

**INFORMATION ABOUT ONLINE CASE MANAGEMENT (e-REVIEW)  
AT HIGH COURT (COMMERCIAL), KUALA LUMPUR**

What is e-Review	An online forum within the e-Court System which enables judges, judicial officers and legal representatives to conduct case management in any case via exchange of written messages without having to attend court.												
Objective	<p>i) To reduce court appearances (in-person) for case managements at the High Court.</p> <p>ii) To save time and expense of having to attend court in person to deal with preliminary matters.</p>												
Who can use	<p>Legal Representatives [lawyers from legal firms or government agencies who are registered users of e-Filing System (EFS)].</p> <p>Each legal representative must have an EFS login ID and password to login into the EFS to participate in any e-Review session.</p> <p>The legal representative must be authorized by the legal firm or the agency to conduct e-Review for any given case and have the case be assigned to the person's profile in EFS.</p>												
Implementation by Trial Run	<p>Location : High Court (Commercial), Kuala Lumpur</p> <p>Case Type: Case Code 21NCC and 22NCC only</p> <p>Start Date : For all new filings starting 24 December 2018 (until further notice)</p>												
Training for e-Review	<p>Training schedule for lawyers &amp; agency:</p> <table border="1" data-bbox="485 1563 1386 1787"> <thead> <tr> <th>DATE</th> <th>TIME</th> </tr> </thead> <tbody> <tr> <td>19 December 2018</td> <td>10.00am -12.00pm &amp; 2.30pm – 4.30pm</td> </tr> <tr> <td>20 December 2018</td> <td>10.00am -12.00pm</td> </tr> <tr> <td>7 January 2019</td> <td>10.00am -12.00pm &amp; 2.30pm – 4.30pm</td> </tr> <tr> <td>8 January 2019</td> <td>10.00am -12.00pm</td> </tr> <tr> <td>9 January 2019</td> <td>10.00am -12.00pm</td> </tr> </tbody> </table> <p>Venue : Library, Level 7, KMKL (Repeat sessions, anyone can walk-in for any one of the sessions)</p>	DATE	TIME	19 December 2018	10.00am -12.00pm & 2.30pm – 4.30pm	20 December 2018	10.00am -12.00pm	7 January 2019	10.00am -12.00pm & 2.30pm – 4.30pm	8 January 2019	10.00am -12.00pm	9 January 2019	10.00am -12.00pm
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<p>Conduct of e-Review session</p>	<ul style="list-style-type: none"> <li>i) e-Review is used for parties to virtually update the Court about the status of service, appearance, filing of pleadings, and preparation for trial, by filling up specified forms about list of actions and exchange of messages within the e-Court system.</li> <li>ii) Parties should use language and conduct themselves professionally as they would during an in-person court appearance.</li> <li>iii) Any messages submitted during the e-Review using the login ID of the legal representative is taken to have been submitted by the legal representative and that he or she has actual knowledge of its contents.</li> <li>iv) All messages will be visible to all parties and the Court.</li> <li>v) Undertakings given during e-Review are as binding as if the undertaking were given in person.</li> <li>vi) All messages in the e-Review will be recorded and saved in the e-Court System as Notes of Proceeding.</li> <li>vii) Both parties should participate in the e-review session at any time until end of the day to update the Court of their own case's progress. Mention on behalf for the other party's solicitors is not allowed.</li> </ul>
<p>e-Review Workings</p>	<p>The e-Review system works as follows:</p> <ul style="list-style-type: none"> <li>i) Upon registration of a new Writ (Code 22NCC), the system will auto-generate a notice which contains a date for e-Review to Plaintiff, together with an e-form (e-Review-1 Template) listing down queries for Plaintiff to fill in.</li> <li>ii) First e-Review date is scheduled within 2 weeks from the date of filing.</li> <li>iii) For the first e-Review, the Plaintiff needs to complete and submits the e-Review-1 Template.</li> <li>iv) Similar process is repeated until the fourth e-Review session (with different timelines).</li> </ul>

	<p><i>(Please refer Appendix-1 [e-review Flow Chart] for details).</i></p> <p>v) During the e-Review sessions, the Court will check input by the parties in the e-Review Templates and messages and will give directions accordingly.</p> <p>vi) Parties are advised to login early into the e-Filing System on the e-Review dates to check their messages. This is to ensure all queries from the Court or from the other party, are responded to promptly, to enable the Court to conclude the e-Review session for the day.</p> <p>vii) The Court may (in appropriate case) convert any e-Review session into a case management date for parties to attend in person.</p> <p>This arrangement may be reviewed once everyone is familiar with the workings of this e-Review system.</p>
<p>e-Review User Manual</p>	<p>Parties are advised to check the e-Review User Manual for guidance on setting up of login ID, case assignments and conduct of e-Review.</p> <p>The e-Review User Manual will be available at the e-Filing System and Case Management System on 24 December 2018.</p>

e-Court Division, Federal Court of Malaysia.  
13.12.2018.