

System Requirements Specification  
for  
*Case Monitoring System*

Supreme Court



**Company Proprietary**

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# 1 Overview

## 1.1 Purpose of this Document

The purpose of this document is divided into two (2):

- a. To set the grounds for a common understanding between the Supreme Court (SC), American Bar Association (ABA) and the Ideyatech project team regarding the specifications of the project requirements of the SC2MS (Small Claims Case Monitoring System); and,
- b. To serve as the basis for all specifications and assist the Ideyatech project team members in the development of the system.

Moreover, this document intends to convey to the interested parties the purpose, scope and requirements of the SC2MS.

## 1.2 Document Conventions

This document emphasizes the distinction between the use of “shall”, “must”, “will”, “should”, “may” and “can”, based on Section 5 of the 2007 IEEE Standards Style Manual (<http://standards.ieee.org/guides/style/section5.html>)

- a. The word “must” is used only in describing unavoidable situations.
- b. The word “will” is used only in statements of fact.
- c. The word “can” indicates possibility and capability, whether material, physical or causal.
- d. The word “shall” indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted.
- e. The word “should” indicates that among several possibilities, one is recommended as the best suitable, but not necessarily required.
- f. The word “may” indicates a course of action permissible within the limits of the standard.

## 1.3 Intended Audience and Reading Suggestions

This document contains three (3) major sections:

- a. An overview of the requirements, which includes a description of the current SC operations, assumptions, limitations and delimitations of the project;
- b. A description of the system, which includes a detailed explanation of the system’s scope, features, characteristics, and operational environment; and,
- c. A list of requirements, which contains information regarding each system requirement, such as the module and a description of each requirement.

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This document is intended for the following people:

- a. Client’s Team – Composed of the OCA-CMO (Office of the Court Administrator – Court Management Office), MISO (Management Information Systems Office) and the PMO (Program Management Office), this team should read this document thoroughly to verify that the requirements previously discussed and what is written here are the same.
- b. ABA Team – ABA should read this document to ensure they understand the requirements for implementation and for acceptance of this deliverable.
- c. The Ideyatech Project Team – They shall use this document as basis for the development of the system, particularly Sections **Error! Reference source not found.** for a list of the users involved, Chapter **Error! Reference source not found.** for a graphical representation of the workflow of the SC, and Chapter 4 for a detailed listing of the requirements of the project.

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## 2 Requirements Overview

### 2.1 Current Operations

The Supreme Court of the Philippines has recently launched Small Claims Court to broaden access of justice to the poor. The Small Claims Court provides an inexpensive and expeditious means to settle actions before first-level courts for money claims not exceeding PhP 100,000.00. Since March 18, 2010, all 1,137 first-level courts are hearing small claims cases.

Currently, the different courts record case information individually. Encoders from each court use their workstations to input case information and create reports for submission to the Supreme Court.

Upon receipt of the reports from the first-level courts, the Supreme Court aggregates the reports by re-entering data and summarizing per region.

### 2.2 Objective

The aim of this project is to implement Small Claims Case Monitoring System (SC2MS) within the Philippine Supreme Court. The Supreme Court needs to monitor statistics of small claims cases for proper evaluation of its performance and effectiveness.

### 2.3 Limitations and Delimitations

The scope of the system does not include the following:

- a. Electronic raffling system. The system shall only support the encoding of the raffled name, not the actual raffling of the names. The current manual raffling process will still be used.
- b. Uploading of Decisions. The system shall only allow the entry of decision and decision date.
- c. Tracking of Documents. The system shall only include data entry, therefore there will be no document flow.
- d. Fixed Drop-down Options. The system shall only include a fixed list of available options for the drop-down fields.

### 2.4 Assumptions

The Ideyatech Project Team lists the assumptions below to ensure the successful deployment of the system:

- a. The client provides all the pertinent information needed by the Ideyatech project team for the Requirements Analysis and Prototyping.
- b. The client shall review the information presented in this document to ensure its applicability to actual operations.

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### 3 System Description

#### 3.1 System Scope

The system to be developed involves two (2) main programs:

1. The Data Entry Application, which will be used by the first level courts, and
2. The Server Application, that aggregates all data from the first level courts.

Data encoders from the First-Level Courts enter case information on the Data Entry Application on their workstations. When data is ready for exporting, the system encrypts and authenticates the data. The exported file is sent to the Server Application for data import and aggregation. Once the data is collected, the system can generate summary reports across all trial courts.

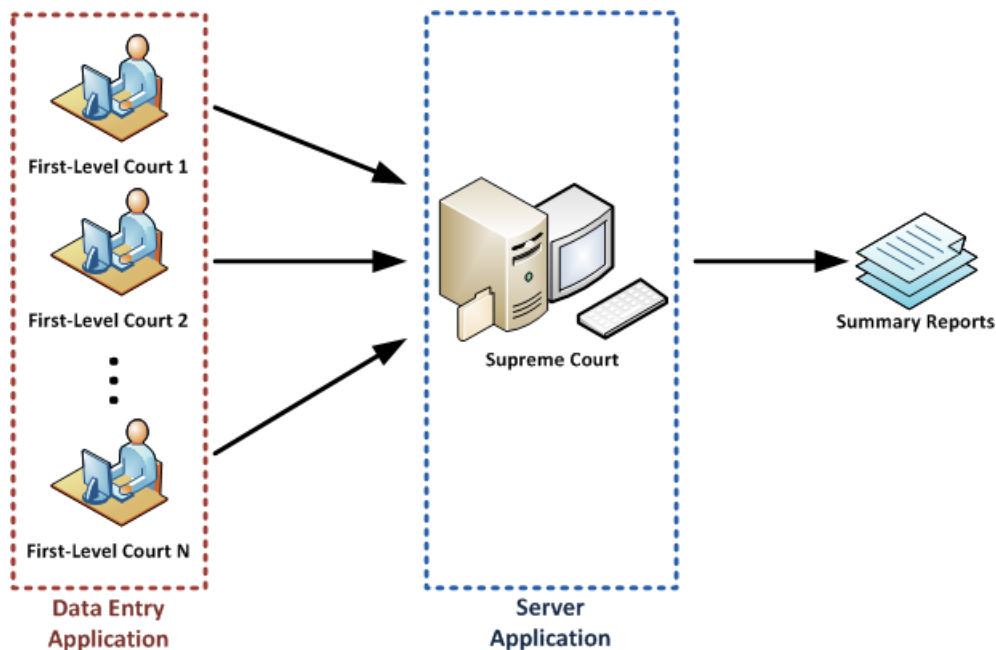


Figure 3.1: Overview of the SC2MS

#### 3.2 System Features Description

The scope of the project, as defined in the Project Proposal, can be depicted in the figure below:

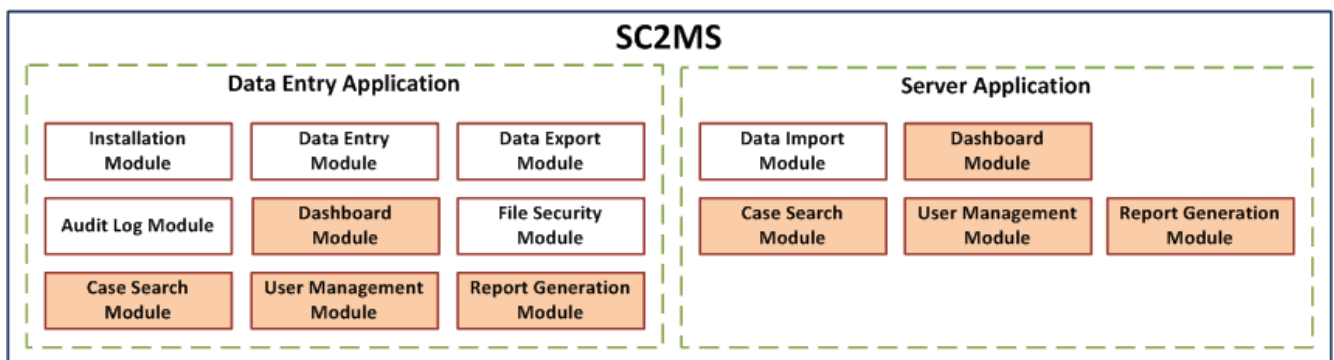


Figure 3.2: SC2MS Scope Modules/Features

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In the diagram above, the two (2) green dash-bordered boxes represent the two (2) applications mentioned in Section 3.1. The small solid-bordered boxes are the modules involved in the applications. Note that the shaded boxes are modules found in both applications. The table below provides a short description of these features.

Program	Module	General Description
Data Entry Application	Installation Module	This module offers a wizard-based, step-by-step installation and setup guide to all first-level court users.
	Data Export Module	This module enables the system to export entered data to a file that is transmittable to the Server Module.
	Data Entry Module	This module allows the adding, editing and deleting data on small claims cases.
	File Security Module	This module secures the transit of files between modules by using encryption and authentication processes.
	Audit Log Module	This module keeps track of any changes made to case information as well as in other sections of the application.
	Dashboard Module	This module provides a summary view of court activities including case summary statistics and hearing dates.
	Case Search Module	This module allows the searching of cases within the database of the first-level court.
	Report Generation Module	This module allows the first-level courts to generate pre-defined .pdf reports based on given criteria.
	User Management Module	This module provides a means to manage users, control their system login and access based on their given credentials.
Server Application	Data Import Module	This module allows the first-level courts to upload the date files exported from the Data Entry Module.
	Dashboard Module	This module provides a summary view of all trial court activities such as submission rate and breakdown by court.
	Case Search Module	This module allows the searching of cases within the database of the Supreme Court.
	Report Generation Module	This module offers the generation of various reports to show aggregated data on cases being filed.
	User Management Module	This module provides a means to manage users, control their system login and access based on their given credentials.

### 3.3 Operating Environment

#### 3.3.1 Hardware and Network Configuration

The diagram below depicts the configuration of the hardware and network infrastructure of the SC2MS. The first-level courts and the Supreme Court are connected via the Internet. The Web Server connects to the Internet, and the Database Server connects directly to the Web Server only. This configuration ensures that the database server is not directly accessed and that the web server can manage the users and their access to the database.

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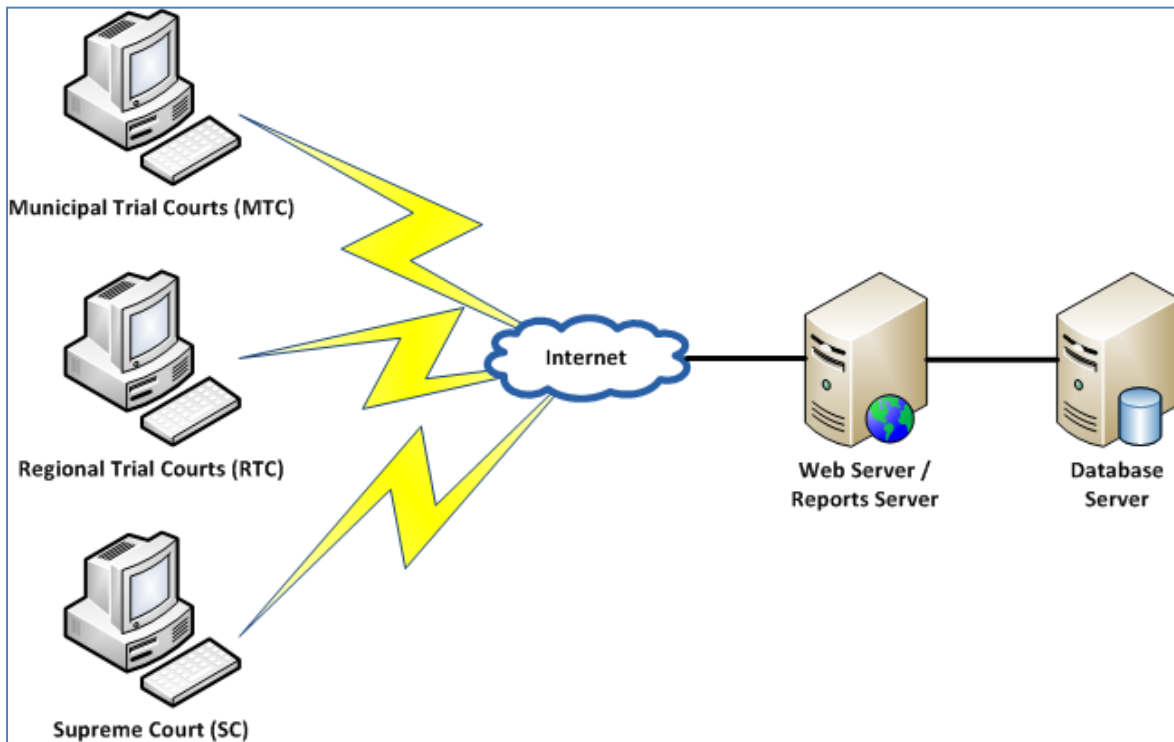


Figure 3.3: Hardware and Network Configuration

### 3.3.2 Software Configuration

Application development shall make use of the enterprise, open-source solution Java. The following technologies will be used to develop the application:

Category	Software Technology
Data Entry	<ul style="list-style-type: none"> <li>• Firefox Browser</li> <li>• Apache Tomcat</li> <li>• MySQL 5.0</li> </ul>
Web Server	<ul style="list-style-type: none"> <li>• Apache Tomcat</li> </ul>
Database Server	<ul style="list-style-type: none"> <li>• MySQL 5.0</li> </ul>
Development Environment	<ul style="list-style-type: none"> <li>• Eclipse</li> <li>• Apache Tomcat</li> <li>• Subversion for version control</li> </ul>



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## 4 Requirements List per Feature

### 4.1 Installation

Req #	Requirement Descriptions
1.01	The system shall provide a Setup Wizard for quick and easy installation.
1.02	This system shall configure the Client Module after initial installation by asking the user for user information, branch and court station information.
1.03	The system shall automatically configure and import data from the master file based on the initial user input (Refer to 1.02)

### 4.2 Data Entry

Req #	Requirement Descriptions
2.01	The system shall be able to display the Case Information page with case details as shown on the prototype.
2.02	The system shall allow the Client Module to add new case information.
2.03	The system shall allow the Client Module to edit case information.
2.04	The system shall not allow duplicate case numbers within a branch.
2.05	The system shall validate 'Case Title' to accept non-blank entries that contain the word "versus" or "vs."
2.06	The system shall validate 'Amount Involved' to accept only numeric values greater than 0.00 but less than or equal to 100,000.00.
2.07	The system shall validate 'Date Filed' to accept only non-blank input and only date entries on or before the current date.
2.08	The system shall validate 'Date Ruffled' to accept only non-blank input and only date entries before 'Date Filed', and on or before the current date.
2.09	The system shall validate 'Date Received by the Branch Clerk' to accept only date entries after 'Date Filed', and on or before the current date.
2.10	The system shall display the 'Type of Court' label and dropdown field if the 'Transferred from other sala/branch' checkbox is ticked.
2.11	The system shall display the 'Region' label and dropdown field if a 'Type of Court' option is chosen.
2.12	The system shall display the 'Branch' label and dropdown field if a 'Region' option is chosen.
2.13	The system shall display the 'First Name', 'Middle Name' and 'Last Name' fields, the 'Sex' dropdown field, and the 'Indigent' checkbox if the 'Individual' option is chosen under 'Classification'.
2.14	The system shall display the 'Date of Judgment/Resolution' date field if the 'Outright Dismissal', 'Redocketed' or 'Revived' radio button is ticked.
2.15	The system shall display the 'Summons' and 'Hearing' sections if the 'Proceed with Summons and Hearing' radio button is ticked and the "Save" button was clicked.
2.16	The system shall validate 'Date Summons Issued' to accept only non-blank input and only date entries on or before the current date, or after 'Date Filed'.
2.17	The system shall validate 'Date Alias Summons Issued' to accept only non-blank input and only date entries after the 'Date Filed' or 'Date Summons Issued'.

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Req #	Requirement Descriptions
2.18	The system shall not allow the user to click 'Dismissed for failure of plaintiff to prosecute (due to unserved summons)' if 'Date Summons Issued' and 'Date Alias Issue Summons Issued' are blank.
2.19	The system shall not allow the user to click 'Counter claims filed' and 'Hearing' section if 'Dismissed for failure of plaintiff to prosecute (due to unserved summons)' is ticked.
2.20	The system shall display the 'Counter Claims' section if the 'Counter claims filed' checkbox is ticked.
2.21	The system shall validate 'Amount Involved' (under the 'Counter Claims' section) to accept only numeric values greater than 0.00 but less than or equal to 100,000.00.
2.22	The system shall validate 'Date Filed' (under the 'Counter Claims' section) to accept only non-blank input and only date entries on or before the current date, or after 'Small Claims Date Filed', 'Date Summons Issued' or 'Date Alias Summons Issued'.
2.23	The system shall validate 'Date of Hearing' to accept only non-blank input and only date entries after the 'Small Claims Date Filed', 'Date Summons Issued' or 'Date Alias Summons Issued'.
2.24	The system shall add another row under the Hearing table if the 'Reset Hearing' or 'Continuance' option was chosen under 'Action Taken' of the last row in the 'Hearing' section.
2.25	The system shall display the 'Manner of Disposal' section if the 'Decided / Disposed' option was chosen under 'Action Taken' and the 'Save' button was clicked.
2.26	The system shall validate 'Date of Disposal' to accept only non-blank input and only date entries on or before the current date, or after 'Small Claims Date Filed', 'Date Summons Issued', 'Date Alias Summons Issued' or any other dates found in the Hearing table.
2.27	The system shall validate 'Amount of Claim Adjudicated' 'For Plaintiff' and 'For Defendant' to accept only numeric values greater than 0.00 but less than or equal to 100,000.00.

### 4.3 Data Export

Req #	Requirement Descriptions
3.01	The system shall allow the Client Module to generate a report (confirmation page) on new or modified case records.
3.02	The system shall allow the creation of an output file, readable by the Server Module, containing the generated report on new or modified case records (for later printing).
3.03	The system shall be able to record the date of the last export action.
3.04	The system shall provide a color scheme to indicate which cases are newly filed cases and which are newly updated.

### 4.4 File Security

Req #	Requirement Descriptions
4.01	The system shall be able to encrypt the files to be exported to protect data from external sniffers.
4.02	The system shall provide authentication for the exported case records to ensure data is not corrupt.
4.03	The system shall be able to verify that the exported file is not corrupt.
4.04	The system shall provide a way to authenticate that the case records came from valid sources.

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## 4.5 Data Import

Req #	Requirement Descriptions
5.01	The system shall verify the integrity of the data to be imported. If successful, the import shall proceed; otherwise, the system shall not proceed.
5.02	The system shall be able to display the case records that has been imported
5.03	The system shall be able to display to the Server Module a confirmation page containing the list of case records successfully imported.
5.04	The system shall be able to import new case records and merge changes to a case based on the imported file.

## 4.6 Audit Log

Req #	Requirement Descriptions
6.01	The system shall be able to display the audit trail of all case information. (Case History)
6.02	The system shall be able to extract the date and time details of the audit log for data exporting.

## 4.7 Dashboard

Req #	Requirement Descriptions
7.01	The system shall allow access to the Dashboard Page.
7.02	The system shall allow access to the Cases Page.
7.03	The system shall allow access to the Reports Page.
7.04	The system shall display in the Client Module a widget containing the Breakdown of Cases by Decision.
7.05	The system shall display in the Client Module a widget containing the overview of the Case Summary as well as a table containing weekly summaries.
7.06	The system shall display in the Client Module a widget containing the list of Hearings Today
7.07	The system shall display in the Client Module a widget containing the list of Upcoming Hearings.
7.08	The system shall display in the Server Module a widget containing the Summary of Case Records Submitted.
7.09	The system shall display in the Server Module a widget containing the Breakdown of Cases by Decision.
7.10	The system shall display in the Server Module a widget containing the Breakdown of Cases by Judicial Region.
7.11	The system shall display in the Server Module a widget containing the Breakdown of Cases by Court.
7.12	The system shall display in the Server Module a widget containing the Breakdown of Cases by Plaintiff.

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Req #	Requirement Descriptions
7.13	The system shall display in the Server Module a widget containing the Case Summary.

## 4.8 Case Search

Req #	Requirement Descriptions
8.01	The system shall be able to search for cases in the database based on specified criteria, as shown in the prototype.
8.02	The system shall be able to display case search results based on specified criteria.
8.03	The system shall be able to sort the case search results based on any of the column headers.
8.04	The system shall use pagination in displaying case search results.

## 4.9 Report Generation

Req #	Requirement Descriptions
9.01	The system shall be able to generate a list of parties that frequently file for cases.
9.02	The system shall allow the Server Module to generate a report on the summary of case records submitted.

## 4.10 User Management

Req #	Requirement Descriptions
10.01	The system shall allow three (3) users per branch only (1 for admin, and 2 for encoders).
10.02	The system shall allow the Local Admin to assign a name and password to a local user.
10.03	The system shall allow users to modify their name and password.
10.04	The system shall allow users to view their account profile.
10.05	The system shall allow the logging in of a user using his username and password.
10.06	The system shall allow the logging out of a user.
10.07	The system shall not allow users to log-in more than once at any point in time.

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## 4.11 User-Friendly Interface

Req #	Requirement Descriptions
11.01	The system shall allow access to the header.
11.02	The system shall allow access to the footer.
11.03	The system shall allow access to the user information side bar.
11.04	The system shall provide input prompts and error messages.
11.05	This feature shall provide easy-to-understand navigations using properly labeled fields and easy-access tabs among others.

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## 5 Definition of Terms

Terms	Description
SRS	System Requirements Specification
ABA	American Bar Association
SC	Supreme Court
SC2MS	Supreme Court Case Monitoring System
OCA	Office of the Court Administrator
CMO	Court Management Office
MISO	Management Information Systems Office
PMO	Program Management Office
Client	Refers to Supreme Court
Company	Refers to Ideyatech

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## 6 Revision History

<b>Version No.</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author</b>
1.0	02/22/2011	Finalized Draft	Philip Lim Allan Tan