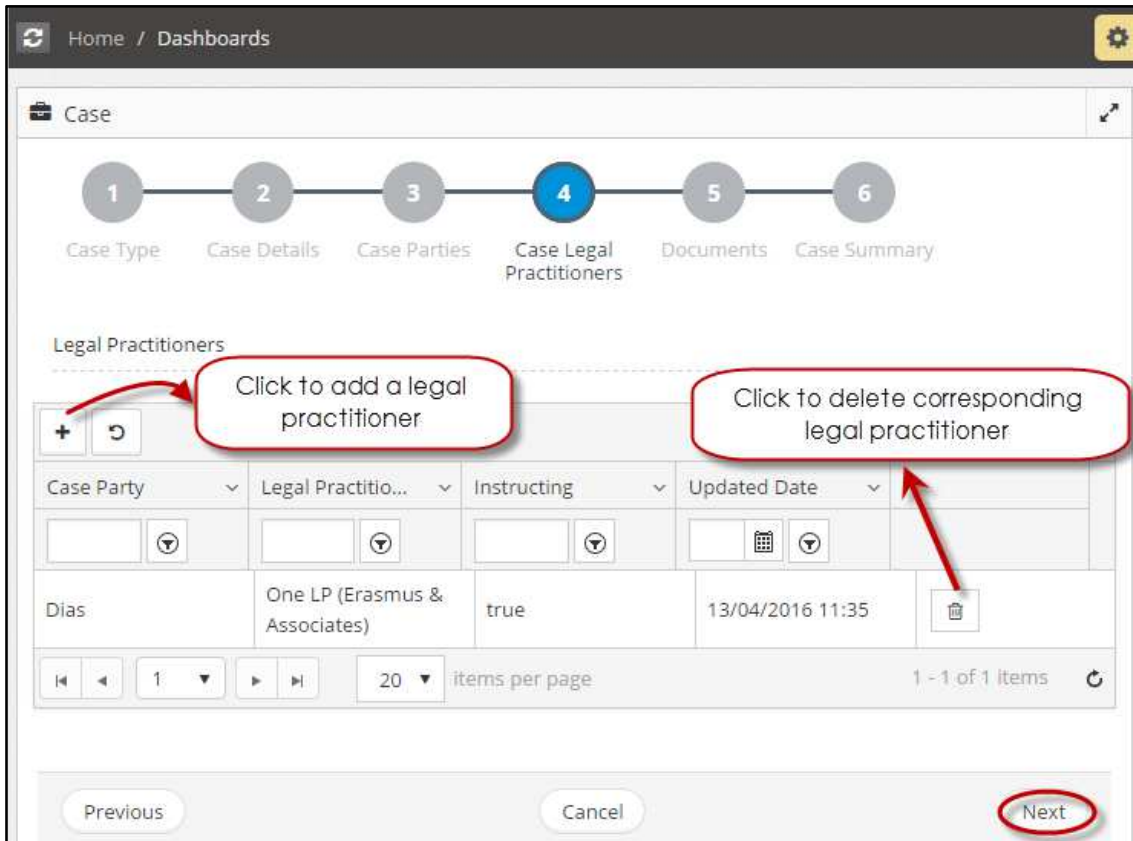
#### Case Parties

3. Click  to review the party details.
4. If required, you may modify the details and click **Submit** to save the party details.



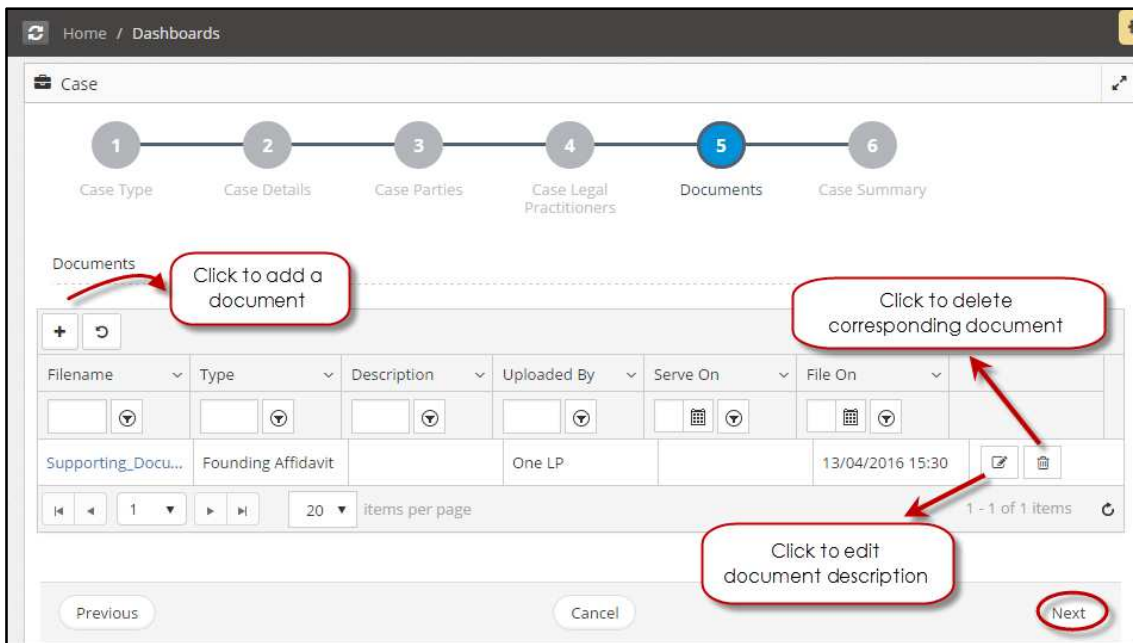
Click  icon to view the details.

5. If the party details are correct, click **Next** to view the instructed legal practitioners.



#### Case Legal Practitioners

6. Upon verifying the details, click **Next**.



#### Documents

7. Upon verifying the documents, click **Next**.

## Namibia e-Justice User Guide for Legal Practitioners

### Create Case

Home / Dashboards

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Summary

Case No.

Case Title: Dias vs hal Pal Case Type: Action - Contract (High Court)

Status: New Assigned Judge

Filed By: One LP Filed By LawFirm: Erasmus & Associates

**Plaintiffs**

Party Name	Instructing LP
Dias	One LP (Erasmus & Associates)

**Defendants**

Party Name	Instructing LP
hal Pal	Self Represented

#### Summary Information

8. Scroll down and view the required details.

Expand All | Collapse All

Case Details

Case Parties

Legal Practitioners

Case Judges

Case Hearings

Return of Services

Case Histories

Documents

Expand All | Collapse All

Previous Cancel Submit

#### Summary Information

9. Click **Submit**. The case is submitted to the court for the registrar's approval.



Upon approval a case number is issued and this will be notified to the instructing legal practitioner and listed under [My Cases](#) and [All Cases](#) of the instructing and instructed legal practitioners.

# Represent Case

A case party can approach legal practitioners of a law firm or self-represent their case with the help of service bureau staff.

## Prerequisites:

- You must not be a legal practitioner associated to a law firm which is handling the case for the opposite party.
- You must have a valid [e-signature](#) before representing a case.
- Case Number to be provided by the case party.
- Authorize code of the case party to be provided by the case party.
- Supporting Documents to be provided by the case party.

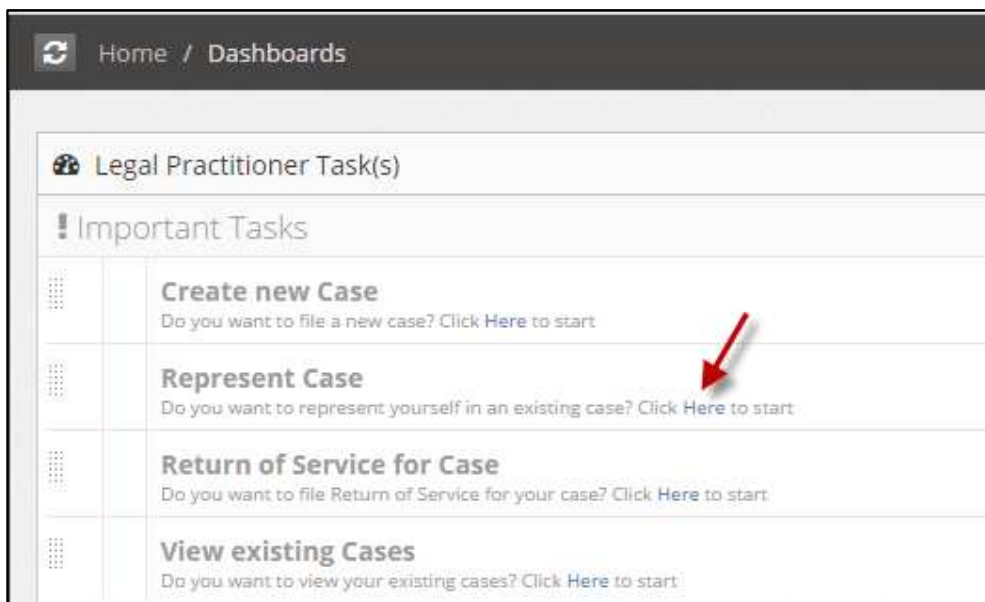


It is recommended that you save the supporting documents using a logical name for easy reference in the future.

You can represent a case from your **Home/Dashboards** page or from the **Case Management** menu.

## To represent a case from Home/Dashboards page:

1. Click **Here** hyperlink in the **Represent Case** section displayed under **Legal Practitioner Task(s)**.



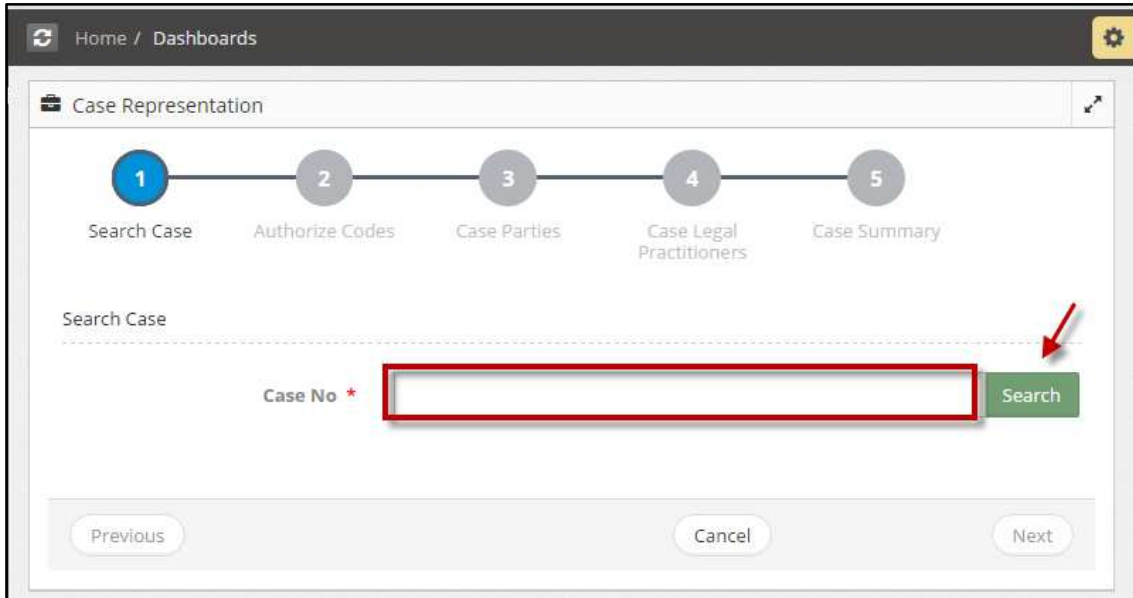
## Legal Practitioner Task(s)



Alternatively, click **Case Management >> Represent Case**.

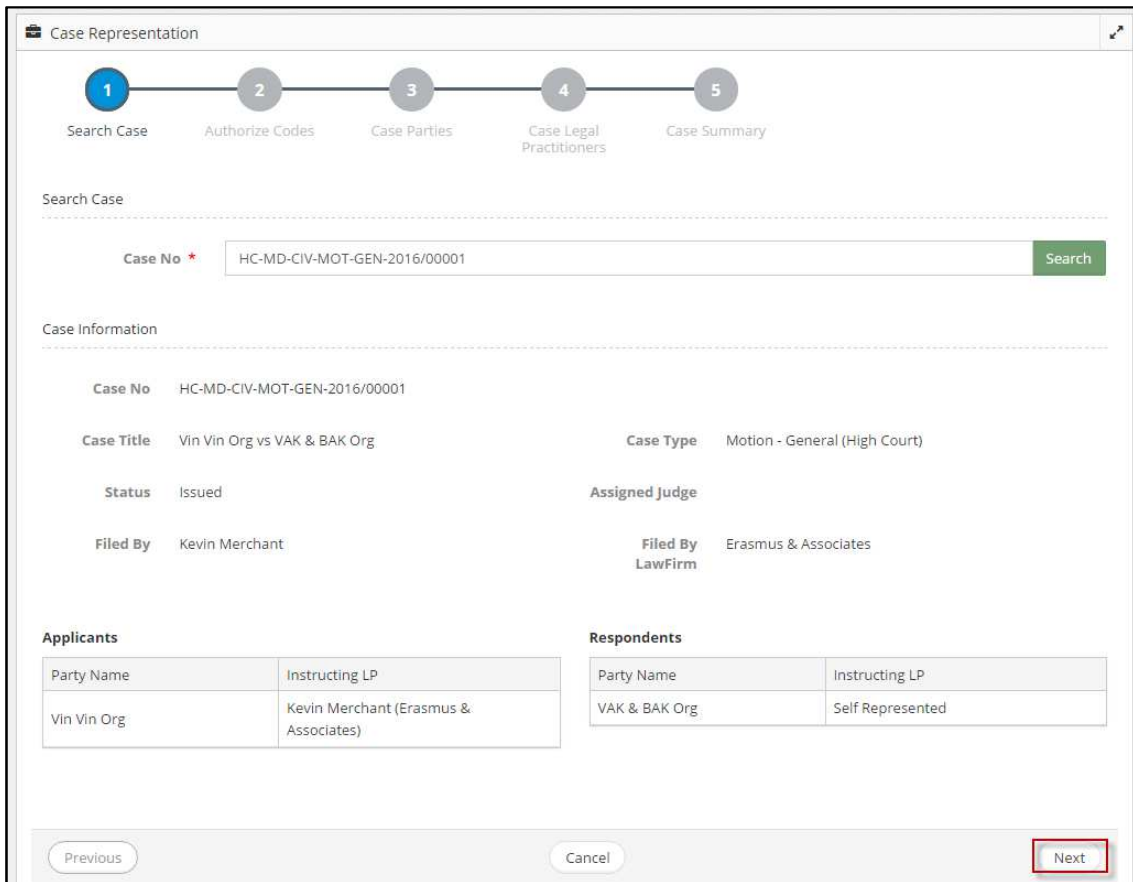
The **Search Case** page will be displayed.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Represent Case**



**Search Case**

2. Enter **Case No** and click **Search** to view the case information.



**Case Information**

3. Click **Next**.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Legal Practitioners 5 Case Summary

Authorize Codes

Validate Codes \* VAK & BAK Org  tCaTBJ Validate ✓

Previous Cancel Next

#### Authorize Codes

4. Select the party name to enter the party's authorize code and click **Validate**. If the code is correct, it is indicated by a green tick mark.



If you are representing more than one **Respondent or Defendant** in a case, repeat step 4.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Legal Practitioners 5 Case Summary

Authorize Codes

Validate Codes \* VAK & BAK Org  tCaTBJ Validate ✓

Previous Cancel Next

#### Authorize Codes


5. Click **Next**. The **Case Parties** are listed.

## Namibia e-Justice User Guide for Legal Practitioners

### Represent Case

Name	Category	Type	Priority	Notice To Oppo...	Updated Date	
VAK & BAK Org	Government	Respondent	1	15	24/05/2016 17:21	
Vin Vin Org	Government	Applicant	1		24/05/2016 17:21	

#### Case Parties

6. Click  corresponding, to the party whom you represent.

Party Details

Party Category: Government

Party Type: Respondent

Priority: 1

Notice to Oppose: 15

Entity Name \*: VAK & BAK Org

Submit Close

#### Case Party Details

Depending on the party type the details displayed may vary.

7. View the details and if required, you may modify the details.
8. Click **Submit** to update the details and redirect you to **Case Parties - Update Case Parties** page.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Legal Practitioners 5 Case Summary

Update Case Parties

Name	Category	Type	Priority	Notice To Oppo...	Updated Date	
VAK & BAK Org	Government	Respondent	1	15	24/05/2016 17:21	
Vin Vin Org	Government	Applicant	1		24/05/2016 17:21	

20 items per page 1 - 2 of 2 items

Previous Cancel **Next**

### Case Parties



If you are representing more than one **Respondent or Defendant** in a case, repeat steps 6-8.

9. Click **Next**.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Legal Practitioners 5 Case Summary

Add Legal Practitioners

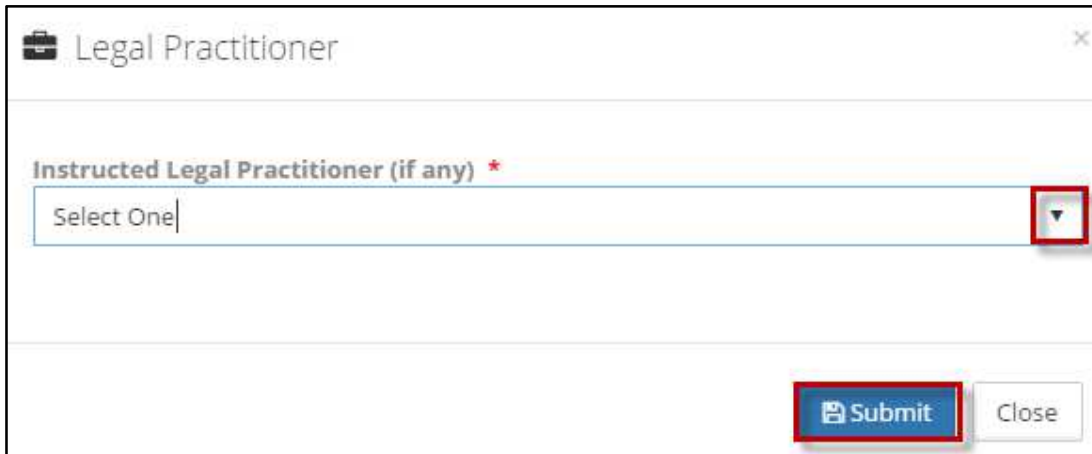
Case Party	Legal Practitioner	Instructing	Updated Date	
------------	--------------------	-------------	--------------	--

0 items per page No items to display

Previous Cancel **Next**

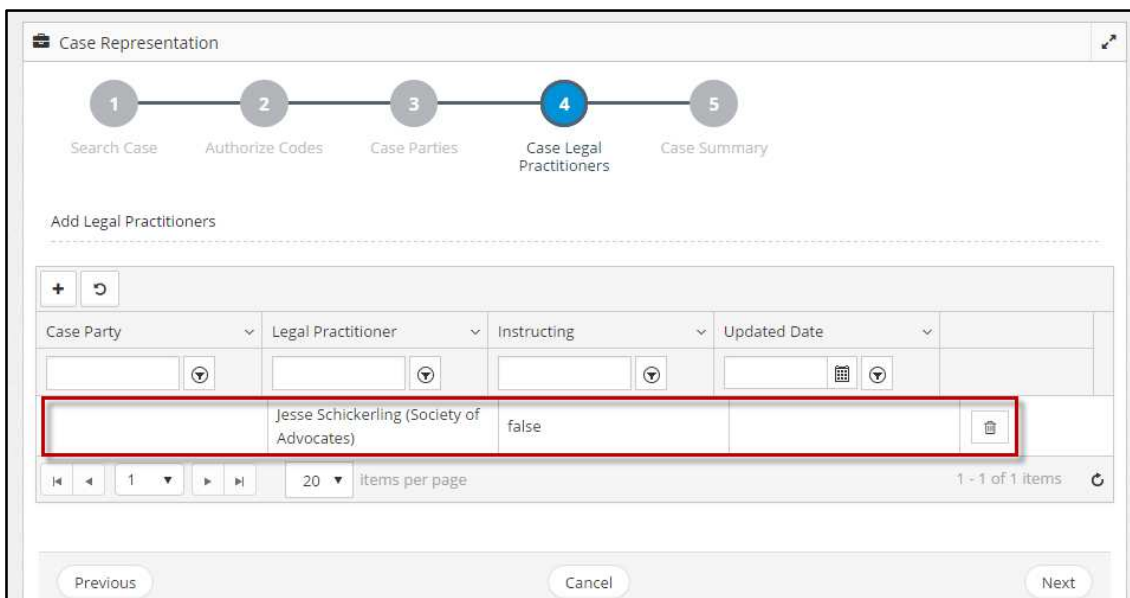
### Case Legal Practitioners

10. If you need an **Instructed Legal Practitioner**, click . Otherwise go to step 12.




**Legal Practitioner**

11. Select the required legal practitioner and click **Submit**. Selected legal practitioner will be listed as shown below.



**Case Legal Practitioner**



- To add another instructed legal practitioner, repeat steps 10 and 11.
- Click  to remove the added legal practitioner.

Case Representation

1 Search Case   2 Authorize Codes   3 Case Parties   4 Case Legal Practitioners   5 Case Summary

Add Legal Practitioners

Case Party	Legal Practitioner	Instructing	Updated Date
	Jesse Schickerling (Society of Advocates)	false	

Previous   Cancel   **Next**

**Case Legal Practitioners**

12. Click **Next** to view the case summary.

Case Representation

1 Search Case   2 Authorize Codes   3 Case Parties   4 Case Legal Practitioners   5 Case Summary

Case Summary

Case No: HC-MD-CIV-MOT-GEN-2016/00001

Case Title: Vin Vin Org vs VAK & BAK Org   Case Type: Motion - General (High Court)

Status: Issued   Assigned Judge:

Filed By: Kevin Merchant   Filed By: Erasmus & Associates LawFirm

Case Parties

Applicants		Respondents	
Party Name	Instructing LP	Party Name	Instructing LP
Vin Vin Org	Kevin Merchant (Erasmus & Associates)	VAK & BAK Org	Self Represented

**Case Summary**

## Namibia e-Justice User Guide for Legal Practitioners

### Represent Case

Expand All | Collapse All

- Case Details
- Case Parties
- Legal Practitioners
- Case Judges
- Case Hearings
- Return of Services
- Case Histories
- Documents

Expand All | Collapse All

Previous Cancel Represent

#### Case Summary



To view the details in all the sections, click **Expand All**.

13. Review the details and click **Represent**. You will be prompted to confirm.

**Confirmation**  
The case will be submitted to court and you will be liable for your actions

Ok Cancel

#### Confirmation

14. Click **Ok**. The following success message is displayed.

**Success**  
Case Info has been saved successfully.

#### Success Message

- If you are representing a case, the case is listed under **My Cases**.
- If you are representing a motion case on behalf of a respondent, the status of the case is changed to [Affidavit Exchange](#).
- If you are representing an action case on behalf of the defendant(s), the status of the case is changed to **Judge Assignment**.
- The legal practitioner of the applicant or plaintiff is notified about the respondent's or defendant's intention to oppose the case.

## Affidavit Exchange

When the status of the case is **Affidavit Exchange** it indicates that the respondent's legal practitioner can file affidavits and counter claims against the applicant.

Whenever an affidavit is to be filed, it is listed as a pending task for the legal practitioner. Refer to [complete a pending task](#) for more information.

- [File Answering Affidavit](#)
- [File Replying Affidavit and Answers to Counterclaims](#)
- [File Replying Affidavit for Counterclaims](#)

### File Answering Affidavit

The respondent's legal practitioner files a reply opposing the notice of motion.

#### Prerequisites:

- Scanned copy of the supporting documents which you intend to upload.

Once a legal practitioner represents a respondent, there will be a new pending task listed in the **Home/Dashboards** page of that legal practitioner. The task is to file an answering affidavit opposing the notice of motion and if required, even the counterclaims.

Reference	Title	Name	Assignee(s)	Created Date	Due Date	
HC-MD-CIV-MOT-GEN-2016/00001	File Answering Affidavit for Vin Vin Org vs VAK & BAK Org	File Answering Affidavit / Counterclaim	Four LP	25/05/2016 13:53	14/06/2016 16:00	<input checked="" type="checkbox"/>

#### Task(s) list

1. In the **Task(s)** list, click the  icon corresponding to the pending task. **Case Answering Affidavit** page will be displayed.

## Namibia e-Justice User Guide for Legal Practitioners Represent Case

The screenshot shows the 'Case Answering Affidavit' form. At the top, there is a header 'Case Answering Affidavit'. Below it, case information is displayed: Case No. HC-MD-CIV-MOT-GEN-2016/00001, Case Title Vin Vin Org vs VAK & BAK Org, Case Type Motion - General (High Court), Status Affidavit Exchange, Assigned Judge, Filed By Kevin Merchant, and Filed By LawFirm Erasmus & Associates. A red box highlights the 'Case Details' dropdown menu. Below this, the 'Answering Affidavit' section shows 'Respondent Legal Practitioner' as 'Four LP (Sibeya & Partners Legal Practitioners)' and 'Counter Application' with radio buttons for 'Yes' and 'No'. The 'Documents' section is empty, showing a table with columns for Filename, Type, Description, Uploaded By, Serve On, and File On. The table is currently empty, and the status is 'No items to display'. At the bottom, there are 'Submit' and 'Cancel' buttons.

### Case Answering Affidavit

2. To view the case details, click **Case Details**.

This screenshot is a zoomed-in view of the 'Answering Affidavit' section. It shows the 'Respondent Legal Practitioner' as 'Four LP (Sibeya & Partners Legal Practitioners)'. The 'Counter Application' field is highlighted with a red box, showing radio buttons for 'Yes' and 'No'. Below this, the 'Documents' section is visible, showing an empty table with columns for Filename, Type, Description, Uploaded By, Serve On, and File On. The status is 'No items to display'. At the bottom, there are 'Submit' and 'Cancel' buttons.



### Case Answering Affidavit

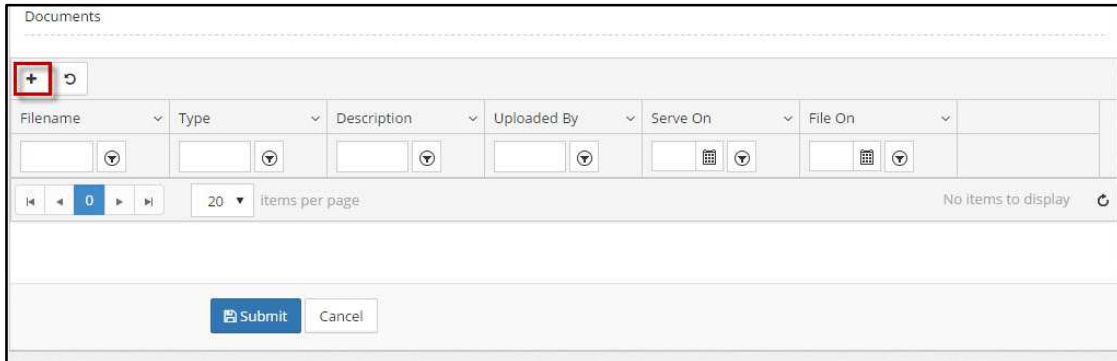
3. If you intend to file a **Counter Application**, click **Yes** and specify your **Counter Relief Claim**. Otherwise go to step 4.

This screenshot is a zoomed-in view of the 'Answering Affidavit' section. It shows the 'Respondent Legal Practitioner' as 'Four LP (Sibeya & Partners Legal Practitioners)'. The 'Counter Application' field is selected with the 'Yes' radio button. The 'Counter Relief Claim' field is highlighted with a red box, showing a text input area with a menu icon on the left and '+' and '-' icons on the right. Below this, the 'Documents' section is visible, showing an empty table with columns for Filename, Type, Description, Uploaded By, Serve On, and File On. The status is 'No items to display'. At the bottom, there are 'Submit' and 'Cancel' buttons.


### Answering Affidavit - Counter Relief Claim

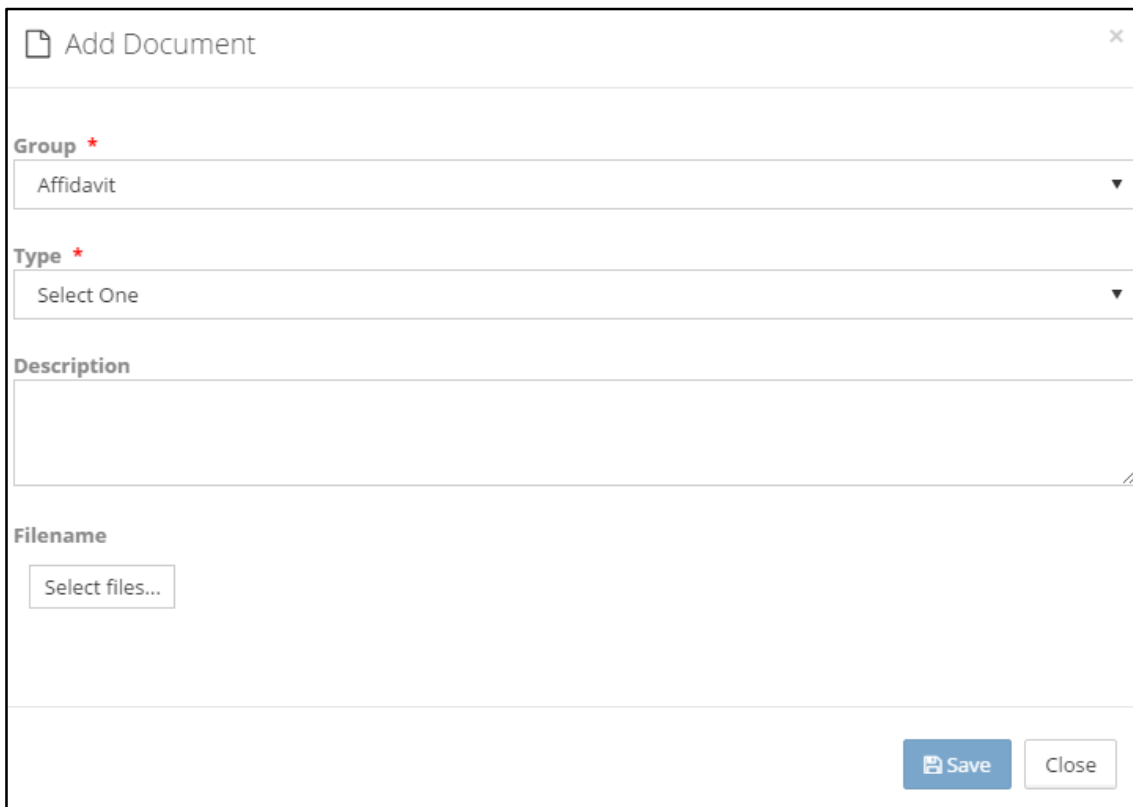


- To specify more than one **Counter Relief Claim**, click .
- To remove a **Counter Relief Claim**, click .



#### Supporting Documents for Answering Affidavit

4. In **Documents**, click  to attach required supporting document. The **Add Document** page will be displayed.



#### Add Document

5. Select the appropriate **Group** and **Type** for the supporting document.
6. It is recommended to specify a **Description** for the document.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Represent Case**

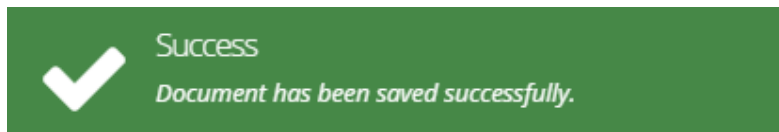
7. Click **Select Files** to browse and upload the required document. Uploaded document is listed as shown below.

The screenshot shows a web form titled "Add Document". It contains several fields: a "Group" dropdown menu set to "Affidavit", a "Type" dropdown menu set to "Answering Affidavit", and a "Description" text area. Below these is a "Filename" section with a "Select files..." button. A progress bar below the button shows a document icon, the filename "Supporting\_Document.pdf", and a progress indicator at "100%". At the bottom right of the form are "Save" and "Close" buttons.

**Save Uploaded Document**

To remove the uploaded document, click  beside the document.

8. Click **Save**. The following success message is displayed and the attached document is listed as shown below.



**Success Message**



Documents						
Filename	Type	Descrip...	Upload...	Serve On	File On	
Supporting_...	Answering Affidavit		Four LP		08/04/2016 05:56	 

1 - 1 of 1 items

### Answering Affidavit - Documents

- To attach another document, repeat steps 4-8.



- To modify the document description, click .
- To remove the document, click .

Case Answering Affidavit

Case No: HC-MD-CIV-MOT-GEN-2016/00001

Case Title: Vin Vin Org vs VAK & BAK Org      Case Type: Motion - General (High Court)

Status: Affidavit Exchange      Assigned Judge:

Filed By: Kevin Merchant      Filed By LawFirm: Erasmus & Associates



Case Details

Answering Affidavit

Respondent Legal Practitioner: Four LP (Silbeya & Partners Legal Practitioners)

Counter Application:  Yes  No

Documents

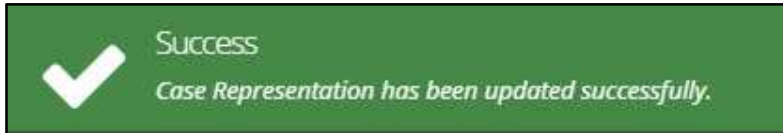
Filename	Type	Description	Uploaded By	Serve On	File On	
Supporting_Document...	Affidavit - R89 (2)		Four LP		25/05/2016 14:11	 

1 - 1 of 1 items

**Submit** Cancel

### Submit Answering Affidavit

- Click **Submit**. The following success message is displayed.



- The attached supporting documents for the answering affidavit and counterclaims are listed in the **Documents** section of the case summary.
- Once you submit an answering affidavit, the applicant's legal practitioner is notified about this and there is a pending task for the applicant's legal practitioner to [file replying affidavit and answer the counterclaims](#).

## File Replying Affidavit and Answers to Counterclaim

Once the respondent's legal practitioner submits the [answering affidavit or submits answering affidavit and counter claims](#), the applicant's legal practitioner is notified to file the replying affidavit and answer the counterclaims, if there are any.


This is listed as a pending task in the **Home/Dashboards** page.

### Prerequisites:

- Scanned copy of the supporting documents which you intend to upload.

Reference	Title	Name	Assignee(s)	Created Date	Due Date	
HC-MD-CIV-MOT-GEN-2016/00001	File Replying Affidavit for Vin Vin Org vs VAK & BAK Org	File Replying Affidavit / Answering to Counterclaim	Kevin Merchant	25/05/2016 14:12	14/06/2016 16:00	<input checked="" type="checkbox"/>

### Pending Task(s) Lists – Home/Dashboards page

1. In the **Task(s)** list, click the  icon corresponding to the pending task. **Case Document Upload** page is displayed.

Case No HC-MD-CIV-MOT-GEN-2016/00001

Case Title Vin Vin Org vs VAK & BAK Org Case Type Motion - General (High Court)

Status Affidavit Exchange Assigned Judge

Filed By Kevin Merchant Filed By LawFirm Erasmus & Associates

Case Details

Answering Affidavit

Respondent Legal Practitioner Four LP (Sibeya & Partners Legal Practitioners)

Counter Application Yes

Counter Relief Claim Claim 1

### Case Details

2. Click **Case Details** to view the answering affidavit in **Documents** section.

## Namibia e-Justice User Guide for Legal Practitioners

### Represent Case

The screenshot shows a 'Case Document Upload' window. At the top, it displays case information: Case No. HC-MD-CIV-MOT-GEN-2016/00001, Case Title Vin Vin Org vs VAK & BAK Org, Case Type Motion - General (High Court), Status Affidavit Exchange, Assigned Judge, Filed By Kevin Merchant, and Filed By LawFirm Erasmus & Associates. Below this is a 'Case Details' dropdown menu. The 'Answering Affidavit' section is highlighted with a red box and contains the following information: Respondent Legal Practitioner Four LP (Sibeya & Partners Legal Practitioners), Counter Application Yes, and Counter Relief Claim Claim 1. At the bottom left of the window, there is a link for 'Upload Documents'.

#### Reply affidavit for answering affidavit

The **Answering Affidavit** section displays the name of the respondent's legal practitioner and associated law firm. It also shows you if there is a **Counter Application** and **Counter Relief Claim** filed by the respondent.

The screenshot shows the 'Upload Documents' interface. It features a table with the following columns: Filename, Type, Description, Uploaded By, Serve On, and File On. Each column has a dropdown arrow. Below the table, there is a pagination control showing '0' items per page and '20' items per page. The status 'No items to display' is shown at the bottom right.

#### Case Document Upload

3. In **Upload Documents**, click  to attach the required supporting document. The **Add Document** page is displayed.

📄 Add Document ✕

---

**Group \***

Affidavit ▼

---

**Type \***

Select One ▼

---

**Description**

---

**Filename**

Select files...

---

📄 Save Close

**Add Document**

4. Select the appropriate **Group** and **Type** for the supporting document.
5. It is recommended to specify a **Description** for the document.
6. Click **Select Files** to browse and upload the required document. Uploaded document is listed as shown below.

**Namibia e-Justice User Guide for Legal Practitioners**  
**Represent Case**

**Add Document**

**Group \***  
Affidavit

**Type \***  
Answering Affidavit To Counter Application

**Description**

**Filename**

Select files... Done ✓

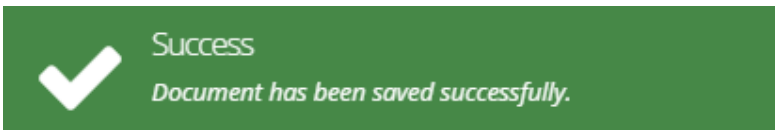
Supporting\_Document.pdf 100% X

Save Close

**Save Uploaded Document**

To remove the uploaded document, click beside the document.

7. Click **Save**. The following success message is displayed and the attached document is listed as shown below.



**Success Message**

Upload Documents

Filename	Type	Description	Uploaded By	Serve On	File On
Supporting_Docu...	Answering Affidavit To Counter Application		Four LP		12/04/2016 11:58

1 - 1 of 1 items

**Answering Affidavit Documents**