



Assam University, Silchar

Notification

This is to inform all that the **Legal Case Management System Module of Samarth Portal in Assam University** is fully operational and the Module Administrator may perform the activities like add legal cases, update details/status of the cases and add Lawyers, etc. through SAMARTH.

The step by step procedure for doing the above is attached for quick reference of the Module Administrator.

For any Technical Assistance, Module Administrator may contact Samarth Cell / Computer Centre.

Attachment: As above

File No. AUS/SAMARTHCELL/2025/01,

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Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/DIQAC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File


Registrar

User Manual of Legal Case Management System of Samarth Portal

This manual outlines the steps that need to be followed by the Legal Cell Admin to add legal cases, update details/status of the cases and add lawyers under Samarth.

A. To Add New Case

1. Open aus.samarth.ac.in using your office credentials
2. Click on "Governance"
3. Under "Legal Case", click on "Legal Dashboard" to go to the Legal Case Management dashboard
4. Click on the "Manage Legal" button present in the left side of the dashboard
5. To add new cases click on the "Add Case" button present in the right top corner. Specify details against the following form fields -
 - a. Enter the "Case Number"
 - b. Enter the "Branch/Section"
 - c. Select the "Court" from the dropdown
 - d. Select the "Type of Case" from the dropdown
 - e. Enter the "Case Title"
 - f. Select the "Lawyer Name"
 - g. Enter the "Nature of Case"
 - h. Enter the "Case Brief"
 - i. Enter "Case Status"
6. Specify the following optional fields, if required -
 - a. Reference File Number
 - b. Legal Information Management & Briefing System (LIMBS No.)
 - c. Party Name
 - d. Applicant/Petitioner
 - e. Non Applicant/Respondent
 - f. Party Type
 - g. Year
 - h. Assigned To
 - i. Prayer of Petitioner
 - j. Date of Filing
 - k. Date of Filing Counter Affidavit
 - l. Date of Disposal
 - m. Reference Case Number
 - n. Order Link
 - o. Remarks
7. Submit the form by clicking the "Submit" button

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To make any update, e.g. change of status of the case, click on the “pencil” icon next to an entry in the Legal Cases index page.

If the name of the Lawyer is not available in the “Lawyer Name” dropdown, the same needs to be added as per steps mentioned in Section B.

B. To Add New Lawyer

1. Click on the “Lawyers” button present in the left side of the dashboard
2. Click on the “Add new Lawyer’s details” button present in the top right corner. Specify details against the following form fields -
 - a. Enter the “Name”
 - b. Specify the courts from the “Courts” dropdown
 - c. Specify “Status”
3. Specify the following optional fields, if required -
 - a. Mobile Number
 - b. Email
4. Submit the form by clicking the “Add” button

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