



Rwanda Integrated Electronic Case Management System

Rwanda IECMS

A stylized map of Rwanda is shown in the background, colored in light blue, yellow, and green. A large yellow sun with rays is positioned over the map.

RWANDA NATIONAL PUBLIC PROSECUTION AUTHORITY

USER MANUAL

Version 1.0

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INTRODUCTION

This document describes the *Rwanda National Public Prosecution Authority* data entry form in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application developed for the Justice, Reconciliation, Law and Order Sector (JRLOS) of Rwanda. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *Rwanda IECMS* application to record information on case proceedings at the prosecution offices and bureaus.

OVERVIEW

The *Integrated Electronic Case Management System for Rwanda (Rwanda IECMS)* is an automated information management system, which is designed within the initiative of modernizing Rwanda's Justice, Reconciliation, Law and Order Sector (JRLOS). It is intended to ensure improved access to and transparency of justice information both for the government institutions and general public. Moreover, the system aims at facilitating information sharing at key decision points, as well as to improve efficiency and coordination of the police, prosecution, and court activities in the Republic of Rwanda. Furthermore, it is intended to replace the paper-based case records and static spreadsheets and workflows with their computerized counterparts in order to enable full reproduction of cases along with case proceeding information in the event of loss or physical damage of the case file.

The main objective of *Rwanda IECMS* is to serve as a centralized and unique database for all justice sector institutions, including the Rwanda National Police (RNP), National Public Prosecution Authority (NPPA), Rwanda Judiciary (RJ), and Rwanda Correctional Services (RCS). Also, it is a sector-wide platform to assist all the officials accessing the system to have an easy and ad-hoc access to the information required for processing the cases and implementing day-to-day operations. *Rwanda IECMS* is intended to help to standardize case record information storage and to streamline current processes, and, thus, ensure more effective follow-up at different levels. It is also the main database and data collection and reporting system as it guarantees effective access to the case data, promotes accountability, and increases public trust and confidence.

Rwanda IECMS consists of the following applications, each dedicated to one justice agency and used to handle their business processes:

- Rwanda National Police

- Rwanda National Public Prosecution Authority
- Rwanda Judiciary
- Rwanda Correctional Service
- Civil Litigation Service

The *Rwanda National Public Prosecution Authority* module within *Rwanda IECMS* is designed to extend its functionality to all NPPA institutions at different organizational levels, including the NPPA Headquarters with all its units and Decentralized NPPA offices (both intermediate and primary). It is intended to serve as a tool for all users at all organizational structure levels to handle the prosecution cases, i.e. cases that are brought against persons by legal authorities (along with their information).

In the current design, the *Rwanda National Public Prosecution Authority* form consists of the following sections:

- The **General Information** section is used to add and display general information about the prosecution case. The information to be provided in this section includes the date when the case was received and filed, reporting prosecution office, name of the chief prosecutor, parties involved into the case, their legal representatives, crimes committed, etc.
- The **Expert Reports** section is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, expert job title, name of the requestor, attached expert reports, signed copies of the expert reports, etc.
- The **Statements / Summons** section is used to display information on the prosecution statements, such as pro-Justitia statements and summons to appear, that form an inseparable part of a prosecution record. The information to be provided in this section includes statement / summons details and other related information.
- The **Warrants** section is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against another person or entity. The information to be provided in this section includes the warrant type, issue date, party it is related to, prosecutor, etc.

- The **Exhibits** section is used for storing and displaying information about physical or documentary evidence collected by the police during case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. The information on evidence recovery, seized items, as well as handing over statements is handled in this section as well.
- The **Indictment** section is used to add and display information about the formal accusations that a person has committed a crime and initiating a prosecutable case. The information to be provided in this section includes the information on the person who has been officially charged with committing a crime, case related facts and acts, moral, material, and legal elements of the offence, the opinion of the prosecution in charge of the case, etc.
- The **Notes / Attachments** section is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.
- The **History** section of is used to view information on access to given case record and the changes made to it.

The *Rwanda IECMS* application provides a web-based user interface and requires having a web browser pre-installed.

GENERAL INFORMATION

The *General Information* section of the *Rwanda National Public Prosecution Authority* form (Figure 1 and Figure 2) is used to add and display general information about the prosecution case. The information to be provided in this section includes the date when the case was received and filed, reporting prosecution office, name of the chief prosecutor, parties involved into the case, their legal representatives, crimes committed, etc.

For more details on what information is requested in the *General Information* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Details	<p>Provide the information requested in this field by indicating the following:</p> <ul style="list-style-type: none"> • QR Code – displays an automatically generated unique Quick Response barcode that is produced based on the IECMS police case ID. When read by an imaging device, it displays the summary of the police case it is attached to. • Case Received – the information in this field is automatically generated by the system and shows the date and time when the case was received for prosecution. • Case Filed – the information in this field is automatically generated by the system and shows the date and time when the case was recorded for court proceedings. • Prosecution Office – indicate the prosecution office that handles the case. <i>This field is mandatory.</i> Please, note that if the list of prosecution offices is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Note: Selection of a prosecution office will filter the lists in the *Chief Assistant*, *Chief Prosecutor*, *Prosecutor*, and *Prosecutor Assistant* fields and display only those instances that are related to the selection.


- **Chief Assistant** – specify the name of the chief assistant responsible for the prosecution case. *This field is mandatory.* Please, note that if the list of chief assistants is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
- **Chief Prosecutor** – specify the name of the chief prosecutor handling the prosecution case. *This field is mandatory.* Please, note that if the list of chief prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
- **Prosecutor** – specify the name of the prosecutor who investigates the case. Please, note that if the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
- **Prosecutor Assistant** – indicate the name of the prosecutor assistant responsible for the investigation in the case. Please, note that if the list of prosecutor assistants is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
- **Committed by Minor** – select this checkbox if the criminal act is suspected to be committed by a minor.
- **Gender based violence** – select this checkbox if the criminal act is a gender-based violence case.
- **Case Summary** – enter a short overview of the prosecution case in the form of free text.

Parties	Provide information about the parties involved in the prosecution case in different capacities. For more details, see Managing Case Participants . Moreover, you are requested to identify what the relationship between the case participants is. For more details, see Managing Relationship Records .
Legal Representatives	Provide information about the legal representatives of the parties involved in the prosecution case. For more details, see Managing Case Participants .
Complaint	Provide a detailed description of the complaint and list the accessory facts that closely precede or follow it, that depend on it, or that support or qualify it.
Crimes Committed	List all acts that are encompassed by the case and that are contrary to the law or legal code. For more details, see Managing Committed Crime Records .
Offence Date and Place	Provide information about the date when the offence took place, as well as indicate the place where it occurred. For more details, see Managing Offence Dates and Places .
Case Closure Notes	List all closure notes related to the prosecution case. For more details, see Managing Case Closure Notes .
Court Submissions	<p>List all court submission instances that are related to the given prosecution case. For more details, see Managing Court Submissions.</p> <p>Note: You may submit court submission records by clicking the respective Submit button in the <i>Court Submissions</i> table. The status of the respective record will be displayed in the <i>Submission Status</i> column of the table.</p>
Related Tasks	Record all the tasks that have been originated within the scope of the given and other related cases. For more details, see Managing Related Tasks .

	Note: The functionality of recording case related tasks becomes available upon the first save of the <i>Rwanda National Public Prosecution Authority</i> form.
Related Cases	This is an automatically generated field that displays information on other cases (e.g. police, judicial, etc.) related to the given case. The information displayed in this field for each case includes the case number, institution, current status, and date.

1. General Information
2. Expert Reports
3. Statements / Summons
4. Warrants
5. Exhibits
6. Indictment
7. Notes / Attachments
8. History

1.1 Details
i



Case Received:
08/12/2016 12:10

Prosecution Office *
Bukure PL

Prosecutor
M.Victoire MUREKATETE

Case Filed:

Chief Assistant *
M.Victoire MUREKATETE

Prosecutor Assistant
M.Victoire MUREKATETE

Chief Prosecutor *
Françoise MUSHIMIYIMANA

Committed by Minor:

Gender based violence:

Case Summary

1.2 Parties
i

Case Parties

Role	Party Name / Contact Name	ID / TIN	Active	Address	Status
Complainant	EUROTRADE INTERNATIONAL LTD		<input checked="" type="checkbox"/>	Rwanda, Northern Province, Rulindo, KISARO, Murama	
Complainant / Victim	George Black		<input checked="" type="checkbox"/>	Rwanda, Kigali City, Kicukiro, Gatenga, Karambo, Jyambere	In Release
Suspect	Graham Fine		<input checked="" type="checkbox"/>	Rwanda, Eastern Province, Gatsibo, Gitoki, Mpondwa, Akuruganda	In Release
Party Claimant for Damages	Mariam Host		<input checked="" type="checkbox"/>	Rwanda, Eastern Province, Kirehe, Kirehe, Nyabikokora, Kaduha	

Add

Party Relationship

Party	Related Party	Relationship Type	Details
Mariam Host	Graham Fine	Sister	She was with him

Party *

--Select Party--

Related Party *

--Select Related Party--

Relationship Type *

--Select Relationship Type--

Add

1.4 Legal Representatives
i

Representing Party	Representative Name (Organization / Contact)	ID / TIN	Representative Type	Active	Address
George Black	James Crown		Representing (Aramuhagarariye)	<input checked="" type="checkbox"/>	

Add

Figure 1: General Information Section (Part 1)

1.4 **Complaint** i

Complaint Description

The person hasn't fulfilled his overdues

Circumstance of Facts

1.5 **Crimes Committed** i

Article	Crime	Party	Offender Type	Details
Article 138	Assassination (Ubuhozi)	EUROTRADE INTERNATIONAL LTD	Offender	
Article 351	Employing a disqualified professional (Gukoresha umukozi wakuwe ku rutonde rw? abanyamwuga)	EUROTRADE INTERNATIONAL LTD	Accomplice	

Add

1.6 **Offence Date and Place** i

Offence	Date	Address
Assassination (Ubuhozi)	02/12/2016	Rwanda, Eastern Province, Kayanza, Kabarondo, Cynzovu, Akinyenyeri

Add

1.7 **Case Closure Notes** i

Issue Date	Type	Party	Prosecutor	Case resolution	Signed Copy
08/12/2016	File suit against the suspect before a competent court	Graham Fine	M.Victoire MUREKATETE	No resolution is set yet	Arrest Statement No 1

Add

1.8 **Court Submissions** i

Court	Case Number	Date Submitted	Case Status	Submission Status
HIGH COURT RUSIZI	PST RDPA 00024/2016/HC/RSZ	08/12/2016	POSTED COURT CASE / PENDING CASE / RECEMABILITY CHECK	Submitted

Add

1.9 **Related Tasks** i

S/N	Submission Date	Initiator	Originating Case Number	Related Case Number	Status
There is no data					

Add

1.10 **Related Cases** i

Institution	Case Number	Current Status	Date Filed
Court	PST RDPA 00024/2016/HC/RSZ	POSTED COURT CASE / PENDING CASE RECEMABILITY CHECK	08/12/2016 19:51
Court	PST RPA/MIN 00048/2016/HC/MUS	POSTED COURT CASE / PENDING CASE RECEMABILITY CHECK	09/12/2016 10:26

Figure 2: General Information Section (Part 2)

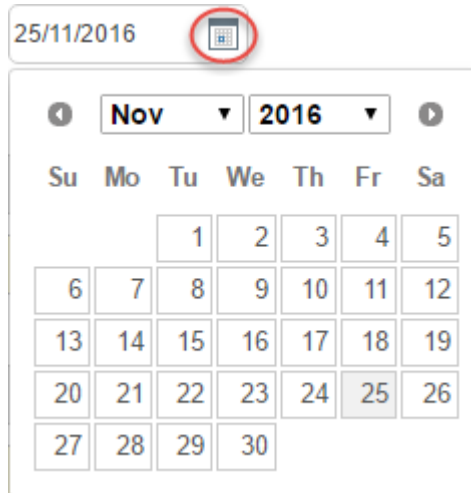


Figure 3: Calendar

Managing Case Participants

This chapter outlines how to select the parties and legal representatives involved in the prosecution case, as well as how to create new case participant records, edit and remove them. It also describes how you can browse among the case participant records to find the one that you are looking for.

Adding a Case Participant Record

In order to add a case participant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Parties / Legal Representatives* field. A *Parties / Legal Representative* form will open (Figure 4).
2. Indicate the case participant type (*Individual* or *Legal Entity*) by selecting the appropriate instance from the drop-down list.
3. Locate the person or legal entity that will be involved in the given case. This can be done by using the search mechanism the *Parties / Legal Representative* form is equipped with. To find a case participant, enter the participant ID, name or part of the name in the search box and specify the field to look in.

Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.

4. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.

Note: If the desired party / legal representative cannot be found in the *Rwanda IECMS* database, you can create a new case participant record. For more details, see [Creating a Case Participant Record](#).

5. Select the case participant record that you want to add to the prosecution case by ticking the checkbox to the left of the record.
6. For each case participant selected, define in what capacity they will act in relation to the given case.
7. For each legal representative selected, define what party they are going to represent and whether they are going to represent or assist the selected party. *These fields are mandatory.*
8. Click the **Save** button. The selected records will be listed in the respective *Parties / Legal Representatives* field.
9. In the *Parties / Legal Representatives* field, define which of the selected records are active by ticking the corresponding checkbox.

Parties
✕

1 Party Type
i

Individual

2 Select Party
i

⚠ Use the look-up controls below to search for the parties relevant to the case.

Search for

In

Full Name

In

Full Name

In

Search in IECMS

If not in the list

Add New

Name	ID	Date of Birth	Phone number	Address	Role *
<input checked="" type="checkbox"/>	Mariam Host	14/02/1992		Rwanda, Eastern Province, Kirehe, Kirehe, Nyabikokora, Kaduha	Party Claimant for D: ▼

|<
<<
1
>>
|>





Cancel

Save

Figure 4: Adding a Case Participant Record

Browsing among Case Participant Records

In order to ensure fast page loading, the *Parties / Legal Representatives* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Parties / Legal Representatives* table, click the number link of the page you want to navigate to. The  (**First**),  (**Previous**),  (**Next**), and  (**Last**) buttons are used to navigate back and forth through the pages.


Creating a Case Participant Record

In order to create a new case participant record, follow the steps below:


1. Click the **Add New** button in the *Parties / Legal Representative* form. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in [REFERENCES](#).
3. Save the information input and close the form.

Editing Case Participant Records

In order to edit a party / legal representative record, follow the steps below:

1. Click the  **Edit** button to the left of the record that you want to modify. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where the record summary will be displayed.
2. Click the **Edit** button in the top right corner of the record summary page.
3. Make the required changes in the data displayed as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in [REFERENCES](#).
4. Save the changes made and close the form.

Removing Case Participant Records

In order to remove a case participant record, click the  (**Remove**) button to the left of the record.

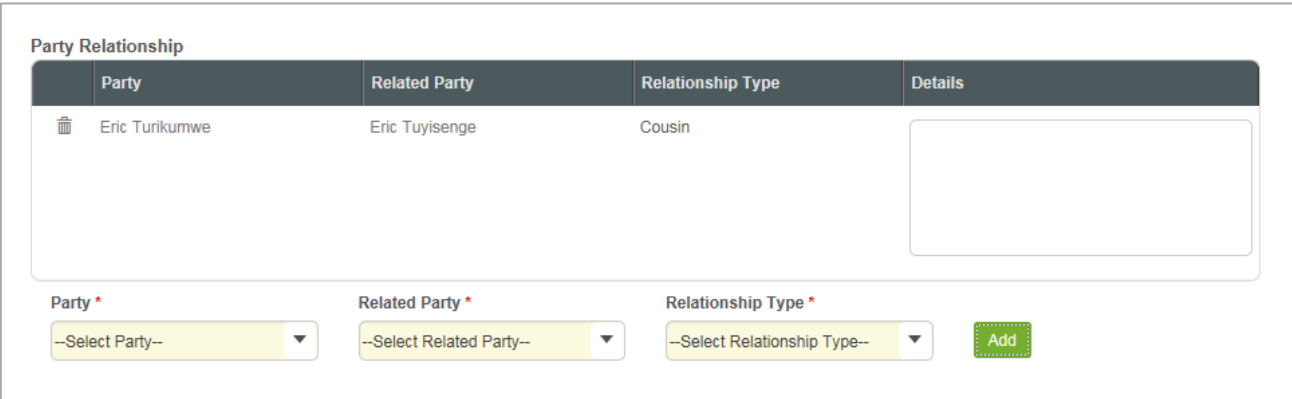
Managing Relationship Records

This chapter outlines how to add and remove relationship records.


Adding a Relationship Record

In order to add a relationship record, follow the steps below:

1. Select the **Party** from the respective drop-down list. *This field is mandatory.* Please, note that the list will contain all parties involved into the case. For more details, see [Managing Case Participants](#).
2. Select the party the selected case participant is related to from the drop-down list. *This field is mandatory.*
3. Indicate what the relationship between the selected parties is. *This field is mandatory.*
Note: If the desired option is not listed, select the *Other* option and specify the relationship type in the new field that appears.
4. Click the **Add** button to save the information input. The new record will appear in the *Party Relationship* table.
5. In the *Party Relationship* table, provide additional details on the relationship between the selected case participants.



The screenshot shows a form titled "Party Relationship". At the top, there is a table with the following structure:


Party	Related Party	Relationship Type	Details
 Eric Turikumwe	Eric Tuyisenge	Cousin	<input type="text"/>

Below the table, there are three dropdown menus and an "Add" button:

- Party ***: --Select Party--
- Related Party ***: --Select Related Party--
- Relationship Type ***: --Select Relationship Type--
- Add** (green button)

Figure 5: Adding a Relationship Record

Removing Relationship Records

In order to remove a relationship record, click the  (**Remove**) button to the left of the record.

Managing Committed Crime Records

This chapter outlines how to add and remove committed crime records. It also describes how you can browse among the committed crime records to find the one that you are looking for.

Adding a Committed Crime Record

In order to add a committed crime record, follow the steps below:

1. Click the **Add** button at the bottom of the *Crimes Committed* field. A *Crimes Committed* form will open (Figure 6).
2. Locate the crime or crimes committed. This can be done by using the search mechanism the *Crimes Committed* form is equipped with. To find a crime, create filtering criteria that will be used to find and display all crime records that match the selection. The following criteria are available:
 - Case Category
 - Case Type
 - Subcategory
 - Article / Subtype

Note: Selection of a case category will filter the lists in the *Case Type*, *Subcategory*, and *Article / Subtype* fields and display only those instances that are related to the selected category. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Alternatively, you may enter the case category title or any part of it in the search box.

Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the *Case Categories* table below.
5. For each case category added to the police case, select the case participant responsible for committing the crime from the drop-down list. *This field is mandatory*. Please, note that the

list will contain all parties involved into the case. For more details, see [Managing Case Participants](#).

- Click the **Save** button to save the information input. You will be directed back to the [GENERAL INFORMATION](#) section.
- In [GENERAL INFORMATION](#) section, specify the offender type and provide crime particulars for each crime listed in the *Crimes Committed* field.

Crimes Committed ✕

Case Category

Subcategory

Case Type





Article / Subtype

	Case Category	Article / Subtype	Party*
<input type="checkbox"/>	Criminal	Article 157: involuntary manslaughter (Kwica umuntu bidaturutse ku bushake)	<input type="text" value="--Select Party--"/>
<input checked="" type="checkbox"/>	Criminal	Article 151: Battery or bodily injuries resulting in death (Gukubita cyangwa gukomeretsa umuntu ku bushake bigatera urupfu)	<input type="text" value="George Black"/>
<input type="checkbox"/>	Criminal	Article 147: Suicide (Kwiyahura)	<input type="text" value="--Select Party--"/>
<input type="checkbox"/>	Criminal	Article 137: Assassination (Ubuhotozi)	<input type="text" value="--Select Party--"/>
<input type="checkbox"/>	Criminal	Article 138: Assassination (Ubuhotozi)	<input type="text" value="--Select Party--"/>

Figure 6: Adding a Committed Crime Record

Browsing among Committed Crime Records

In order to ensure fast page loading, the *Case Categories* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Case Categories* table, click the number link of the page you want to navigate to. The  (First),  (Previous),  (Next), and  (Last) buttons are used to navigate back and forth through the pages.

Removing Committed Crime Records

In order to remove a committed crime record, click the  (Remove) button to the left of the record.

Managing Offence Dates and Places

This chapter outlines how you can add, edit, and remove offence date and place records.

Adding an Offence Date and Place Record

In order to add a record for an offence that took place in Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Offence Date and Place* field. An *Offence Date and Place* form will open (Figure 7).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Provide the Date when the offence took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .

Committed by	<p>Select the person who committed the offence from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Crime	<p>Select the Crime from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all the crime types encompassed by the case. For more details, see Managing Committed Crime Records.</p> <p>Note: If the list of crime types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Country	<p>Specify the Country where the offence took place. <i>This field is mandatory.</i> Please, note that by default, the incident country will be set to Rwanda. However, you can select a different country. For countries other than Rwanda, you will be requested to provide the incident address in the form of free text. For the offences that took place in Rwanda, you will be asked to make selection or enter information in the fields displayed.</p> <p>Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Province	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the Province for the offence. Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p>

	<p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the District for the offence. Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the Sector for the offence. Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>This field becomes available if the incident country is set to Rwanda and is used to select the Cell for the offence. Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	<p>This field becomes available if the incident country is set to Rwanda and is used to enter the name of the Village for the offence.</p>

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Offence Date and Place ✕

Date *

Committed by *

Crime *

Country *

Province

District

Sector

Cell

Village

Figure 7: Adding a Domestic Address for the Offence

In order to add a record for an offence that took place in a country other than Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Offence Date and Place* field. An *Offence Date and Place* form will open (Figure 8).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
------------	-------------

Date	Provide the Date when the offence took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Committed by	Select the person who committed the offence from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants . Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Crime	Select the Crime from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see Managing Committed Crime Records . Note: If the list of crime types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Country	Specify the Country where the offence took place from the drop-down list. <i>This field is mandatory.</i> Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Address	Enter the address where the offence took place. <i>This field is mandatory.</i>

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Offence Date and Place

Date *
02/12/2016

Committed by *
EUROTRADE INTERNATIONAL LTD

Crime *
Assassination (Ubuhotozi)

Country *
Poland

Address
New line center in 22 str.

Cancel Save

Figure 8: Adding a Foreign Address for the Offence

Editing Offence Date and Place Records

In order to edit an offence date and place record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Offence Date and Place* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Offence Date and Place Records

In order to remove an offence date and place record, click the (**Remove**) button to the left of the record.

Managing Case Closure Notes





This chapter outlines how you can add, edit, view, and remove case closure note records.

Adding a Case Closure Note Record

In order to add a case closure note record, follow the steps below:

1. Click the **Add** button at the bottom of the *Case Closure Notes* field. A *Case Closure Notes* form will open (Figure 9).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the case closure note was issued
Case Closure Type	Select the type of the case closure from the drop-down list. <i>This field is mandatory.</i> Note: If the list of case closure types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Case Resolution	Provide details on the Case Resolution . <i>This field is mandatory.</i>
Accused	Specify the accused the case closure note is related to. This can be done by selecting the case party in the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list. Note: The list of case parties will be comprised of the participants involved into the given prosecution case. For more details, see Managing Case Participants . In order to remove a selected party from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected instance will be removed from the <i>Selected</i> list. Clicking the 

	(Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.
Prosecutor	Select the Prosecutor handling the case closure from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Signed Copy	Attach a Signed Copy of the case closure note. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Case Closure Notes ✕

Issue Date: 08/12/2016

Case Closure type *

File suit against the suspect before a competent court ▼

Case resolution *

No resolution is set yet

Accused

Available		Selected
EUROTOGRADE INTERNATIONAL LTD George Black Mariam Host	▶ ▶▶ ◀ ◀◀	Graham Fine

Prosecutor *

M.Victoire MUREKATETE ▼

Signed Copy: [Arrest Statement No 1](#) **Date Attached:** 08/12/2016 19:30

Validated
Cancel
Save

Figure 9: Adding a Case Closure Note Record


Editing Case Closure Note Records

In order to edit a case closure note record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Case Closure Notes* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Case Closure Note Records

In order to view the details of case closure note records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Case Closure Note Records

In order to remove a case closure note record, click the  (**Remove**) button to the left of the record.

Managing Court Submissions

This chapter outlines how you can add, edit, and remove court submission records.

Adding a Court Submission Record

In order to add a court submission record, follow the steps below:

1. Click the **Add** button at the bottom of the *Court Submissions* field. A *Court Submissions* form will open (Figure 10).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Court Level	Specify the level of the court to which the submission is made. <i>This field is mandatory.</i> Please, note that selection of a court level will filter the list in the <i>Court</i> field and display only those instances that are related to the selected court level. Note: If the list of court levels is long and hard to browse in, you can make use of the search option. To locate the instance that you are

	looking for, you should enter the keyword in the search box above the drop-down list.
Court	Select the Court that the case is submitted to from the drop-down list. <i>This field is mandatory.</i> Please, note that selection of a court will filter the list in the <i>Case Category</i> field and display only those instances that are related to the selected court. Note: If the list of courts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Case Category	Select the Case Category that best describes the crimes encompassed by the given case from the drop-down list. <i>This field is mandatory.</i>
Instance Level	Select the Instance Level from the drop-down list. <i>This field is mandatory.</i>
Complete Prosecution Case	Specify whether this is a complete prosecution case by selecting the respective Yes or No radio button.
Originating Court	This field appears for the <i>First Appeal</i> level court submissions and is used to record information on the originating court and appealed case number. For more details, see Managing First Appeal Court Submissions .
Parties	List all case Parties that are affected by the submission. For more details, see Managing Submission Parties .
Object of Litigation	Provide a brief description of the object for litigation. This can be several paragraphs of free text.
Motivation	Provide a brief description on the rationale behind the court submission.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Court Submissions
✕

Court Level *

High Court Level ▼

Court *

HIGH COURT RUSIZI ▼

Case Category *

Criminal ▼

Instance Level

First Appeal ▼

Complete Prosecution Case

Yes No

Originating Court	Appealed Case Number
✎ 🗑 TB JOMBA	54545/EFS

Parties *

Party	Subject Matter
🗑 George Black	Provisional Detention Extension Appeal

Party *

--Select Party-- ▼

Subject Matter *

--Select Subject Matter-- ▼

Add

Object of Litigation

Motivation


Cancel

Save

Figure 10: Adding a Court Submission Record

Editing Court Submission Records

In order to edit a court submission record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Court Submissions* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Court Submission Records

In order to remove a court submission record, click the  (**Remove**) button to the left of the record.

Managing First Appeal Court Submissions

This chapter outlines how to add and remove first appeal court submission records.

Adding a First Appeal Court Submission Record

In order to add a first appeal court submission record, follow the steps below:

1. Click the **Add** button in the *Court Submissions* form. A *Select Court Case* form will appear (Figure 11).
2. Locate the appealed case related to the court submission. This can be done by using the search mechanism the *Select Court Case* form is equipped with. To find an appealed case, create filtering criteria that will be used to find and display all case records that match the selection. The following criteria are available:
 - Court Level
 - Court

Note: Selection of a court level will filter the list in the *Court* field and display only those instances that are related to the selected category. Also, if the lists in the *Court Level* and *Court* fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Alternatively, you may enter the case number or any part of it in the search box.

Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the table below.

5. Select the appealed case related to the court submission by activating the respective radio button.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Select Court Case
✕

Court Level

Court

Search for Case Number

	Court	Case Number	Current Status	Date filed
<input type="radio"/>	TB NYARUGENGE	RC 00046/2016/TB/NYGE	CASE FINALISED PENDING CLOSURE	24/02/2016
<input type="radio"/>	TB NYARUGENGE	RP 00221/2016/TB/NYGE	CASE FINALISED PENDING CLOSURE	22/08/2016
<input type="radio"/>	TB NYARUGENGE	RP 00333/2016/TB/NYGE	CASE FINALISED PENDING CLOSURE	31/10/2016
<input checked="" type="radio"/>	TB NYARUGENGE	RP 00325/2016/TB/NYGE	JUDGEMENT COPY AVAILABLE / PENDING CASE ADMINISTRATION	24/10/2016
<input type="radio"/>	TB NYARUGENGE	RP 00180/2016/TB/NYGE	JUDGEMENT COPY AVAILABLE / PENDING CASE ADMINISTRATION	01/07/2016

Figure 11: Adding a Court Case Record

Removing First Appeal Court Submission Record

In order to remove a first appeal court submission record, click the  (**Remove**) button to the left of the record.

Managing Submission Parties

This chapter outlines how to add and remove submission party records.

Adding a Submission Party Record

In order to add a submission party record, follow the steps below:

1. Select the case **Party** affected by the court submission from the drop-down list. *This field is mandatory.* Please, note that the list will contain all parties involved in the case. For more details, see [Managing Case Participants](#).
2. Indicate what the subject matter for the court submission is. *This field is mandatory.*
3. Click the **Add** button to save the information input. The new record will appear in the *Parties* table (Figure 12).

The screenshot shows a table titled 'Parties *' with two columns: 'Party' and 'Subject Matter'. The table contains two rows of data:

Party	Subject Matter
Hodari James NZABONIMPA	Provisional Detention Appeal
Gatera James	Provisional Detention Extension

Below the table is a form with two dropdown menus and an 'Add' button:

Party * Subject Matter *

--Select Party-- --Select Subject Matter-- Add

Figure 12: Adding a Court Submission Party Record

Removing Submission Party Records

In order to remove a submission party record, click the (**Remove**) button to the left of the record.

Managing Related Tasks

This chapter outlines how to add and edit prosecution case related tasks.


Adding a Related Task Record

In order to add a task record, follow the steps below:

1. Click the **Add** button at the bottom of the *Related Tasks* field. You will be navigated to the *Task* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the *Rwanda IECMS Task Form User Manual* in [REFERENCES](#).
3. Save the information input and close the form.

Editing a Related Task Record

In order to edit a task record, follow the steps below:

1. Click the  **Edit** button on the left of the task record that you want to modify. You will be directed to the *Task* module in *Rwanda IECMS* where the task summary will be displayed.
2. Click the **Edit** button in the top right corner of the task summary page.
3. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Task Form User Manual* in [REFERENCES](#).
4. Save the changes made and close the form.

EXPERT REPORTS

The *Expert Reports* section of the *Rwanda National Public Prosecution Authority* form (Figure 13) is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, attached expert reports, signed copies of the expert reports, etc.

Request Date	Expert Name	Expert job Title	Requestor	Expert Report	Last updated on	Signed Copy
08/12/2016		DNA Test	EMMANUEL KAVUTSE		08/12/2016 12:19	
09/12/2016		DNA Test	M.Victoire MUREKATETE	Arrest 1	09/12/2016 11:36	Statement 1

Figure 13: Expert Reports Section

For more details on what information is requested in the *Expert Reports* section, refer to the table below.

Field Name	Description
Expert Request / Expert Report	<p>Provide information on the professionals whose subject-matter expertise is requested during the case investigation. For more details, see Managing Expert Requests / Reports.</p> <p>Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when an expert request / expert report record is last modified. This information is displayed in the <i>Last Updated on</i> column of the <i>Expert Request / Report</i> table.</p>

Note: The system allows for exporting records displayed in this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Expert Requests / Reports

This chapter outlines how to add expert requests and reports, edit, view, and remove them.

Adding an Expert Request / Expert Report Record

In order to add an expert request / report record, follow the steps below:

1. Click the **Add** button at the bottom of the *Expert Request / Report* field. An *Expert Request / Report* form will open (Figure 14).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Request Date	The information in this field is automatically generated by the system and shows the date when the request for an expert opinion was placed.
Prosecutor	Select the name of the Prosecutor who placed the request from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Expert Name	Indicate the name of the expert whose advice was requested and who will submit a report on the investigation findings.
Expert Job Institution	Indicate the institution where the expert works.
Expert Job Title	Indicate the position that the expert occupies in their institution. Note: If the list of occupations is long and hard to browse in, you can make use of the search option. To locate the instance that you are

	looking for, you should enter the keyword in the search box above the drop-down list.
Summary of Facts	Add a brief description of facts on which professional expertise is needed.
Tasks Given	Specify the tasks to be carried out by the expert during the case investigation. <i>This field is mandatory.</i>
Expert Report	<p>Attach a document generated by the expert and offering their opinion on points of controversy that existed in the prosecution case. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Signed Copy	<p>Attach a Signed Copy of the expert report. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Expert Request / Report
✕

Request Date: 09/12/2016

<p>Prosecutor *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff9c4;">M.Victoire MUREKATETE ▼</div>	<p>Expert Name</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Expert Job Institution</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<p>Expert job Title</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff9c4;">DNA Test ▼</div>

Summary of facts

Tasks Given *

Profound Audit Review

<p>Expert Report: Arrest 1</p> <p>Date Attached: 09/12/2016 11:31</p>	<p>Signed Copy: Statement 1</p> <p>Date Attached: 09/12/2016 11:32</p>
---	--

Validated

Cancel
Save

Figure 14: Adding an Expert Request / Report Record


Editing Expert Request / Report Records

In order to edit an expert request / report record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Expert Request / Report* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Expert Request / Expert Report Records

In order to view the details of expert request / expert report records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Expert Request / Report Records

In order to remove an expert request / report record, click the  (**Remove**) button to the left of the record.

STATEMENTS / SUMMONS

The *Statements / Summons* section of the *Rwanda National Public Prosecution Authority* form (Figure 15) is used to display information on the statements, such as such as pro-Justitia and arrest statements, that form an inseparable part of a prosecution record. The information to be provided in this section includes statement / summons details and other related information.

1. General Information	2. Expert Reports	3. Statements / Summons	4. Warrants	5. Exhibits	6. Indictment	7. Notes / Attachments	8. History																								
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f2f2f2; padding: 2px; border-bottom: 1px solid #ccc;"> 3.1 Pro-Justitia Statement i </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Statement ID</th> <th style="width: 20%;">Statement Type</th> <th style="width: 15%;">Interview Start Date</th> <th style="width: 10%;">Interview End Date</th> <th style="width: 15%;">Party Name</th> <th style="width: 15%;">Prosecutor</th> <th style="width: 10%;">Signed Copy</th> <th style="width: 10%;">Last Updated on</th> </tr> </thead> <tbody> <tr> <td> 001</td> <td>Complainant / Victim Statement</td> <td>08/12/2016 12:19</td> <td></td> <td>George Black</td> <td>EMMANUEL KAVUTSE</td> <td></td> <td>08/12/2016 12:19 </td> </tr> <tr> <td> 002</td> <td>Complainant / Victim Statement</td> <td>09/12/2016 11:42</td> <td></td> <td>George Black</td> <td>M.Victoire MUREKATETE</td> <td></td> <td>09/12/2016 11:43 </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">Add</div> </div>								Statement ID	Statement Type	Interview Start Date	Interview End Date	Party Name	Prosecutor	Signed Copy	Last Updated on	001	Complainant / Victim Statement	08/12/2016 12:19		George Black	EMMANUEL KAVUTSE		08/12/2016 12:19	002	Complainant / Victim Statement	09/12/2016 11:42		George Black	M.Victoire MUREKATETE		09/12/2016 11:43
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Summon No	Appear Date	Summon Issue Date	Party	Prosecutor	Signed Copy	Last updated on																									
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<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f2f2f2; padding: 2px; border-bottom: 1px solid #ccc;"> 3.3 Provisional Release Statement / Decision i </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Decision Date</th> <th style="width: 20%;">Party</th> <th style="width: 15%;">Official / Role</th> <th style="width: 15%;">Signed Copy</th> <th style="width: 10%;">Last updated on</th> </tr> </thead> <tbody> <tr> <td> 09/12/2016</td> <td>Braza KWIGIRA</td> <td>M.Victoire MUREKATETE</td> <td>Released for a period of time</td> <td>09/12/2016 12:22 </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">Add</div> </div>								Decision Date	Party	Official / Role	Signed Copy	Last updated on	09/12/2016	Braza KWIGIRA	M.Victoire MUREKATETE	Released for a period of time	09/12/2016 12:22														
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09/12/2016	Braza KWIGIRA	M.Victoire MUREKATETE	Released for a period of time	09/12/2016 12:22																											
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f2f2f2; padding: 2px; border-bottom: 1px solid #ccc;"> 3.4 Statement of Seizure i </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Date</th> <th style="width: 15%;">Holder</th> <th style="width: 15%;">Official / Role</th> <th style="width: 10%;">Registration Number</th> <th style="width: 10%;">Signed Copy</th> <th style="width: 10%;">Last updated on</th> </tr> </thead> <tbody> <tr> <td> 02/12/2016</td> <td>George Black</td> <td>EMMANUEL KAVUTSE</td> <td>875451</td> <td></td> <td>08/12/2016 12:20 </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;">Add</div> </div>								Date	Holder	Official / Role	Registration Number	Signed Copy	Last updated on	02/12/2016	George Black	EMMANUEL KAVUTSE	875451		08/12/2016 12:20												
Date	Holder	Official / Role	Registration Number	Signed Copy	Last updated on																										
02/12/2016	George Black	EMMANUEL KAVUTSE	875451		08/12/2016 12:20																										

Figure 15: Statements / Summons Section

For more details on what information is requested in the *Statements / Summons* section, refer to the table below.

Field Name	Description
Pro-Justitia Statement	Provide information on the statements issued to interview the complainants, suspects, and witnesses within the scope of the given case. For more details, see Managing Pro-Justitia Statements .
Summon	Provide information about the legal documents requesting a person to appear at the prosecution office and issued within the scope of the given case. For more details, see Managing Summons .
Provisional Release Statement / Decision	Provide information about the legal documents granting provisional release to a person and issued within the scope of the given case. For more details, see Managing Provisional Release Statements .
Statement of Seizure	Provide information about the legal documents empowering police officers to execute search and seizure. For more details, see Managing Seizure Statements .

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who created a record in the *Statements / Summons* section. This information is displayed in the *Created by* column of the tables listed in this section. Moreover, the system allows for exporting records from all the fields of this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Pro-Justitia Statements

This chapter outlines how to add, edit, view, and remove pro-Justitia statement records.

Adding a Pro-Justitia Statement Record

In order to add a pro-Justitia statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Pro-Justitia Statement* field. A *Pro-Justitia Statement* form will appear (Figure 16).

Pro-Justitia Statement
✕

Statement Type *

Suspect Statement ▼

Prosecutor *

M.Victoire MUREKATETE ▼

Interviewee *

Braza KWIGIRA ▼

Preferred Language

English ▼

Who Owns: Interview Start Date: 09/12/2016 12:24

Interview End Date:

Crime Committed

Committed	Crime Type
Interfering with the collective investment scheme?s supervising company, refusal to provide information to that company, to a capital market authority or to auditors (Gutambamira ikigo kireberera ikigega cy?ishoramari cy?abishyizehamwe, kwanga guha amakur	Article 362

Offence

Signed Copy: [Statement of Pro-Justitia 33](#)

Date Attached: 09/12/2016 12:26

Advocate Present

Yes No

Q 001: What was your reason of being absent that day from work?

R 001: I was at the hospital

Q: *

R: *

Add

Validated

Cancel

Save

Save And Close

Figure 16: Adding a Pro-Justitia Statement Record

2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Statement Type	<p>Indicate the type of the statement based on what the capacity of the interviewee is in relation to the case. <i>This field is mandatory.</i></p> <p>Note: If the list of statement types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Prosecutor	<p>Select the name of the Prosecutor who requested a pro-Justitia statement from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Interviewee	<p>Select the name of the Interviewee from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all the parties that are involved into the case in the capacity dictated by the selected statement type. For more details on how to add parties to the police case, see the GENERAL INFORMATION section.</p> <p>Note: If the list of interviewees is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Preferred Language	<p>Select the Preferred Language of the interview. The following options are available:</p> <ul style="list-style-type: none"> • English • French • Kinyarwanda


	<ul style="list-style-type: none"> • Other <p>Please, note that if the <i>Other</i> option is selected, you will be asked to enter the name of the preferred language in the new field that appears.</p> <p>Note: If the list of languages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Who Owns	Indicate the assets, such as lands, vehicles, etc., that the person being interviewed owns.
Interview Start Date	The information in this field is automatically generated by the system and shows the date and time when the interview started.
Interview End Date	The information in this field is automatically generated by the system and shows the date and time when the interview was over.
Crime Committed	This is a read-only field that is automatically generated by the system and that becomes available when recording suspect statements. It lists all legal acts and codes that were violated by the person being interviewed. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.
Offence	Give a brief description of the Offence that took place.
Signed Copy	<p>Attach a Signed Copy of the pro-Justitia statement. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Advocate Present	State whether the advocate attended the interview by activating the respective radio button.

Q: / R:	Record all the questions (Q:) that were asked during the interview as well as the responses (R:) to them. For more details, see Managing Interview Questions / Responses .
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Pro-Justitia Statement Records

In order to edit a pro-Justitia statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Pro-Justitia Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Pro-Justitia Statement Records

In order to view the details of pro-Justitia statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Pro-Justitia Statement Records

In order to remove a pro-Justitia statement record, click the  (**Remove**) button to the left of the record.

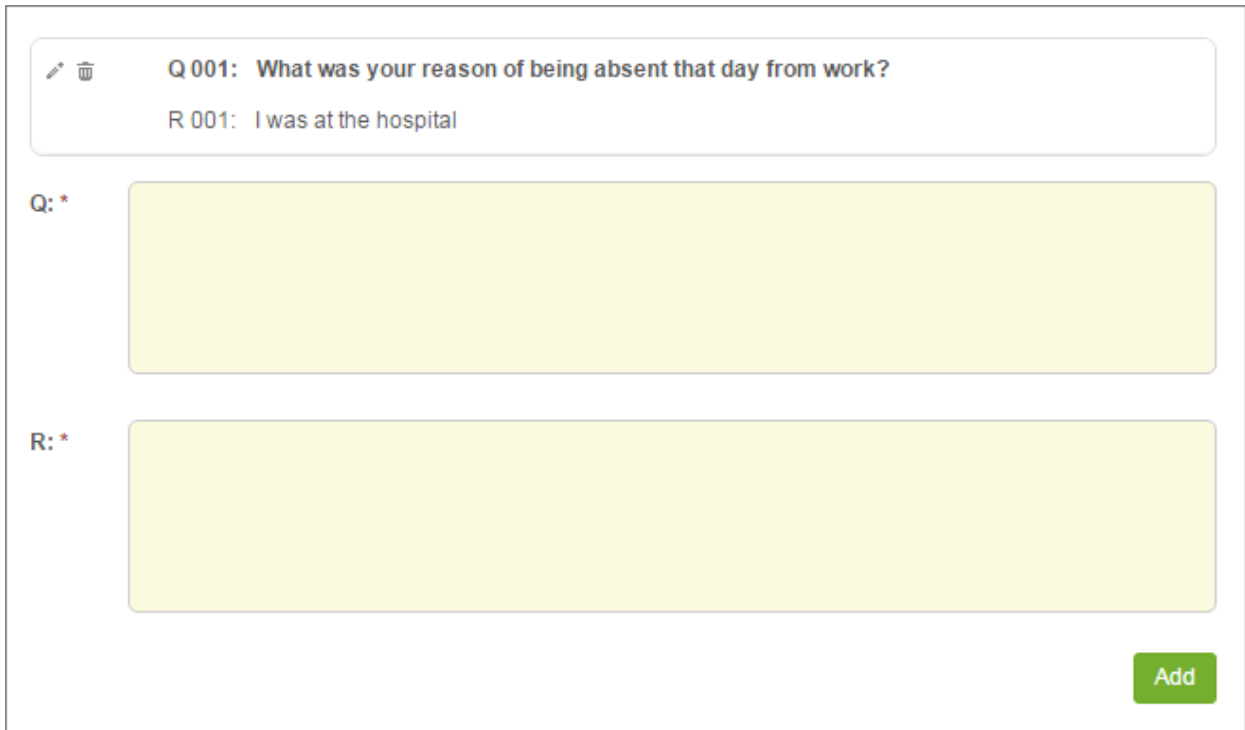
Managing Interview Questions / Responses

This chapter outlines how to add and remove question and response records.

Adding a Question / Response Record

In order to add a question / response record, follow the steps below:

1. Record the question that was asked during the interview. *This field is mandatory.*




The screenshot shows a user interface for adding a question and response record. At the top, there is a summary box containing a pencil icon, a trash icon, and the text 'Q 001: What was your reason of being absent that day from work?' followed by 'R 001: I was at the hospital'. Below this, there are two large yellow input fields. The first is labeled 'Q: *' and the second is labeled 'R: *'. A green 'Add' button is positioned at the bottom right of the form.

Figure 17: Adding a Question / Response Record

2. Record the response that the interviewee gave to the question asked. *This field is mandatory.*
3. Click the **Add** button. The new record will appear in the respective table and will be assigned a sequential number (Figure 17).

Editing Question / Response Records

In order to edit a question / response record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. This will activate the selected record.
2. Make the required changes in the data displayed.

3. Click the ✓ (**Save**) button to record the changes made. Or, click ✕ (**Cancel**) to discard them.

Removing Question / Response Records

In order to remove a question / response record, click the 🗑️ (**Remove**) button to the left of the record.

Managing Summons

This chapter outlines how to add, edit, and remove summons records.

Adding a Summons Record

In order to add a summons record, follow the steps below:

1. Click the **Add** button at the bottom of the *Summon* field. A *Summon* form will open (Figure 18).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Prosecutor	<p>Select the name of the Prosecutor who issued the summons from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Appear Date	<p>Indicate the Date when the respective party should appear at the prosecution office. A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the extraction took place. Use the Hour and Minute sliders to set the exact time.</p>

Summon Issue Date	The information in this field is automatically generated by the system and shows the date when the summons was issued.
Party	Select the name of the party who was asked to appear at the prosecution office from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Appear Address	The information in this field is automatically generated based on the <i>Prosecution Office</i> selected in the GENERAL INFORMATION section. It displays the address of the prosecution office where the summoned person should appear. <i>This field is mandatory.</i>
Office Number	Enter the number of the prosecution office where the summoned person should appear.
Signed Copy	Attach a signed copy of the summons file. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Summon
✕

Prosecutor *

M.Victoire MUREKATETE ▼

Appear Date *

09/12/2016 11:41

Summon Issue Date: 09/12/2016 11:41

Party *

Sandra July ▼

Appear Address*

Northern Province, Gicumbi, Bukure PL

Office Number

542

Signed Copy: [Summon to Appear 33](#)

Date Attached: 09/12/2016 12:48

Validated

Cancel

Save

Figure 18: Adding a Summons Record

Editing Summons Records

In order to edit a summons record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Summon* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Summons Records

In order to view the details of summons records, click the (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Summons Records

In order to remove a summons record, click the  (**Remove**) button to the left of the record.

Managing Provisional Release Statements

This chapter outlines how to add, edit, view, and remove provisional release statement records.

Adding a Provisional Release Statement Record

In order to add a provisional release statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Provisional Release Statement / Decision* field. A *Provisional Release Statement* form will open (Figure 19).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Decision Date	Indicate the date when the provisional release decision was made. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Prosecutor	Select the name of the Prosecutor who issued the provisional release statement from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Detained at	Indicate the police station the suspect was detained at. Note: If the list of police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you

	are looking for, you should enter the keyword in the search box above the drop-down list.
Party	<p>Select the name of the party who was released by the provisional release statement. <i>This field is mandatory.</i> Please, note that the list will contain all the detained parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Condition of Release	Provide a brief description of the conditions the selected party is released under. <i>This field is mandatory.</i>
Crime Committed	This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the party to be released. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.
Observation	Enter additional observations on the provisional release, if any.
Signed Copy	<p>Attach a Signed Copy of the provisional release statement. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Provisional Release Statement
✕

Decision Date *

09/12/2016
📅

Prosecutor *

M.Victoire MUREKATETE
▼

Detained at

BUSORO
▼

Party *

Braza KWIGIRA
▼

Condition of release *

To return back after 2 weeks

Crime Committed

Crime	Article
Interfering with the collective investment scheme?s supervising company, refusal to provide information to that company, to a capital market authority or to auditors (Gutambamira ikigo kireberera ikigega cy?ishoramari cy?abishyizehamwe, kwanga guha amakur	Article 362

Observation

Signed Copy: [Released for a period of time](#)

Date Attached: 09/12/2016 12:14

Validated

Cancel
Save

Figure 19: Adding a Provisional Release Statement Record


Editing Provisional Release Statement Records

In order to edit a provisional release statement record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Provisional Release Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Provisional Release Statement Records

In order to view the details of provisional release statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Provisional Release Statement Records

In order to remove a provisional release statement record, click the  (**Remove**) button to the left of the record.

Managing Seizure Statements

This chapter outlines how to add, edit, view, and remove seizure statement records. It also describes how you can expand a seizure statement record to view the items included in it.

Adding a Seizure Statement Record

In order to add a seizure statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Statement of Seizure* field. A *Statement of Seizure* form will open (Figure 20).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Indicate the date when the seizure statement was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .

Prosecutor	<p>Select the name of the Prosecutor who issued the seizure statement. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Holder	<p>Select the name of the item Holder from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of item holders is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Owner	<p>Select the name of the item Owner from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of item owners is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Registration No	<p>Enter a unique registration number assigned to the seized item. <i>This field is mandatory.</i></p>
Witness	<p>Provide the name of the Witness to the seizure act.</p>
Seized item	<p>List all items that were seized. For more details, see Managing Seized Items.</p>
Signed Copy	<p>Attach a Signed Copy of the search and seizure statement. For more details, see Managing Attachments.</p>

	Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Statement of Seizure ✕

Date *

Holder *

Registration No *

Prosecutor *

Owner

Witness

#	Seized item	Comment
🗑 001	Belt	
🗑 002	Wallet	
🗑 003	Pocket Knife	

Item *

Comment

Signed Copy


Date Attached:

Validated

Figure 20: Adding a Seizure Statement Record


Editing Seizure Statement Records

In order to edit a seizure statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Statement of Seizure* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.



Viewing Seizure Statement Records

In order to view the details of seizure statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Expanding Seizure Statement Records

You can expand a seizure statement record to view the list of seized items that are included in the statement. This way, when you select to view additional information on the seized items, you can see the item ID, name, and other particulars.

To expand a seizure statement record, click the  icon to the left of the record. Clicking the  icon will hide the seized item related information.

Removing Seizure Statement Records

In order to remove a seizure statement record, click the  (**Remove**) button to the left of the record.

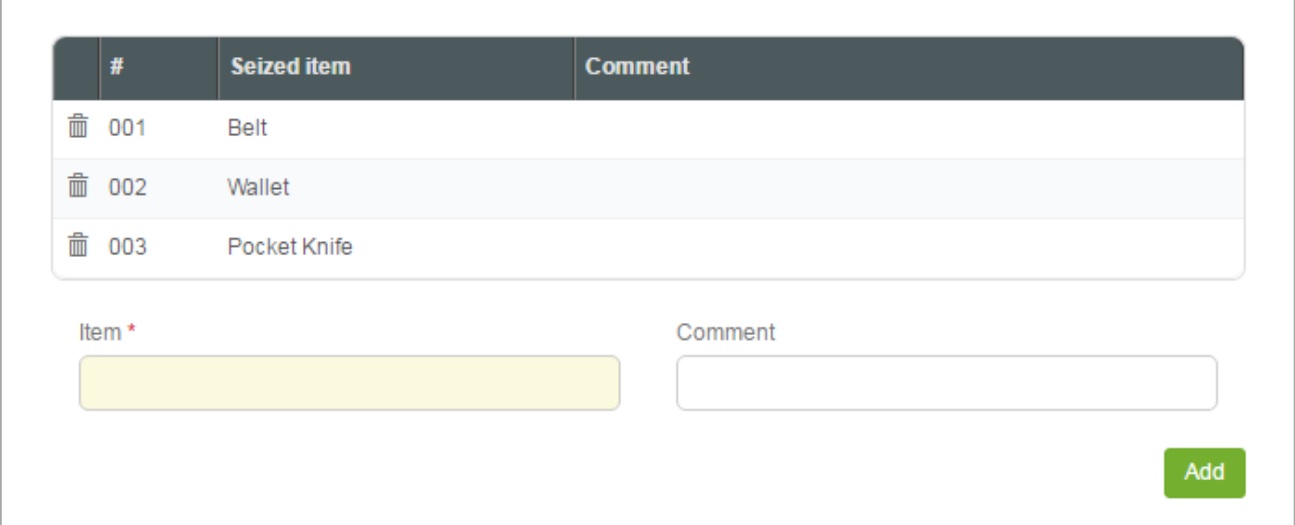
Managing Seized Items

This chapter outlines how to add and remove seized item records.

Adding a Seized Item Record

In order to add a seized item record, follow the steps below:

1. Enter the name of the item that was seized.
2. Provide additional comments, if necessary.
3. Click the **Add** button. The new record will appear in the *Seized Item* table (Figure 21).



#	Seized item	Comment
🗑️ 001	Belt	
🗑️ 002	Wallet	
🗑️ 003	Pocket Knife	

Item *

Comment

Add

Figure 21: Adding a Seized Item Record

Removing a Seized Item Record

In order to remove a seized item record, click the 🗑️ (**Remove**) button to the left of the record.

WARRANTS

The *Warrants* section of the *Rwanda National Public Prosecution Authority* form (Figure 22) is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against another person or entity. The information to be provided in this section includes the warrant type, the issue date, party, prosecutor, etc.

1. General Information	2. Expert Reports	3. Statements / Summons	4. Warrants	5. Exhibits	6. Indictment	7. Notes / Attachments	8. History
4.1 Warrant to appear							
Warrant Number	Appear Date	Office Number	Appear Address	Party	Prosecutor	Signed Copy	Last updated on
001	10/12/2016 00:00	87545	Northern Province, Gicumbi	Baly Donk	M.Victoire MUREKATETE	Appearance in Court	09/12/2016 15:37
001	09/12/2016 10:29		Northern Province, Gicumbi	George Black	M.Victoire MUREKATETE		09/12/2016 15:45
Add							
4.2 Warrant to Bring by Force							
Issue Date	Party	Transmitted to		Prosecutor	Signed Copy	Last updated on	
08/12/2016	EUROTRADE INTERNATIONAL LTD	Anti-Corruption&PEF		EMMANUEL KAVUTSE		08/12/2016 12:21	
Add							
4.3 Arrest Warrant							
Issue Date	Party	Arrest Date	To be brought to	Prosecutor	Signed Copy	Last updated on	
09/12/2016	Braza KWIGIRA	16/12/2016	TRAFFIC Rubavu	M.Victoire MUREKATETE		09/12/2016 15:46	
Add							
4.4 Search Warrant							
Issue Date	Party	Prosecutor		Signed Copy	Last updated on		
09/12/2016	Braza KWIGIRA	M.Victoire MUREKATETE			09/12/2016 15:47		
Add							
4.5 International Arrest Warrant							
Issue Date	Warrant Type	Party	Prosecutor General	Signed Copy	Last updated on		
09/12/2016	Warrant for Ordinary Cases	Graham Fine	Nickolas Kanazsetz	International Warrant 24	09/12/2016 15:49		
Add							
4.6 Extraction Warrant							
Issue Date	Party	Penitential Establishment		Signed Copy	Last updated on		
09/12/2016	Braza KWIGIRA	Anti-Human Trafficking and people Smuggling		new warrant	09/12/2016 15:50		
Add							

Figure 22: Warrants Section

For more details on what information is requested in the *Warrants* section, refer to the table below.

Field Name	Description
Warrant to Appear	Provide information about the legal documents requesting a person to appear at the prosecution office and issued within the scope of the given prosecution case. For more details, see Managing Warrants to Appear .
Warrant to Bring by Force	Provide information about the legal document empowering police officers to bring the case party to the prosecution office by force. For more details, see Managing Warrants to Bring by Force .
Arrest Warrant	Provide information about the legal document empowering police officers to execute arrest. For more details, see Managing Arrest Warrants .
Search Warrant	Provide information about the legal document that have been prepared and presented to any case party before executing search. For more details, see Managing Search Warrants .
International Arrest Warrant	List all legal documents (warrants) that have been prepared and presented for seeking the arrest or provisional arrest of wanted persons overseas, with a view to extradition. For more details, see Managing International Arrest Warrants .
Extraction Warrant	List all legal documents (warrants) that have been prepared and presented for seeking the discharge of the person from the penitential establishment where they are kept or for the release of a person who has been found guilty or who has pleaded guilty, but who is deemed not to have been convicted of the offence. For more details, see Managing Extraction Warrants .

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when a warrant record is last modified. This information is displayed in the *Last Updated on* column of the *Warrant* table.

Moreover, the system allows for exporting records from all the fields of this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Warrants to Appear

This chapter outlines how to add, edit, view, and remove warrant to appear records.

Adding a Warrant to Appear Record

In order to add a warrant to appear record, follow the steps below:

1. Click the **Add** button at the bottom of the *Warrant to Appear* field. A *Warrant to Appear* form will open (Figure 23).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Prosecutor	Specify the name of the Prosecutor who issued the warrant by selecting the relevant instance from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the Party the warrant was issued to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Warrant Creation Date	The information in this field is automatically generated by the system and shows the date when the warrant was recorded in the system.
Appear Address	The information in this field is automatically generated based on the <i>Prosecution Office</i> selected in the GENERAL INFORMATION section. It displays the address of the prosecution office where the case party included in the warrant should appear. <i>This field is mandatory.</i>
Appear Date / Hour	Indicate the date and time when the party should appear at the address indicated in the previous field. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar . Apart from indicating the date, the calendar also allows specifying the time when the party should appear at the prosecution office. Use the Hour and Minute sliders to set the exact time.
Office Number	Enter the number of the prosecution office where the case party should appear.
Warrant Delivered by	Enter the name of the person who has delivered the warrant.
Warrant Delivery Date	Indicate the date when the warrant was delivered to the party. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Warrant Received By	Enter the name of the person who received the warrant.
Warrant Received Date	Indicate the date when the warrant was received. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Signed Copy	Upload a Signed Copy of the warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.
------------------	--

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Warrant to appear

Prosecutor *
M.Victoire MUREKATETE

Party *
Baly Donk

Appear address *
Northern Province, Gicumbi

Office Number
87545

Warrant Delivered By
Grand John

Warrant Received By
Minsk Mark

Signed Copy: [Appearance in Court](#)

Warrant Creation Date: 09/12/2016

Appear Date / Hour *
10/12/2016 00:00

Warrant Delivery Date
01/12/2016

Warrant Received Date
02/12/2016

Date Attached: 09/12/2016 15:35

Validated

Cancel **Save**

Figure 23: Adding a Warrant to Appear Record

Editing Warrant to Appear Records


In order to edit a warrant to appear record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Warrant to Appear* form will open.

2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Warrant to Appear Records

In order to view the details of warrant to appear records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Warrant to Appear Records

In order to remove a warrant to appear record, click the  (**Remove**) button to the left of the record.

Managing Warrants to Bring by Force

This chapter outlines how to add, edit, view, and remove warrant to bring by force records.

Adding a Warrant to Bring by Force Record

In order to add a warrant to bring by force record, follow the steps below:

1. Click the **Add** button at the bottom of the *Warrant to Bring by Force* field. A *Warrant to Bring by Force* form will open (Figure 24).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.


Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Prosecutor	<p>Select the name of the Prosecutor who issued the warrant from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Party	<p>Select the name of the party the warrant was issued to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Crime Committed	<p>This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party included in the warrant. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.</p>
Transmitted to	<p>Select the police station the party should be transmitted to from the drop-down list.</p> <p>Note: If the list of police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>

Date Transmitted	Indicate the date when the party was transmitted to the police station selected in the previous field. A calendar popup is available for this field, see Figure 3: Calendar .
Signed Copy	Attach a Signed Copy of the warrant to bring by force. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Warrant to Bring by Force Records

In order to edit a warrant to bring by force record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Warrant to Bring by Force* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Warrant to Bring by Force Records

In order to view the details of warrant to bring by force records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Warrant to Bring by Force Records

In order to remove a warrant to bring by force record, click the  (**Remove**) button to the left of the record.

Warrant to Bring by Force ✕

Issue Date: 09/12/2016

Prosecutor * **Party ***

M.Victoire MUREKATETE EUROTRADE INTERNATIONAL LTD


Crime Committed



Crime	Article
Assassination (Ubuhotozi)	Article 138
Employing a disqualified professional (Gukoresha umukozi wakuwe ku rutonde rw'abanyamwuga)	Article 351

Transmitted to

Anti-Human Trafficking and people Smuggling

Date Transmitted

02/12/2016 

Signed Copy:   [Bring by Force](#) **Date Attached:** 09/12/2016 16:01

Validated **Cancel** **Save**

Figure 24: Adding a Warrant to Bring by Force Record

Managing Arrest Warrants

This chapter outlines how to add, edit, view, and remove arrest warrant records.





Adding an Arrest Warrant Record

In order to add an arrest warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Arrest Warrant* field. An *Arrest Warrant* form will open (Figure 25).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Prosecutor	Select the name of the Prosecutor who issued the arrest warrant from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the name of the party the warrant was issued to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all the detained parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
To be brought to	Select the police station the person included in the warrant be brought to from the drop-down list. Note: If the list of police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.


Arrest Reasons	<p>Specify the arrest reason that apply to the warrant party. This can be done by selecting the respective option in the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list.</p> <p>In order to remove a selected arrest reason from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected instance will be removed from the <i>Selected</i> list. Clicking the  (Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.</p>
Crime Committed	<p>This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party included in the warrant. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.</p>
Detained at	<p>Select the police station where the warrant party is detained from the drop-down list.</p> <p>Note: If the list of police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Police Station Commander	<p>Specify the name of the commander in the police station where the warrant party is detained.</p>
Arrest Date	<p>Indicate the date when the arrest was executed. A calendar popup is available for this field, see Figure 3: Calendar.</p>
Arrested by JPO	<p>Indicate the name of the Judicial Police Officer who executed the arrest.</p> <p>Note: If the list of JPOs is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking</p>

	for, you should enter the keyword in the search box above the drop-down list.
Signed Copy	Attach a Signed Copy of the arrest warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Arrest Warrant Records

In order to edit an arrest warrant record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Arrest Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Arrest Warrant Records

In order to view the details of arrest warrant records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Arrest Warrant Records

In order to remove an arrest warrant record, click the  (**Remove**) button to the left of the record.

Arrest Warrant ✕

Issue Date: 09/12/2016

Prosecutor *
M.Victoire MUREKATETE

Party *
Braza KWIGIRA

To be brought to *
TRAFFIC Rubavu

Arrest Reasons

Available	Selected
<p>That furthermore the offences are punishable with at least two years imprisonment</p> <p>That there is reason to believe that he/she may evade justice</p> <p>Given that his/her identity is unknown or doubtful</p>	<p>Whereas there are serious grounds of guilt against him/her</p>

Crime Committed

Crime	Article
There is no data	

Detained at
Anti-GBV(A-GBV)

Police Station Commander
TRAFFIC Rubavu

Arrest Date
16/12/2016

Arrested By JPO
Charles HABIMANA

Signed Copy: [New Arrest Warrant 22](#)

Date Attached: 09/12/2016 16:16

Validated

Cancel Save

Figure 25: Adding an Arrest Warrant Record

Managing Search Warrants

This chapter outlines how to add, edit, view, and remove search warrant records.

Adding a Search Warrant Record

In order to add a search warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Search Warrant* field. A *Search Warrant* form will open (Figure 26).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Prosecutor	Select the name of the Prosecutor who issued the search warrant from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the name of the party the search warrant was issued to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Crime Committed	This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated as indicated in the <i>Crime Committed</i> field of the GENERAL INFORMATION section.

Party Address	This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party included in the warrant. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.
Responsible	Select the name of the official responsible for executing search from the drop-down list. Note: If the list of responsible persons is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Search Address	Enter the address to be searched according to the search warrant. <i>This field is mandatory.</i>
Signed Copy	Attach a Signed Copy of the search warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Search Warrant ✕

Issue Date: 09/12/2016

Prosecutor * **Party ***

M.Victoire MUREKATETE Baly Donk

Crime Committed

Crime	Article
There is no data	

Party Address

Address Type	Address
Residential Address	Rwanda, Western Province, Karongi, Gishyita, Kigarama, Karenge

Responsible

M.Victoire MUREKATETE

Search Address *

Main Street , nearby Next store

Signed Copy: [Search Warrant No33](#) **Date Attached:** 09/12/2016

Validated
Cancel
Save

Figure 26: Adding a Search Warrant Record


Editing Search Warrant Records

In order to edit a search warrant record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Search Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Search Warrant Records

In order to view the details of search warrant records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Search Warrant Records

In order to remove a search warrant record, click the  (**Remove**) button to the left of the record.

Managing International Arrest Warrants

This chapter outlines how to add, edit, view, and remove international arrest warrant records.

Adding an International Arrest Warrant Record

In order to add an international arrest warrant record for ordinary cases, follow the steps below:

1. Click the **Add** button at the bottom of the *International Arrest Warrant* field. An *International Arrest Warrant* form will open (Figure 27).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Prosecutor General	Indicate the name of the Prosecutor General who issued the international arrest warrant. <i>This field is mandatory.</i>

Party	<p>Select the name of the party the international arrest warrant was issued to. <i>This field is mandatory.</i> Please, note that the list will contain all suspects involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Warrant Type	<p>Set the Warrant Type to <i>Warrant for Ordinary Cases</i>. <i>This field is mandatory.</i></p> <p>Note: If the list of warrant types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Employer	<p>Indicate the name of the warrant party employer.</p>
Requested Country	<p>Select the country the arrested person will be requested from. <i>This field is mandatory.</i></p> <p>Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Company business start date	<p>Indicate the date when the company where the warrant party is employed started its business. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p>
Company incorporation number	<p>Enter the incorporation number of the company where the warrant party is employed.</p>
Current Country	<p>Select the country where the warrant party is currently residing from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are</p>

	looking for, you should enter the keyword in the search box above the drop-down list.
Current City	Indicate the city where the suspect is currently residing.
Proceeding Country	Select the country where the warrant party must be transported to from the drop-down list. Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Signed Copy	Attach a Signed Copy of the international arrest warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

International Arrest Warrant ✕

<p>Issue Date: 09/12/2016</p>	<p>Prosecutor General *</p> <input type="text" value="Nickolas Kanazsetz"/>
<p>Party *</p> <input type="text" value="Graham Fine"/>	<p>Warrant type *</p> <input type="text" value="Warrant for Ordinary Cases"/>
<p>Employer</p> <input type="text" value="John Smith"/>	<p>Requested Country</p> <input type="text" value="Azerbaijan"/>
<p>Company business start date</p> <input type="text" value="10/12/2016"/>	<p>Company incorporation number</p> <input type="text" value="554545"/>
<p>Current Country *</p> <input type="text" value="Azerbaijan"/>	
<p>Current City</p> <input type="text" value="Baku"/>	<p>Proceeding Country</p> <input type="text" value="Azerbaijan"/>
<p>Signed Copy: International Warrant 24</p>	<p>Date Attached: 09/12/2016 15:49</p>

Validated

Cancel
Save

Figure 27: Adding an International Arrest Warrant Record for Ordinary Cases

In order to add an international arrest warrant record for genocide cases, follow the steps below:

1. Click the **Add** button at the bottom of the *International Arrest Warrant* field. An *International Arrest Warrant* form will open (Figure 28).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Prosecutor General	Indicate the name of the Prosecutor General who issued the international arrest warrant. <i>This field is mandatory.</i>
Party	Select the name of the party the international arrest warrant was issued to. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Warrant Type	Set the Warrant Type to <i>Warrant for Genocide Cases</i> . <i>This field is mandatory.</i> Note: If the list of warrant types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Suspect Actual Address	Indicate the address where the suspect is actually residing at the moment.
Current Country	Select the country where the suspect is currently residing from the drop-down list. <i>This field is mandatory.</i> Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Current City	Indicate the city where the suspect is currently residing.

Investigation Conducted	Record all details relevant to investigation conduction in relation to the warrant party.
Signed Copy	Attach a Signed Copy of the international arrest warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

International Arrest Warrant ✕

Issue Date: 13/12/2016

Prosecutor General *
Eric Magabundo

Party *
Jean Baptiste Kawanda

Warrant type *
Warrant for Genocide Cases

Suspect Actual Address
P.O. Box 3004644

Current Country *
Malawi

Current City
Lilongwe

Investigation conducted

Signed Copy


Date Attached:

Validated

Figure 28: Adding an International Arrest Warrant Record for Genocide Cases


Editing International Arrest Warrant Records

In order to edit an international arrest warrant record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *International Arrest Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing International Arrest Warrant Records

In order to view the details of international arrest warrant records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing International Arrest Warrant Records

In order to remove an international arrest warrant record, click the  (**Remove**) button to the left of the record.

Managing Extraction Warrants





This chapter outlines how to add, view, edit, and remove extraction warrant records.

Adding an Extraction Warrant Record

In order to add an extraction warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Extraction Warrant* field. An *Extraction Warrant* form will open (Figure 29).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	The information in this field is automatically generated by the system and shows the date when the warrant was issued.
Extraction Date and Time	<p>Indicate the date and time when the extraction took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the extraction took place. Use the Hour and Minute sliders to set the exact time.</p>
Prosecutor	<p>Select the name of the Prosecutor who issued the extraction warrant from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Party	<p>Specify the case parties that need to be extracted from the penitentiary establishment. This can be done by selecting the warrant party in the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list.</p> <p>Note: The list of available parties will be comprised of the detainees that are included in the case and that are specified in the GENERAL INFORMATION section.</p> <p>In order to remove a selected party from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected instance will be removed from the <i>Selected</i> list. Clicking the  (Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.</p>

Detained in	Specify whether the warrant party is detained in a Police Custody or an RCS Establishment . Please, note that depending on your selection, you will be asked to indicate either the police station or the RCS facility where the warrant party is detained in the next field.
Police Custody / RCS Facility	Indicate the police station or RCS facility where the warrant party is detained. <i>This field is mandatory.</i> Note: If the list of police stations / RCS facilities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Signed Copy	Attach a Signed Copy of the extraction warrant. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Extraction Warrant
✕

Issue Date: 09/12/2016 Extraction Date and Time *

16/12/2016 00:00

Prosecutor *

M.Victoire MUREKATETE ▼

Party

Available	Selected
	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Braza KWIGIRA</div> <div style="display: flex; align-items: center; gap: 5px;"> ▶ ▶▶ ◀ ◀◀ </div>

Detained in

Police Custody RCS establishment

Police Custody *

Anti-Human Trafficking and people Smuggling ▼

Signed Copy [new warrant](#)

Date Attached: 09/12/2016 15:50

Validated

Cancel
Save

Figure 29: Adding an Extraction Warrant Record


Editing Extraction Warrant Records

In order to edit an extraction warrant record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Extraction Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Extraction Warrant Records

In order to view the details of extraction warrant records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Extraction Warrant Records

In order to remove an extraction warrant record, click the  (**Remove**) button to the left of the record.

EXHIBITS

The *Exhibits* section of the *Rwanda National Public Prosecution Authority* from (Figure 30) is used to store and display information on physical or documentary evidence collected by the police during the case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. Information on exhibit recovery, personal effects, seized items, as well as return of seized items is also handled in this section.

The screenshot displays the Exhibits Section of the Rwanda National Public Prosecution Authority system. The interface is organized into a top navigation bar with tabs for various sections: 1. General Information, 2. Expert Reports, 3. Statements / Summons, 4. Warrants, 5. Exhibits, 6. Indictment, 7. Notes / Attachments, and 8. History. The main content area is divided into three sub-sections, each with a table of data and an 'Add' button.

5.1 Exhibits recovery

Recovery Date	Address	Team Lead JPO	Other Personnel	Signed Copy
03/12/2016 12:22	Western Province, Nyabihu, Jomba, Gasiza, Gahama	EMMANUEL KAVUTSE		

Diagrams

Date	Diagram Title	Address	Attachement
03/12/2016 12:22	Mr.	Northern Province, Gicumbi, Bwisige, Bwisige, Ndoha	Child.jpg

5.2 Seized Items Register

Restitution Date	Seized object Numbers	Decision	Sell Date	Sell Product	Destruction / Public Making Date	Observation
02/12/2016	2		03/12/2016		03/12/2016	

5.3 Handing Over Statement

Date	Receiver	Prosecutor	Returned Items	Release Number	Signed Copy	Last updated on
08/12/2016 12:24	George Black	EMMANUEL KAVUTSE	1	87545		08/12/2016 12:25

Figure 30: Exhibits Section

For more details on what information is requested in the *Exhibits* section, refer to the table below.

Field Name	Description
Exhibit Recovery	<p>First, provide information about the exhibit items collected during the case processing. For more details, see Managing Exhibit Recovery Records.</p> <p>Next, attach all diagram files that have been prepared by the police officers involved into the process of exhibit recovery. For more details, see Managing Diagrams.</p>
Seized Items Register	<p>Provide information on the personal effects (i.e. personal belongings, such as items of clothing, jewelry, etc., normally worn or carried on a person) of the suspect and their seizure. For more details, see Managing Seized Items Register.</p>
Handing Over Statement	<p>Record information on return of seized items. For more details, see Managing Handing over Statements.</p>

Note: The system allows for exporting records from all the fields of this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Exhibit Recovery Records

This chapter outlines how to add, edit, view, and remove exhibit recovery records. It also describes how you can expand an exhibit recovery record to view the items recovered.

Adding an Exhibit Recovery Record

In order to add an exhibit recovery record, follow the steps below:

1. Click the **Add** button at the bottom of the *Exhibits Recovery* field. An *Exhibit Recovery* form will open (Figure 31).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Exhibit recovery
✕

Recovery Date*

Team Lead

Street / apt

Province

District

Sector

Cell

Village

Other Personnel

	Item#	Type of Exhibits	Name of Exhibits	Where found	Recovered by	Photographed?	Marking (Direct-D; Indirect-I)	Packaging Method	Owner	Is Evidence
✎	001	Biological Evidences	George Dark Black						George Black	

Signed Copy

Date Attached:

Validated

Figure 31: Adding an Exhibit Recovery Record

Field Name	Description
Recovery Date	<p>Indicate the date and time when the exhibit recovery took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the recovery took place. Use the Hour and Minute sliders to set the exact time.</p>
Team Lead	<p>Specify the name of the team lead involved in the exhibit recovery. <i>This field is mandatory.</i></p>
Street/Apt	<p>Specify the street or apartment where the exhibit recovery took place.</p>


Province	<p>Indicate the Province where the exhibit recovery took place. Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p> <p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>Indicate the District where the exhibit recovery took place. Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>Indicate the Sector where the exhibit recovery took place. Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>Indicate the Cell where the exhibit recovery took place. Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	<p>Indicate the Village where the exhibit recovery took place.</p>

Other Personnel	Specify whether Other Personnel was involved in the exhibit recovery as well and indicate who they were.
Items	List all exhibit items that were recovered. For more details, see Managing Exhibit Items .
Signed Copy	Attach a Signed Copy of the exhibit recovery act. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the


Editing Exhibit Recovery Records

In order to edit an existing exhibit recovery record, follow the steps below:

1. Click the  (**Edit**) button to the left of the exhibit recovery record that you want to modify. The *Exhibit Recovery* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.



Viewing Exhibit Recovery Records

In order to view the details of exhibit recovery records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.


Note: The possibility of viewing record details is available for validated records only.

Expanding Exhibit Recovery Records

You can expand an exhibit recovery record to view the list of seized items that were recovered. This way, when you select to view additional information on the recovered items, you can see the item ID, exhibit type, and other particulars.

To expand an exhibit recovery record, click the  icon to the left of the record. Clicking the  icon will hide the recovered item related information.

Removing Exhibit Recovery Records

In order to remove an exhibit recovery record, click the  (**Remove**) button to the left of the record.

Managing Exhibit Items

This chapter outlines how to add and remove exhibit item records.

Adding an Exhibit Item Record

In order to add an exhibit item record, follow the steps below:

1. Click the **Add** button in the *Exhibit Recovery* form. An *Exhibit Item* window will open (Figure 32).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Owner	Select the case party the exhibit item belongs to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.


	Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Exhibit Name	Indicate the name of the exhibit item. <i>This field is mandatory.</i>
Type of Exhibits	Select the Type of Exhibits that best describes the item to be recovered from the drop-down list. Note: If the list of exhibit types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Where Found	Specify the location where the exhibit item was found.
Recovered by	Indicate the person the exhibit item was recovered by.
Packaging Method	Specify the method used for packaging the exhibit item.
Photographed?	Indicate whether the exhibit item has been photographed by activating the respective radio button. If the <i>Yes</i> option is selected, upload the respective image file. For more details, see Managing Attachments .
Marking (Direct-D; Indirect-I)	Indicate whether the exhibit item has a Direct-D or Indirect-I marking by selecting the corresponding radio button.
Is Evidence	Indicate whether the exhibit item serves as an evidence in the case by selecting the respective checkbox.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a web form titled "Exhibit Item" with a close button (X) in the top right corner. The form is organized into two columns. The left column contains: "Owner *" with a dropdown menu showing "Braza KWIGIRA"; "Type of Exhibits" with a dropdown menu showing "Physical and material evidence"; "Recovered by" with a text input field containing "Johnny Hanks"; "Photographed?" with radio buttons for "Yes" (selected) and "No"; and "Is Evidence" with a checked checkbox. The right column contains: "Exhibit Name *" with a text input field containing "Photo"; "Where found" with an empty text input field; "Packaging Method" with a dropdown menu showing "plastic bag"; "Attachment" with a "Choose File" button; and "Marking (Direct-D; Indirect-I)" with radio buttons for "Direct" (selected) and "Indirect". At the bottom right of the form are two buttons: "Cancel" and "Save".

Figure 32: Adding an Exhibit Item Record

Removing Exhibit Item Records

In order to remove an exhibit item record, click the  (**Remove**) button to the left of the record.

Managing Diagrams

This chapter outlines how to add, edit, view, and remove diagram records.

Adding a Diagram Record

In order to add a diagram record, follow the steps below:

1. Click the **Add** button at the bottom of the *Diagrams* field. A *Diagram* form will open (Figure 33).

Diagram ✕

Date * <input type="text" value="10/12/2016 12:22"/>	Title * <input type="text" value="Diagram 1"/>	Province <input type="text" value="Northern Province"/>
District <input type="text" value="Gicumbi"/>	Sector <input type="text" value="Bwisige"/>	Cell <input type="text" value="Bwisige"/>
Village <input type="text" value="Ndoha"/>	Preparer <input type="text"/>	Rank <input type="text" value="Senior Officers"/>

Attachment: [Child.jpg](#) [0.02 MB]

Signed Copy **Date Attached:**

Validated

Figure 33: Adding a Diagram Record

- Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Specify the date and time when the diagram was created. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar . Apart from indicating the date, the calendar also allows specifying the time when the diagram was created. Use the Hour and Minute sliders to set the exact time.
Title	Enter the diagram Title . <i>This field is mandatory.</i>


Province	<p>Select the Province the diagram is related to. Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p> <p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>Select the District the diagram is related to. Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>Select the Sector the diagram is related to. Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>Select the Cell the diagram is related to. Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	<p>Select the Village the diagram is related to.</p> <p>Note: If the list of villages is long and hard to browse in, you can make use of the search option. To locate the instance that you are</p>

	looking for, you should enter the keyword in the search box above the drop-down list.
Preparer	Indicate the name of the official who prepared the diagram.
Rank	Select the Rank of the diagram preparer from the drop-down list. Note: If the list of ranks is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Attachment	Attach diagram related documents and images. <i>This field is mandatory.</i> For more details, see Managing Attachments .
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Diagram Records

In order to edit a diagram record, follow the steps below:

1. Click the  (**Edit**) button to the left of the diagram record that you want to modify. The *Diagram* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Diagram Records

In order to view the details of diagram records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Diagram Records

In order to remove a diagram record, click the  (**Remove**) button to the left of the record.

Managing Seized Items Register

This chapter outlines how to add, edit, view, and remove seized item register records.

Adding a Seized Item Register Record

In order to add a seized item register record, follow the steps below:

1. Click **Add** button at the bottom of the *Seized Items Register* field. A *Seized Items Register* form will open (Figure 34).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Restitution Date	Specify the date when the seized item was restituted. A calendar popup is available for this field, see Figure 3: Calendar .
Destruction / Public Making Date	Specify the date when the seized item was destroyed or made public. A calendar popup is available for this field, see Figure 3: Calendar .
Sell Date	Specify the date when the seized item was sold. A calendar popup is available for this field, see Figure 3: Calendar .
Decisions	Provide details on the decisions made in relation to the seized items.
Sell Product	Provide details on the product selling.

Seized Object Numbers	Enter unique numbers assigned to the seized object included in the register. <i>This field is mandatory.</i>
Observations	Provide observations and other relevant information.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.


- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a web form titled "Seized Items Register". At the top, there are three date pickers: "Restitution Date" (05/12/2016), "Destruction / Public Making Date" (13/12/2016), and "Sell Date" (21/12/2016). Below these is a "Decisions" text area containing the text "it has been decided to sell the seized items listed below in a public auction." Underneath is a "Sell Product" text field. The "Seized Object Numbers" section is highlighted in yellow and contains a list with "001" and "002". Below that is an "Observations" text area. At the bottom left, there is a "Validated" checkbox which is currently unchecked. At the bottom right, there are "Cancel" and "Save" buttons.

Figure 34: Adding a Seized Item Register Record


Editing Seized Items Register Records

In order to edit a seized items register record, follow the steps below:

1. Click the  (**Edit**) button to the left of the seized items register record that you want to modify. The *Seized Items Register* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Seized Items Register Records

In order to view the details of seized items register records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Seized Items Register Records

In order to remove a seized items register record, click the  (**Remove**) button to the left of the record.

Managing Handing over Statements

This chapter outlines how to add, edit, and remove handing over statement records.

Adding a Handing over Statement Record

In order to add a handing over statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Handing over Statement* field. A *Handing over Statement* form will open (Figure 35).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.


Field Name	Description
Date	The information in this field is automatically generated by the system and shows the date when the statement was issued.
Prosecutor	<p>Select the name of the Prosecutor who issued the handing over statement from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Receiver	<p>Select the name of the person the released items were handed over to. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of receivers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Release No	Enter an identification number assigned to the release statement. <i>This field is mandatory.</i>
Receiver Address	This is a read-only field that is automatically generated by the system and that displays the receiver's address as indicated in the receiver's personal profile. For more details, see the <i>Rwanda IECMS Individual Form User Manual</i> in REFERENCES .
Returned Items	List all the items included in the handing over statement. <i>This field is mandatory.</i>
Witnesses	List all the Witnesses to the release act. <i>This field is mandatory.</i> For more details, see Managing Witnesses .

Signed Copy	Upload a Signed Copy of the seized item handing over statement or other related document. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Handing over Statement Records

In order to edit a handing over statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the handing over statement record that you want to modify. The *Handing over Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Handing over Statement Records

In order to view the details of handing over statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Handing over Statement Records

In order to remove a handing over statement record, click the  (**Remove**) button to the left of the record.

Handing Over Statement ✕

Date: 13/12/2016 18:06 **Prosecutor ***

Claudette UMUTESI ▼

Receiver * **Release No ***

Jean Baptiste Kawanda ▼ 541

Receiver Address

Address Type	Address	Last Updated On
Residential Address	Malawi, P.O. Box 107555 Zomba, Malawi	13/12/2016 16:57

Returned Items *

belt

wallet

pocket knife

#	Witness Name	Address
1	Abikanile Mussanda	

Witness Name* **Address**

Add

Signed Copy Choose File **Date Attached:**

Validated

Cancel
Save

Figure 35: Adding a Handing Over Statement Record

Managing Witnesses

This chapter outlines how to add and remove witness records.

Adding a Witness Record

In order to add a witness record, follow the steps below:

1. Enter the name of the witness to the release act in the respective field. *This field is mandatory.*
2. Indicate the address where the witness resides.
3. Click the **Add** button. The new record will appear in the *Witnesses* table (Figure 36).

#	Witness Name	Address
1	Mariette Blatimor	Street 22

Witness Name*

Address

Add

Figure 36: Adding a Witness Record

Note: Each witness record will be assigned a unique sequential number that will identify it and be used for future reference. The identification number will automatically be generated by the system and displayed in the # column.

Removing Witness Records

In order to remove a witness record, click the  **(Remove)** button to the left of the record.

INDICTMENT

The *Indictment* section of the *Rwanda National Public Prosecution Authority* form (Figure 37 and Figure 38) is used to add and display information about the formal accusations that a person has committed a crime and initiating a prosecutable case. The information to be provided in this section includes the information on the person who has been officially charged with committing a crime, case related facts and acts, moral, material, and legal elements of the offence, the opinion of the prosecution in charge of the case, etc.

1. General Information	2. Expert Reports	3. Statements / Summons	4. Warrants	5. Exhibits	6. Indictment	7. Notes / Attachments	8. History						
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> 6.1 Accused i </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 60%;">Accused</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> Graham Fine</td> <td></td> </tr> <tr> <td> Braza KWIGIRA</td> <td>He was seen for few days in the same area of the crime</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> Add </div> </div>								Accused	Description	Graham Fine		Braza KWIGIRA	He was seen for few days in the same area of the crime
Accused	Description												
Graham Fine													
Braza KWIGIRA	He was seen for few days in the same area of the crime												
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> 6.2 Statement of Facts i </div> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div>													
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> 6.3 Elements of an Offence i </div> <div style="margin-top: 5px;"> <p>Moral element</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> He was very near to the victim </div> </div> <div style="margin-top: 5px;"> <p>Material element</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> a photo </div> </div> </div>													

Figure 37: Indictment Section (Part 1)

Legal element

6.4 Evidences i

A photo found in the victims hand


6.5 The Prosecutor Prayer i

No prosecutor prayer was issued

6.6 Inventory of the Docket i

The complaint person is responsible about making a list of names

6.7 Details i

Indictment Date: Signed Copy Date Attached: Export 

Validated

Figure 38: Indictment Section (Part 2)

For more details on what information is requested in the *Indictment* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Accused	Specify the information on the person who was officially charged with committing a crime. For more details, see Managing Defendants .
Statement of Facts	Indicate the case related facts and acts, including all pertinent facts for a prosecution case that resulted in bringing forward the indictment.

Elements of an Offence	State moral, material, and legal elements of the offence.
Evidences	Provide the case evidences collected during the case processing.
The Prosecutor Prayer	Provide the opinion of the prosecutor in charge of the case.
Inventory of the Docket	Specify the inventory of the docket.
Details	<p>Provide the information requested in this field by indicating the following:</p> <ul style="list-style-type: none"> • Indictment Date – indicate the date when the indictment took place. A calendar popup is available for this field, see Figure 3: Calendar. • Signed Copy – attach a signed copy of the indictment act. For more details, see Managing Attachments. • Date Attached – this field is automatically populated with the date when the attachment was made and becomes available once you upload the respective file. • Export – export the indictment act into one of the formats supported by the system. For more details on how to export records, see EXPORTING FILES.

Managing Defendants

This chapter outlines how you can add, edit, and remove defendant records.

Adding a Defendant Record

In order to add a defendant accused record, follow the steps below:

1. Click the **Add** button at the bottom of the *Accused* field. An *Accused* form will appear (Figure 39).
2. Select the party who was officially charged with committing a crime from the drop-down list. *This field is mandatory.* Please, note that the list will contain all suspects involved into the case and specified in the [GENERAL INFORMATION](#) section.

Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.


3. Provide a detailed listing of all charges brought against the defendant.
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a window titled "Accused" with a close button in the top right corner. Inside the window, there is a form with two main sections. The first section is labeled "Party *" and contains a dropdown menu with the text "Braza KWIGIRA" and a downward arrow. The second section is labeled "Description" and contains a text input field with the text "He was seen for few days in the same area of the crime". At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Save" button.

Figure 39: Adding a Defendant Record

Editing Defendant Records

In order to edit a defendant record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Accused* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Defendant Records

In order to remove a defendant record, click the  (**Remove**) button to the left of the record.

NOTES / ATTACHMENTS SECTION

The *Notes / Attachments* section of the *National Public Prosecution Authority* form (Figure 40) is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.

1. General Information	2. Expert Reports	3. Statements / Summons	4. Warrants	5. Exhibits	6. Indictment	7. Notes / Attachments	8. History																																																																						
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> 7.1 Comments / Issues i </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Subject</th> <th style="width: 20%;">Note Type</th> <th style="width: 15%;">Created on</th> <th style="width: 15%;">Created by</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✎ 🗑</td> <td>Public comment 1</td> <td>Public</td> <td>08/12/2016 12:28</td> <td>System Account</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> Add Comment </div> <div style="text-align: right; margin-top: 5px;"> Add </div> </div>									Subject	Note Type	Created on	Created by	✎ 🗑	Public comment 1	Public	08/12/2016 12:28	System Account																																																												
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Action Date	Action	Details	User	Resulting State																																																																									
There is no data																																																																													

Figure 40: Notes / Attachments Section

For more details on what information is requested in the *Notes / Attachments* section, refer to the table below.

Field Name	Description
Comments / Issues	First, provide the prosecution case related comments and issues. For more details, see Managing Comments / Issues . Then, provide additional particulars on the comments and issues recorded. For more details, see Managing Comment Details .
Attachments	Attach any related documents or images. For more details, see Managing Attachments .
Workflow Details	This field becomes available after saving the <i>Rwanda National Public Prosecution Authority</i> form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following: <ul style="list-style-type: none"> • Action Date – date when the action was taken; • Action – name of the action taken; • Details – details of the action taken; • User – name of the user who performed the action; • Resulting Status – workflow status of the form, resulting from the action taken.

Managing Comments / Issues

This chapter outlines how to add, edit, and remove comment and issue records. It also describes how you can expand a comment / issue record to view its particulars.

Adding a Comment / Issue Record

In order to add a comment / issue record, follow the steps below:

1. Click the **Add** button at the bottom of the *Comments / Issues* field. A *Comments / Issues* form will open (Figure 41).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Note Type	Specify whether the comment is public or private by activating the respective radio-button. <i>This field is mandatory.</i>
Subject	Enter the note subject. <i>This field is mandatory.</i>
Related Users	This field becomes available is the note types is to <i>Private</i> and is used to select the users the note will be shared with. For more details, see Managing Related Users .

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


The screenshot shows a web form titled "Comments / Issues" with a close button (X) in the top right corner. The form contains the following elements:

- Note Type ***: Two radio buttons, "Private" (selected) and "Public".
- Subject ***: A text input field containing "Comment 22".
- Related Users**: A table with three columns: Name, Role, and Institution. It lists two users: "System Account" and "Richard Muhumuza" (Chief Prosecutor, Prosecution). Each row has a trash icon on the left. A green "Add" button is located to the right of the table.
- At the bottom right, there are "Cancel" and "Save" buttons.

Figure 41: Adding a Comment / Issue Record



Editing Comment / Issue Records

In order to edit a comment / issue record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Comments / Issues* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Expanding Comment / Issue Records

You can expand a comment / issue record to view the issue particulars added for it (see [Managing Comment Details](#)). This way, when you select to view additional information on the comment / issue, you can see the name of the user who recorded the comment particulars, the date when the information was recorded in the system, and other details.

To expand a comment / issue record, click the  icon to the left of the record. Clicking the  icon will hide the comment / issue related information.

Removing Comment / Issue Records

In order to remove a comment / issue record, click the  (**Remove**) button to the left of the record.

Managing Related Users

This chapter outlines how to add and remove related user records.

Adding a Related User Record

In order to add a related user, follow the steps below:

1. Click the **Add** button in the *Comments / Issues* form. A *Comments / Issues Details Users* form will open (Figure 42).
2. Locate the user or users the comment with be shared with. This can be done by using the search mechanism the *Comments / Issues Details Users* form is equipped with. To find a user, create filtering criteria that will be used to find and display all users that match the selection. The following criteria are available:

- Level
- Institution Office
- Responsible Role

Note: Selection of an instance from one drop-down will filter the list in the next field and display only those instances that are related to the selection. Also, note that if the lists in the drop-down fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Alternatively, you may enter the user's name or any part of it in the search box.





Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.

4. Click the **Search** button. The list of all users matching the criteria will be displayed in the table below.
5. Select the user that you want to share the comment with by ticking the checkbox to the left of the user name.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Browsing among Related User Records

In order to ensure fast page loading, the *Related Users* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Related Users* table, click the number link of the

page you want to navigate to. The  (First),  (Previous),  (Next), and  (Last) buttons are used to navigate back and forth through the pages.

Removing Related User Records

In order to remove a related user record, click the  (**Remove**) button to the left of the record.

Comments / Issues Details Users ✕

Institution

Level

Institution Office

Responsible Role

Search for

	Name	Role	Institution	Level	Institution Address
<input type="checkbox"/>	Speciose NIYONSHUTI	Prosecutor Assistant, Chief Assistant	NPPA	Primary Prosecution Level	Nyarugenge PL
<input checked="" type="checkbox"/>	Josephine INGABIRE	Prosecutor Assistant	NPPA	Primary Prosecution Level	Nyarugenge PL
<input type="checkbox"/>	Illuminee MUBONERARUGO	Prosecutor	NPPA	Primary Prosecution Level	Nyarugenge PL
<input checked="" type="checkbox"/>	Safari HAMUDU	Prosecutor	NPPA	Primary Prosecution Level	Nyarugenge PL
<input type="checkbox"/>	Julienne Uwamariya	Prosecutor	NPPA	Primary Prosecution Level	Nyarugenge PL

Figure 42: Adding a Related User Record

Managing Comment Details

This chapter outlines how to add, edit, and remove comment details records.

Adding a Comment Details Record

In order to add a comment details records, follow the steps below:

1. Click the **Add Comment** button at the right of the comment for which you want to add the details. A *Comments / Issues Details* form will appear (Figure 43).

2. Provide the comment details in the respective field. *This field is mandatory.*
3. Attach comment details related documents and images. For more details, see [Managing Attachments](#).
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a web form titled "Comments / Issues Details". The form contains the following elements:

- Subject:** Public comment 1
- Details*:** A text area containing the text "The accused has a short memory problem".
- Attachment:** A button labeled "Choose File".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

Figure 43: Adding a Comment Details Record

Editing Comment Details Records

In order to edit a comment details record, follow the steps below:

1. Click the (**Edit**) button to the left of the record that you want to modify. The *Comments / Issues Details* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Comment Details Records

In order to remove a comment details record, click the (**Remove**) button to the left of the record.

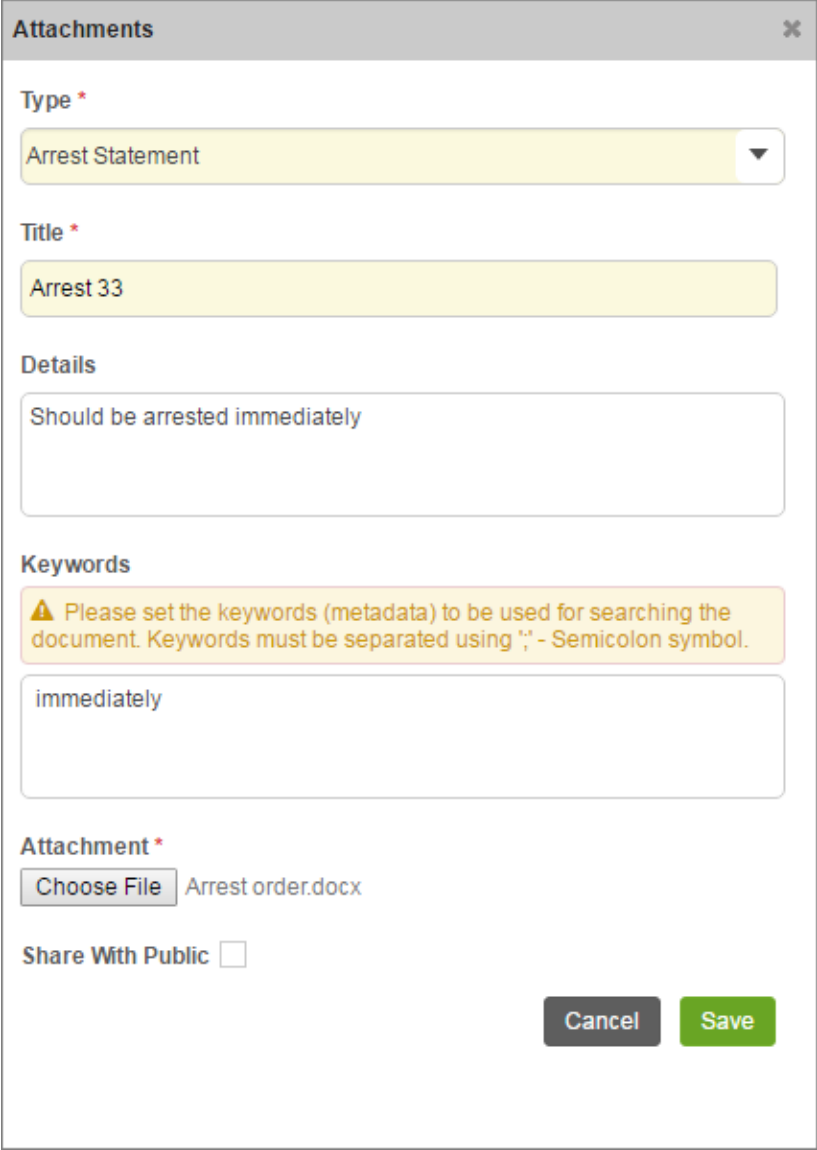
Managing Attachments

This chapter outlines how to attach documents and images, view, edit, and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:

1. Click the **Add** button at the bottom of the *Attachments* field. An *Attachments* form will appear (Figure 44).



The screenshot shows a modal window titled "Attachments" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Type ***: A dropdown menu with "Arrest Statement" selected.
- Title ***: A text input field containing "Arrest 33".
- Details**: A text input field containing "Should be arrested immediately".
- Keywords**: A warning message: "Please set the keywords (metadata) to be used for searching the document. Keywords must be separated using ';' - Semicolon symbol." Below it is a text input field containing "immediately".
- Attachment ***: A "Choose File" button followed by the text "Arrest order.docx".
- Share With Public**: A checkbox that is currently unchecked.
- At the bottom right, there are two buttons: "Cancel" (grey) and "Save" (green).

Figure 44: Uploading a File

2. Select the attachment **Type** from the drop-down list. *This field is mandatory.*

Note: If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Enter the attachment **Title**. *This field is mandatory.*
4. Provide a brief description of the attachment content in the **Details** field.
5. List all **Keywords** to be used for locating the file attached.

Note: Please, note that the keywords should be separated with a semicolon symbol (;).

6. Click the **Choose File** button and select a file to upload.
7. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.


Note: If you want the attachment to be available to the parties involved into the given prosecution case, you may select the **Share With Public** checkbox at the bottom of the *Attachments* form.

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be displayed in your browser or you may download it to your local PC.

Editing Attachments

In order to edit an existing attachment, follow the steps below:

1. Click the  (**Edit**) button to the left of the attachment title. The *Attachments* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Attachments

In order to remove an attachment, click the  (**Remove**) button to the left of the attachment title.

Note: Attachments can be deleted only from the section they have been added from.

HISTORY SECTION

The *History* section of the *Rwanda National Public Prosecution Authority* form (Figure 45) stores historical data about changes made to the *Rwanda National Public Prosecution Authority* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

1. General Information	2. Expert Reports	3. Statements / Summons	4. Warrants	5. Exhibits	6. Indictment	7. Notes / Attachments	8. History																								
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 8.1 Audit Trail i </div> <div style="margin-top: 5px;"> Compare </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #34495e; color: white;"> <th>S/N</th> <th>Date</th> <th>User</th> <th>Role</th> <th>Action</th> <th>Resulting Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>09/12/2016 17:50</td> <td>Prosecution1! Prosecution1!</td> <td>Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant</td> <td>Create</td> <td>DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>09/12/2016 17:50</td> <td>Prosecution1! Prosecution1!</td> <td>Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant</td> <td>Edit</td> <td>DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>13/12/2016 18:58</td> <td>System Account</td> <td></td> <td>Edit</td> <td>DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT</td> </tr> </tbody> </table> <div style="margin-top: 5px; display: flex; justify-content: center; align-items: center;"> Compare <div style="margin-left: 20px;"> 1 </div> </div> </div>								S/N	Date	User	Role	Action	Resulting Status	<input type="checkbox"/> 1	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Create	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT	<input type="checkbox"/> 2	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT	<input type="checkbox"/> 3	13/12/2016 18:58	System Account		Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT
S/N	Date	User	Role	Action	Resulting Status																										
<input type="checkbox"/> 1	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Create	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT																										
<input type="checkbox"/> 2	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT																										
<input type="checkbox"/> 3	13/12/2016 18:58	System Account		Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT																										

Figure 45: History Section

For more details on what information is stored and can be viewed in the *History* section, refer to the table below.

Field Name	Description
Audit Trail	This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following: <ul style="list-style-type: none"> S/N – serial number assigned to the modification;



- **Date** – date when the modification was made;
- **User** – name of the user who performed the action;
- **Role** – capacity of the user who performed the action;
- **Action** – description of the action performed;
- **Resulting Status** – workflow status of the form, resulting from the action taken.

Note: The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see [Comparing RNPPA Form Versions](#).

Comparing RNPPA Form Versions

The *History* section is integrated with an easy-to-use tool for comparing different versions of the records stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a case form, follow the steps below:





1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button. A new window will appear displaying the selected versions of the case form (Figure 46).
3. Expand the fields by clicking the  sign next to the name of the field to see how the fields differ in the selected versions. Please note that the  sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.

1 / Prosecution1! Prosecution1! / 09/12/2016 17:50:15	2 / Prosecution1! Prosecution1! / 09/12/2016 17:50:45
⌵ 1.1 Details	⌵ 1.1 Details
⌵ 1.2 Parties	⌵ 1.2 Parties
⌵ 1.3 Legal Representatives	⌵ 1.3 Legal Representatives
⌵ 1.4 Complaint	⌵ 1.4 Complaint
⌵ 1.5 Crimes Committed	⌵ 1.5 Crimes Committed
⌵ 1.6 Offence Date and Place	⌵ 1.6 Offence Date and Place
⌵ 1.7 Case Closure Notes	⌵ 1.7 Case Closure Notes
⌵ 1.8 Court Submissions	⌵ 1.8 Court Submissions
⚠ ⌵ 2.1 Expert Request / Expert Report	⚠ ⌵ 2.1 Expert Request / Expert Report
	⚠ ⌵ Prosecution1! Prosecution1!
Expert Job Institution	Request Date 09/12/2016
Expert Name	Prosecutor Prosecution1! Prosecution1!
Expert job Title	Expert Job Institution
Summary of facts	Expert Name
	Expert job Title
Expert Report	Summary of facts
Date Attached	Tasks Given asdf
Signed Copy	Expert Report
Date Attached	Date Attached
	Signed Copy
	Date Attached
	Validated No
	Updated Date 09/12/2016 05:50
⌵ 3.1 Pro-Justitia Statement	⌵ 3.1 Pro-Justitia Statement

Figure 46: Comparing Task Form Versions

Browsing among History Records

The *History* section of the *Task* form has been enhanced with the pagination option. This means that it is enabled with the possibility of splitting the list of records in the field into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as the  (First),  (Previous),  (Next), and  (Last) arrow buttons.

8.1 Audit Trail i

Compare

S/N	Date	User	Role	Action	Resulting Status
<input type="checkbox"/> 1	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Create	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT
<input type="checkbox"/> 2	09/12/2016 17:50	Prosecution1! Prosecution1!	Chief Prosecutor, Prosecutor, Prosecutor Assistant, Chief Assistant	Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT
<input type="checkbox"/> 3	13/12/2016 18:58	System Account		Edit	DRAFT PROSECUTION CASE SUBMITTED/ PENDING PROSECUTOR ASSISTANT ASSIGNMENT

Compare


⏪
⏴
1
⏵
⏩

Figure 47: Browsing among History Records

EXPORTING FILES

The system allows exporting the details provided in the appropriate fields of the *National Public Prosecution Authority* form.

In order to export the corresponding field details, follow the steps below:

1. Click the  (**Export Details**) button in the furthest right column of the respective field. The *Export Details* popup will appear (Figure 48).

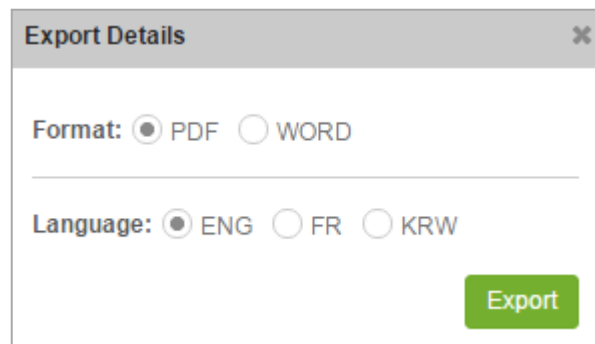
A screenshot of a 'Export Details' popup window. The window has a title bar with the text 'Export Details' and a close button (an 'x' icon). Below the title bar, there are two sections. The first section is labeled 'Format:' and contains two radio buttons: 'PDF' (which is selected) and 'WORD'. The second section is labeled 'Language:' and contains three radio buttons: 'ENG' (which is selected), 'FR', and 'KRW'. At the bottom right of the window, there is a green button with the text 'Export'.

Figure 48: Specifying File Export Details

2. Choose the **Format** you want the file to be downloaded in by selecting the respective **PDF** or **WORD** radio button.
3. Select the **Language** you want the file to be downloaded in by selecting the respective **ENG**, **FR**, or **KRW** radio button.
4. Click the **Export** button to proceed. The exported file will be downloaded to your local PC in accordance with the selected settings - format and language.

SAVING DATA

When you are finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save and Close** button to save the changes made and navigate away from the *Data Entry* screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

REFERENCES

Please, refer to the following Rwanda IECMS related documents to obtain more information about the system and how it functions:

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National Police Application User Manual
- Rwanda IECMS Rwanda Judiciary Application User Manual
- Rwanda IECMS Rwanda Correctional Service Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Task Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Legal Entity Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator's Guide
- Rwanda IECMS User Management Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide