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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
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Provide the information requested in this field by indicating the following:</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Case Received – the information is this field is automatically generated by the system and shows the date and time when the case was received for prosecution.</td>
</tr>
<tr>
<td></td>
<td>• Case Filed – the information is this field is automatically generated by the system and shows the date and time when the case was recorded for court proceedings.</td>
</tr>
<tr>
<td></td>
<td>• Prosecution Office – indicate the prosecution office that handles the case. This field is mandatory. 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.</td>
</tr>
</tbody>
</table>
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** | List all court submission instances that are related to the given prosecution case. For more details, see [Managing Court Submissions](#).  
**Note:** You may submit court submission records by clicking the respective Submit button in the Court Submissions table. The status of the respective record will be displayed in the Submission Status column of the table. |
<p>| <strong>Related Tasks</strong> | Record all the tasks that have been originated within the scope of the given and other related cases. For more details, see <a href="#">Managing Related Tasks</a>. |</p>
<table>
<thead>
<tr>
<th>Note: The functionality of recording case related tasks becomes available upon the first save of the <em>Rwanda National Public Prosecution Authority</em> form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Related Cases</strong></td>
</tr>
</tbody>
</table>
Figure 1: General Information Section (Part 1)
### 1.4 Complaint

**Complaint Description**

The person hasn’t fulfilled his overseas

**Circumstance of Facts**


### 1.5 Crimes Committed

<table>
<thead>
<tr>
<th>Article</th>
<th>Crime Description</th>
<th>Party</th>
<th>Offender Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 138</td>
<td>Assassination (Ibusorozi)</td>
<td>EUROTRADE INTERNATIONAL LTD</td>
<td>Offender</td>
<td></td>
</tr>
<tr>
<td>Article 201</td>
<td>Embracing a disqualified professional (Ibusorozi umusingize abave y’Ibuki na mwezi)</td>
<td>EUROTRADE INTERNATIONAL LTD</td>
<td>Accomplice</td>
<td></td>
</tr>
</tbody>
</table>

![Image](image-url)

**Figure 2: General Information Section (Part 2)**
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.

![Figure 4: Adding a Case Participant Record](image)
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.

![Party Relationship Table](image-url)
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.

6. Click the Save button to save the information input. You will be directed back to the GENERAL INFORMATION section.

7. In GENERAL INFORMATION section, specify the offender type and provide crime particulars for each crime listed in the Crimes Committed field.

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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Provide the Date when the offence took place. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
</tbody>
</table>
| **Committed by** | Select the person who committed the offence 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.

**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. *This field is mandatory.* Please, note that the list will contain all the crime types encompassed by the case. 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. *This field is mandatory.* 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.

**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. |
| **Province** | 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 District field and display only those instances that are related to the selected province. |
**District**  
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 **Sector** field and display only those instances that are related to the selected district.

**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.

**Sector**  
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 **Cell** field and display only those instances that are related to the selected sector.

**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.

**Cell**  
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 **Village** field and display only those instances that are related to the selected cell.

**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.

**Village**  
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.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.
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.
<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th>Provide the <strong>Date</strong> when the offence took place. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</th>
</tr>
</thead>
</table>
| **Committed by** | Select the person who committed the offence 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.  
**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. *This field is mandatory.* 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. *This field is mandatory.*  
**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. *This field is mandatory.* |

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the case closure note was issued</td>
</tr>
<tr>
<td>Case Closure Type</td>
<td>Select the type of the case closure from the drop-down list. This field is mandatory.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Case Resolution</td>
<td>Provide details on the Case Resolution. This field is mandatory.</td>
</tr>
<tr>
<td>Accused</td>
<td>Specify the accused the case closure note is related to. This can be done by selecting the case party in the Available list and clicking the (Add) button. The selected instance will appear in the Selected list. Clicking the (Add All) button will move all instances from the Available list to the Selected list. <strong>Note:</strong> 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 Selected list and click the (Remove) button. The selected instance will be removed from the Selected list. Clicking the</td>
</tr>
<tr>
<td><strong>Personal Information</strong></td>
<td><strong>User Manual</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>(Remove All)</strong> button will move all the instances from the <em>Selected</em> list to the <em>Available</em> list.</td>
<td></td>
</tr>
</tbody>
</table>
| **Prosecutor** | Select the **Prosecutor** handling the case closure from the drop-down list. *This field is mandatory.*  
**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 *Date Attached* 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.
Editor 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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Level</td>
<td>Specify the level of the court to which the submission is made. <em>This field is mandatory.</em> Please, note that selection of a court level will filter the list in the Court field and display only those instances that are related to the selected court level. <strong>Note:</strong> 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</td>
</tr>
</tbody>
</table>
looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court</td>
<td>Select the <strong>Court</strong> that the case is submitted to from the drop-down list. <em>This field is mandatory.</em> Please, note that selection of a court will filter the list in the <strong>Case Category</strong> field and display only those instances that are related to the selected court. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Case Category</td>
<td>Select the <strong>Case Category</strong> that best describes the crimes encompassed by the given case from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Instance Level</td>
<td>Select the <strong>Instance Level</strong> from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Complete Prosecution Case</td>
<td>Specify whether this is a complete prosecution case by selecting the respective <strong>Yes</strong> or <strong>No</strong> radio button.</td>
</tr>
<tr>
<td>Originating Court</td>
<td>This field appears for the <strong>First Appeal</strong> level court submissions and is used to record information on the originating court and appealed case number. For more details, see <a href="#">Managing First Appeal Court Submissions</a>.</td>
</tr>
<tr>
<td>Parties</td>
<td>List all case <strong>Parties</strong> that are affected by the submission. For more details, see <a href="#">Managing Submission Parties</a>.</td>
</tr>
<tr>
<td>Object of Litigation</td>
<td>Provide a brief description of the object for litigation. This can be several paragraphs of free text.</td>
</tr>
<tr>
<td>Motivation</td>
<td>Provide a brief description on the rationale behind the court submission.</td>
</tr>
</tbody>
</table>

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

**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).

![Parties Table](image)

**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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Expert Request / Expert Report | Provide information on the professionals whose subject-matter expertise is requested during the case investigation. For more details, see [Managing Expert Requests / Reports](#).  
**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 Last Updated on column of the Expert Request / Report table.  
**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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the request for an expert opinion was placed.</td>
</tr>
<tr>
<td>Prosecutor</td>
<td>Select the name of the <strong>Prosecutor</strong> who placed the request from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Expert Name</td>
<td>Indicate the name of the expert whose advice was requested and who will submit a report on the investigation findings.</td>
</tr>
<tr>
<td>Expert Job Institution</td>
<td>Indicate the institution where the expert works.</td>
</tr>
<tr>
<td>Expert Job Title</td>
<td>Indicate the position that the expert occupies in their institution.</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th><strong>Summary of Facts</strong></th>
<th>Add a brief description of facts on which professional expertise is needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks Given</strong></td>
<td>Specify the tasks to be carried out by the expert during the case investigation. <em>This field is mandatory.</em></td>
</tr>
</tbody>
</table>
| **Expert Report**   | 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](#).  
**Note:** The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file. |
| **Signed Copy**     | Attach a *Signed Copy* of the expert report. For more details, see [Managing Attachments](#).  
**Note:** The *Date Attached* 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.
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.
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.

For more details on what information is requested in the Statements / Summons section, refer to the table below.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro-Justitia Statement</td>
<td>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.</td>
</tr>
<tr>
<td>Summon</td>
<td>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.</td>
</tr>
<tr>
<td>Provisional Release Statement / Decision</td>
<td>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.</td>
</tr>
<tr>
<td>Statement of Seizure</td>
<td>Provide information about the legal documents empowering police officers to execute search and seizure. For more details, see Managing Seizure Statements.</td>
</tr>
</tbody>
</table>

**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).
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Statement Type      | Indicate the type of the statement based on what the capacity of the interviewee is in relation to the case. *This field is mandatory.*  
*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. |
| Prosecutor          | Select the name of the Prosecutor who requested a pro-Justitia statement from the drop-down list. *This field is mandatory.*  
*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. |
| Interviewee         | Select the name of the Interviewee from the drop-down list. *This field is mandatory.* 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.  
*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. |
| Preferred Language  | Select the Preferred Language of the interview. The following options are available:  
- English  
- French  
- Kinyarwanda |
- Other

Please, note that if the Other option is selected, you will be asked to enter the name of the preferred language in the new field that appears.

**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.

<table>
<thead>
<tr>
<th><strong>Who Owns</strong></th>
<th>Indicate the assets, such as lands, vehicles, etc., that the person being interviewed owns.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interview Start Date</strong></td>
<td>The information in this field is automatically generated by the system and shows the date and time when the interview started.</td>
</tr>
<tr>
<td><strong>Interview End Date</strong></td>
<td>The information in this field is automatically generated by the system and shows the date and time when the interview was over.</td>
</tr>
<tr>
<td><strong>Crime Committed</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Offence</strong></td>
<td>Give a brief description of the Offence that took place.</td>
</tr>
<tr>
<td><strong>Signed Copy</strong></td>
<td>Attach a Signed Copy of the pro-Justitia statement. For more details, see Managing Attachments. <strong>Note:</strong> The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td><strong>Advocate Present</strong></td>
<td>State whether the advocate attended the interview by activating the respective radio button.</td>
</tr>
</tbody>
</table>
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.

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.

### 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.*
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).

![Figure 17: Adding a Question / Response Record](image)

**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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecutor</td>
<td>Select the name of the <strong>Prosecutor</strong> who issued the summons from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Appear Date</td>
<td>Indicate the <strong>Date</strong> when the respective party should appear at the prosecution office. A calendar popup is available for this field, see <em>Figure 3: Calendar.</em></td>
</tr>
<tr>
<td></td>
<td>Apart from indicating the date, the calendar also allows specifying the time when the extraction took place. Use the <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Summon Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the summons was issued.</td>
</tr>
<tr>
<td>Party</td>
<td>Select the name of the party who was asked to appear at the prosecution office from the drop-down list. This field is mandatory. 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.</td>
</tr>
<tr>
<td>Appear Address</td>
<td>The information in this field is automatically generated based on the Prosecution Office selected in the GENERAL INFORMATION section. It displays the address of the prosecution office where the summoned person should appear. This field is mandatory.</td>
</tr>
<tr>
<td>Office Number</td>
<td>Enter the number of the prosecution office where the summoned person should appear.</td>
</tr>
<tr>
<td>Signed Copy</td>
<td>Attach a signed copy of the summons file. For more details, see Managing Attachments.</td>
</tr>
<tr>
<td></td>
<td>Note: The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td>Validated</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Date</td>
<td>Indicate the date when the provisional release decision was made. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Prosecutor</td>
<td>Select the name of the Prosecutor who issued the provisional release statement from the drop-down list. This field is mandatory.</td>
</tr>
<tr>
<td>Detained at</td>
<td>Indicate the police station the suspect was detained at.</td>
</tr>
</tbody>
</table>

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.

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** | Select the name of the party who was released by the provisional release statement. *This field is mandatory.* 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. |
| **Condition of Release** | Provide a brief description of the conditions the selected party is released under. *This field is mandatory.* |
| **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** | Attach a **Signed Copy** of the provisional release statement. For more details, see **Managing Attachments**.

**Note:** The *Date Attached* 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 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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Indicate the date when the seizure statement was issued. This field is mandatory. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
</tbody>
</table>
| **Prosecutor** | Select the name of the **Prosecutor** who issued the seizure statement. *This field is mandatory.*  
**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. |
| **Holder** | Select the name of the item **Holder** from the drop-down list. *This field is mandatory.* 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 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. |
| **Owner** | Select the name of the item **Owner** from the drop-down list. *This field is mandatory.* 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 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. |
| **Registration No** | Enter a unique registration number assigned to the seized item. *This field is mandatory.* |
| **Witness** | Provide the name of the **Witness** to the seizure act. |
| **Seized item** | List all items that were seized. For more details, see [Managing Seized Items](#). |
| **Signed Copy** | Attach a **Signed Copy** of the search and seizure statement. For more details, see [Managing Attachments](#). |
Note: The *Date Attached* 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.

![Figure 20: Adding a Seizure Statement Record](image)
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).

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.

![Figure 22: Warrants Section](image-url)
For more details on what information is requested in the *Warrants* section, refer to the table below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warrant to Appear</strong></td>
<td>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 <a href="#">Managing Warrants to Appear</a>.</td>
</tr>
<tr>
<td><strong>Warrant to Bring by Force</strong></td>
<td>Provide information about the legal document empowering police officers to bring the case party to the prosecution office by force. For more details, see <a href="#">Managing Warrants to Bring by Force</a>.</td>
</tr>
<tr>
<td><strong>Arrest Warrant</strong></td>
<td>Provide information about the legal document empowering police officers to execute arrest. For more details, see <a href="#">Managing Arrest Warrants</a>.</td>
</tr>
<tr>
<td><strong>Search Warrant</strong></td>
<td>Provide information about the legal document that have been prepared and presented to any case party before executing search. For more details, see <a href="#">Managing Search Warrants</a>.</td>
</tr>
<tr>
<td><strong>International Arrest Warrant</strong></td>
<td>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 <a href="#">Managing International Arrest Warrants</a>.</td>
</tr>
<tr>
<td><strong>Extraction Warrant</strong></td>
<td>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 <a href="#">Managing Extraction Warrants</a>.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Prosecutor | Specify the name of the Prosecutor who issued the warrant by selecting the relevant instance from the drop-down list. *This field is mandatory.*  
*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. *This field is mandatory.* 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. |
<table>
<thead>
<tr>
<th><strong>Warrant Creation Date</strong></th>
<th>The information in this field is automatically generated by the system and shows the date when the warrant was recorded in the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appear Address</strong></td>
<td>The information in this field is automatically generated based on the Prosecution Office selected in the <strong>GENERAL INFORMATION</strong> section. It displays the address of the prosecution office where the case party included in the warrant should appear. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td><strong>Appear Date / Hour</strong></td>
<td>Indicate the date and time when the party should appear at the address indicated in the previous field. <em>This field is mandatory.</em> 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 <strong>Hour</strong> and <strong>Minute</strong> sliders to set the exact time.</td>
</tr>
<tr>
<td><strong>Office Number</strong></td>
<td>Enter the number of the prosecution office where the case party should appear.</td>
</tr>
<tr>
<td><strong>Warrant Delivered by</strong></td>
<td>Enter the name of the person who has delivered the warrant.</td>
</tr>
<tr>
<td><strong>Warrant Delivery Date</strong></td>
<td>Indicate the date when the warrant was delivered to the party. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td><strong>Warrant Received By</strong></td>
<td>Enter the name of the person who received the warrant.</td>
</tr>
<tr>
<td><strong>Warrant Received Date</strong></td>
<td>Indicate the date when the warrant was received. <em>This field is mandatory.</em> A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td><strong>Signed Copy</strong></td>
<td>Upload a <strong>Signed Copy</strong> of the warrant. For more details, see Managing Attachments. <em>Note:</em> The <strong>Date Attached</strong> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td>Validated</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

![Image](image_url)

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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
</tbody>
</table>
| Prosecutor    | Select the name of the **Prosecutor** who issued the warrant from the drop-down list. *This field is mandatory.*  

**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. *This field is mandatory.* 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 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. |
| Transmitted to | Select the police station the party should be transmitted 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. |
<table>
<thead>
<tr>
<th>Date Transmitted</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed Copy</td>
<td>Attach a <strong>Signed Copy</strong> of the warrant to bring by force. For more details, see Managing Attachments. <strong>Note:</strong> The <strong>Date Attached</strong> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td>Validated</td>
<td>Check the accuracy of the information provided by selecting the <strong>Validated</strong> checkbox. Please, note that system validation renders all the information provided in the form as non-editable.</td>
</tr>
</tbody>
</table>

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.

![Figure 24: Adding a Warrant to Bring by Force Record](image)

**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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
</tbody>
</table>
| Prosecutor          | Select the name of the **Prosecutor** who issued the arrest warrant from the drop-down list. *This field is mandatory.* \  
**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. *This field is mandatory.* 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** | Specify the arrest reason that apply to the warrant party. This can be done by selecting the respective option in the *Available* list and clicking the **(Add)** button. The selected instance will appear in the *Selected* list. Clicking the **(Add All)** button will move all instances from the *Available* list to the *Selected* list.

In order to remove a selected arrest reason from the list, highlight it in the *Selected* list and click the **(Remove)** button. The selected instance will be removed from the *Selected* list. Clicking the **(Remove All)** button will move all the instances from the *Selected* list to the *Available* list. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crime Committed</strong></td>
<td>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 <em>GENERAL INFORMATION</em> section.</td>
</tr>
</tbody>
</table>
| **Detained at** | Select the police station where the warrant party is detained 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. |
| **Police Station Commander** | Specify the name of the commander in the police station where the warrant party is detained. |
| **Arrest Date** | Indicate the date when the arrest was executed. A calendar popup is available for this field, see *Figure 3: Calendar*. |
| **Arrested by JPO** | Indicate the name of the Judicial Police Officer who executed the arrest.

**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
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 *Date Attached* 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.
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issue Date</strong></td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
<tr>
<td><strong>Prosecutor</strong></td>
<td>Select the name of the <strong>Prosecutor</strong> who issued the search warrant from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: 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.</td>
</tr>
<tr>
<td><strong>Party</strong></td>
<td>Select the name of the party the search warrant was issued to from the drop-down list. <em>This field is mandatory.</em> Please, note that the list will contain all parties involved into the case and specified in the <strong>GENERAL INFORMATION</strong> section.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: 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.</td>
</tr>
<tr>
<td><strong>Crime Committed</strong></td>
<td>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 <em>Crime Committed</em> field of the <strong>GENERAL INFORMATION</strong> section.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Party Address</td>
<td>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.</td>
</tr>
<tr>
<td>Responsible</td>
<td>Select the name of the official responsible for executing search from the drop-down list.</td>
</tr>
<tr>
<td>Note:</td>
<td>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.</td>
</tr>
<tr>
<td>Search Address</td>
<td>Enter the address to be searched according to the search warrant. This field is mandatory.</td>
</tr>
<tr>
<td>Signed Copy</td>
<td>Attach a Signed Copy of the search warrant. For more details, see Managing Attachments.</td>
</tr>
<tr>
<td>Note:</td>
<td>The Date Attached field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</td>
</tr>
<tr>
<td>Validated</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
<tr>
<td>Prosecutor General</td>
<td>Indicate the name of the Prosecutor General who issued the international arrest warrant. This field is mandatory.</td>
</tr>
</tbody>
</table>
| **Party** | Select the name of the party the international arrest warrant was issued to. *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. |
| **Warrant Type** | Set the **Warrant Type** to *Warrant for Ordinary Cases.* *This field is mandatory.*  

**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. |
| **Employer** | Indicate the name of the warrant party employer. |
| **Requested Country** | Select the country the arrested person will be requested from. *This field is mandatory.*  

**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. |
| **Company business start date** | Indicate the date when the company where the warrant party is employed started its business. *This field is mandatory.* A calendar popup is available for this field, see [Figure 3: Calendar](#). |
| **Company incorporation number** | Enter the incorporation number of the company where the warrant party is employed. |
| **Current Country** | Select the country where the warrant party is currently residing from the drop-down list. *This field is mandatory.*  

**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
<table>
<thead>
<tr>
<th><strong>Current City</strong></th>
<th>Indicate the city where the suspect is currently residing.</th>
</tr>
</thead>
</table>
| **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 *Date Attached* 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.
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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
<tr>
<td>Prosecutor General</td>
<td>Indicate the name of the <strong>Prosecutor General</strong> who issued the international arrest warrant. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Party</td>
<td>Select the name of the party the international arrest warrant was issued to. <em>This field is mandatory.</em> Please, note that the list will contain all parties involved into the case and specified in the <strong>GENERAL INFORMATION</strong> section.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Warrant Type</td>
<td>Set the <strong>Warrant Type</strong> to Warrant for Genocide Cases. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Suspect Actual Address</td>
<td>Indicate the address where the suspect is actually residing at the moment.</td>
</tr>
<tr>
<td>Current Country</td>
<td>Select the country where the suspect is currently residing from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Current City</td>
<td>Indicate the city where the suspect is currently residing.</td>
</tr>
</tbody>
</table>
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 Date Attached 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.

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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the warrant was issued.</td>
</tr>
<tr>
<td>Extraction Date and Time</td>
<td>Indicate the date and time when the extraction took place. <em>This field is mandatory.</em> 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 extraction took place. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td>Prosecutor</td>
<td>Select the name of the <em>Prosecutor</em> who issued the extraction warrant from the drop-down list. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Note:</td>
<td>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.</td>
</tr>
<tr>
<td>Party</td>
<td>Specify the case parties that need to be extracted from the penitentiary establishment. This can be done by selecting the warrant party in the <em>Available</em> list and clicking the (Add) button. The selected instance will appear in the <em>Selected</em> list. Clicking the (Add All) button will move all instances from the <em>Available</em> list to the <em>Selected</em> list.</td>
</tr>
<tr>
<td>Note:</td>
<td>The list of available parties will be comprised of the detainees that are included in the case and that are specified in the <em>GENERAL INFORMATION</em> section.</td>
</tr>
<tr>
<td>In order to remove a selected party from the list, highlight it in the <em>Selected</em> list and click the (Remove) button. The selected instance will be removed from the <em>Selected</em> list. Clicking the (Remove All) button will move all the instances from the <em>Selected</em> list to the <em>Available</em> list.</td>
<td></td>
</tr>
</tbody>
</table>

85
<table>
<thead>
<tr>
<th>Detained in</th>
<th>Specify whether the warrant party is detained in a <strong>Police Custody</strong> or an <strong>RCS Establishment</strong>. 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.</th>
</tr>
</thead>
</table>
| **Police Custody / RCS Facility** | Indicate the police station or RCS facility where the warrant party is detained. *This field is mandatory.*  

*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 *Date Attached* 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.
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.

![Table showing Exhibits recovery, Seized Items Register, and Handing Over Statement]

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 | First, provide information about the exhibit items collected during the case processing. For more details, see Managing Exhibit Recovery Records. 
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.
Seized Items Register | 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.
Handing Over Statement | Record information on return of seized items. For more details, see Managing Handing over Statements.

**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.
Figure 31: Adding an Exhibit Recovery Record

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recovery Date</td>
<td>Indicate the date and time when the exhibit recovery took place. <em>This field is mandatory.</em> 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 recovery took place. Use the Hour and Minute sliders to set the exact time.</td>
</tr>
<tr>
<td>Team Lead</td>
<td>Specify the name of the team lead involved in the exhibit recovery. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Street/Apt</td>
<td>Specify the street or apartment where the exhibit recovery took place.</td>
</tr>
</tbody>
</table>
| **Province** | Indicate the **Province** where the exhibit recovery took place. Please, note that selection of a province will filter the list in the **District** field and display only those instances that are related to the selected province.

**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. |
| **District** | Indicate the **District** where the exhibit recovery took place. Please, note that selection of a district will filter the list in the **Sector** field and display only those instances that are related to the selected district.

**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. |
| **Sector** | Indicate the **Sector** where the exhibit recovery took place. Please, note that selection of a sector will filter the list in the **Cell** field and display only those instances that are related to the selected sector.

**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. |
| **Cell** | Indicate the **Cell** where the exhibit recovery took place. Please, note that selection of a cell will filter the list in the **Village** field and display only those instances that are related to the selected cell.

**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. |
| **Village** | Indicate the **Village** where the exhibit recovery took place. |
### 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.

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

| Exhibit Name | Indicate the name of the exhibit item. **This field is mandatory.** |
| 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 Yes 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.
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).
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Specify the date and time when the diagram was created. <em>This field is mandatory.</em> 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.</td>
</tr>
<tr>
<td>Title</td>
<td>Enter the diagram Title. <em>This field is mandatory.</em></td>
</tr>
</tbody>
</table>
| **Province** | Select the **Province** the diagram is related to. Please, note that selection of a province will filter the list in the **District** field and display only those instances that are related to the selected province.  

**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. |
| **District** | Select the **District** the diagram is related to. Please, note that selection of a district will filter the list in the **Sector** field and display only those instances that are related to the selected district.  

**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. |
| **Sector** | Select the **Sector** the diagram is related to. Please, note that selection of a sector will filter the list in the **Cell** field and display only those instances that are related to the selected sector.  

**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. |
| **Cell** | Select the **Cell** the diagram is related to. Please, note that selection of a cell will filter the list in the **Village** field and display only those instances that are related to the selected cell.  

**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. |
| **Village** | Select the **Village** the diagram is related to.  

**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
looking for, you should enter the keyword in the search box above the drop-down list.

<table>
<thead>
<tr>
<th>Preparer</th>
<th>Indicate the name of the official who prepared the diagram.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
<td>Select the Rank of the diagram preparer from the drop-down list.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Attachment</td>
<td>Attach diagram related documents and images. This field is mandatory. For more details, see Managing Attachments.</td>
</tr>
<tr>
<td>Validated</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restitution Date</td>
<td>Specify the date when the seized item was restituted. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Destruction / Public Making</td>
<td>Specify the date when the seized item was destructed or made public. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Sell Date</td>
<td>Specify the date when the seized item was sold. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td>Decisions</td>
<td>Provide details on the decisions made in relation to the seized items.</td>
</tr>
<tr>
<td>Sell Product</td>
<td>Provide details on the product selling.</td>
</tr>
</tbody>
</table>
Seized Object Numbers | Enter unique numbers assigned to the seized object included in the register. *This field is mandatory.*

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.

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

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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The information in this field is automatically generated by the system and shows the date when the statement was issued.</td>
</tr>
</tbody>
</table>
| Prosecutor | Select the name of the **Prosecutor** who issued the handing over statement from the drop-down list. *This field is mandatory.*  

**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. |
| Receiver   | Select the name of the person the released items were handed over to. *This field is mandatory.* 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 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. |
| Release No | Enter an identification number assigned to the release statement. *This field is mandatory.* |
| 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 *Rwanda IECMS Individual Form User Manual* in **REFERENCES**. |
| Returned Items | List all the items included in the handing over statement. *This field is mandatory.* |
| Witnesses | List all the **Witnesses** to the release act. *This field is mandatory.* 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 *Date Attached* 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 \( \text{(Remove)} \) button to the left of the record.

![Figure 35: Adding a Handing Over Statement Record](image)

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).

![Figure 36: Adding a Witness Record](image)

**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.

![Figure 37: Indictment Section (Part 1)](image)
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accused</td>
<td>Specify the information on the person who was officially charged with committing a crime. For more details, see <a href="#">Managing Defendants</a>.</td>
</tr>
<tr>
<td>Statement of Facts</td>
<td>Indicate the case related facts and acts, including all pertinent facts for a prosecution case that resulted in bringing forward the indictment.</td>
</tr>
<tr>
<td>Elements of an Offence</td>
<td>State moral, material, and legal elements of the offence.</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Evidences</td>
<td>Provide the case evidences collected during the case processing.</td>
</tr>
<tr>
<td>The Prosecutor Prayer</td>
<td>Provide the opinion of the prosecutor in charge of the case.</td>
</tr>
<tr>
<td>Inventory of the Docket</td>
<td>Specify the inventory of the docket.</td>
</tr>
<tr>
<td>Details</td>
<td>Provide the information requested in this field by indicating the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Indictment Date</strong> – indicate the date when the indictment took place. A calendar popup is available for this field, see Figure 3: Calendar.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Signed Copy</strong> – attach a signed copy of the indictment act. For more details, see Managing Attachments.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Date Attached</strong> – this field is automatically populated with the date when the attachment was made and becomes available once you upload the respective file.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Export</strong> – export the indictment act into one of the formats supported by the system. For more details on how to export records, see EXPORTING FILES.</td>
</tr>
</tbody>
</table>

### 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.

![Figure 39: Adding a Defendant Record](image)

**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.

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 Rwanda National Public prosecution Authority form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following:
- **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 above.

**Note:** Some fields in this form are mandatory to be filled in. They are marked with an asterisk.
<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Type</td>
<td>Specify whether the comment is public or private by activating the respective radio-button. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Subject</td>
<td>Enter the note subject. <em>This field is mandatory.</em></td>
</tr>
<tr>
<td>Related Users</td>
<td>This field becomes available if the note types is to Private and is used to select the users the note will be shared with. For more details, see <a href="#">Managing Related Users</a>.</td>
</tr>
</tbody>
</table>

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

![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.
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.

![Figure 43: Adding a Comment Details Record](image)

**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).

![Figure 44: Uploading a File](image)

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.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Trail</td>
<td>This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following:</td>
</tr>
<tr>
<td></td>
<td>• S/N — serial number assigned to the modification;</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>date when the modification was made;</td>
</tr>
<tr>
<td><strong>User</strong></td>
<td>name of the user who performed the action;</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>capacity of the user who performed the action;</td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>description of the action performed;</td>
</tr>
<tr>
<td><strong>Resulting Status</strong></td>
<td>workflow status of the form, resulting from the action taken.</td>
</tr>
</tbody>
</table>

**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](#).
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.
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 furthermost right column of the respective field. The Export Details popup will appear (Figure 48).

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 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