



NATIONAL & SUPREME COURT OF  
PAPUA NEW GUINEA



## Court Reporting Service

# CRS ONLINE DATABASE MANUAL

Certificate in Court Reporting Course

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The CRS Online Database System is an internet-based system captures and stores information about daily records of the Court Sittings throughout Papua New Guinea.

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## INTRODUCTION

The CRS Online database System is an internet-based system that captures and stores information about every Court Sittings throughout Papua New Guinea.

### **Court Reporting Service Online Database System**

- Why do we have CRS Online database System?
  - The purpose of CRS Online database is to keep an accurate and reliable statistics of all court proceedings.
  - To keep records / statistics of all the court proceedings that are captured in court through the FTR (For The Record) software.
- Court records meaning;
  - Court case particulars
  - Court sitting timing for Judge(s)
  - Court locations
  - Types of cases such as Civil Courts and Criminal Courts of the Supreme & National Court of Justice.

### **Objectives**

- To present an introduction to CRS online database, with an emphasis on how to input and retrieve court records effectively and efficiently.

### **Learning Outcome**

- By the end of the session, participants will be able to;
  - Describe the different contents of the Court Reporting Service online database
  - Input data into the Court Reporting online database

## ACCESS TO THE SYSTEM

In this section, you will learn on how to use the CRS Online Database System by input all court records into the Court Reporting Service Online database System.

**Important:** If you're assigned to court and the court adjourned for the day, always enter your court proceedings from the FTR log note into the CRS Online database system without any errors. It is a critical job that requires full concentration to avoid unnecessary typographical and human errors.

### Log On

The CRS Online database system is on the CRS Portal <https://www.pngcrs.com> / <https://www.pngcrs.org>, click on Sitting Statistics. Enter your secure password (*password that is given to you by the CRS Database Admin*) and click submit.

### Log Out

Click Log out at the bottom of the IT User interface when you want to exit the CRS Online database System securely. If you do not Logout, the page will remain active so any other users on your PC will have access to the court records under your username.

IT USER HOME  
Good Morning Glenda

When adding records the location field AND Monitor fields now use a drop down box. If your location or Monitor is not in the drop down please let Lily know so it can be added.

<p><b>Record Management</b></p> <ul style="list-style-type: none"><li><a href="#">Add Record</a></li><li><a href="#">Add Motion</a></li><li><a href="#">View Record</a></li><li><a href="#">** Test Out Of Date Range **</a></li><li><a href="#">** List Judges sitting in Past 90 days **</a></li></ul> <p><b>Search Tools</b></p> <ul style="list-style-type: none"><li><a href="#">Date and Location Search</a></li><li><a href="#">Code Search</a></li><li><a href="#">File No Search</a></li><li><a href="#">Search Parties</a></li><li><a href="#">Waigani Code Search</a></li><li><a href="#">Regional Code Search</a></li><li><a href="#">National Court DataBase Search</a></li><li><a href="#">Next Hearing Date</a></li><li><a href="#">Search by Judge</a></li><li><a href="#">Search for Sitting Dates</a></li></ul> <p><b>Help</b></p> <ul style="list-style-type: none"><li><a href="#">User Guide (pdf)</a></li><li><a href="#">User Guide online</a></li></ul>	<p><b>System Tools</b></p> <ul style="list-style-type: none"><li><a href="#">Transcript Cost</a></li><li><a href="#">Field Search and Edit</a></li></ul> <p><b>Transcript Ordering</b></p> <ul style="list-style-type: none"><li><a href="#">Add Order</a></li><li><a href="#">View Orders</a></li><li><a href="#">View Orders NOT Delivered</a></li></ul> <p><b>Search by Code and Date</b></p> <ul style="list-style-type: none"><li><a href="#">Search by Code and Date</a></li><li><a href="#">Search by File No and Date</a></li></ul> <p><b>Management Tools</b></p> <ul style="list-style-type: none"><li><a href="#">Monitor Time by Date</a></li><li><a href="#">Data Entry by Date</a></li></ul> <p><b>NOTE: New Drop Down for Monitor Input. If the Monitor's name does not appear please let Lily know.</b></p>
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[LOGOUT](#)

## RECORD MANAGEMENT

There are two (2) types of ways to add daily court proceedings or records into the CRS Online database System under the Record Management.

- a) Add Record
- b) Add Motion

On the IT User Interface by default your username (*linked to your password*) will appear as shown below. (*Glenda*)

**Important:** Adding of court records for Ceremonial Sittings - printed log notes must be given to the CRS Database section for data input. (*Only the CRS Database Admin has the access to Add Ceremonial Court Sitting to the CRS Online database System*).

The screenshot displays the 'IT USER HOME' page for user 'Good Morning Glenda'. A message at the top states: 'When adding records the location field AND Monitor fields now use a drop down box. If your location or Monitor is not in the drop down please let Lily know so it can be added.' The main content area is divided into several sections:

- Record Management:** Contains links for 'Add Record', 'Add Motion', and 'View Record'. 'Add Record' and 'Add Motion' are highlighted with a red box.
- System Tools:** Contains links for 'Transcript Cost' and 'Field Search and Edit'.
- Transcript Ordering:** Contains links for 'Add Order', 'View Orders', and 'View Orders NOT Delivered'.
- Search Tools:** Contains links for 'Date and Location Search', 'Code Search', 'File No Search', 'Search Parties', 'Waigani Code Search', 'Regional Code Search', 'National Court DataBase Search', 'Next Hearing Date', 'Search by Judge', and 'Search for Sitting Dates'.
- Management Tools:** Contains links for 'Monitor Time by Date' and 'Data Entry by Date'.
- Help:** Contains links for 'User Guide (pdf)' and 'User Guide online'.
- Logout:** A 'LOGOUT' link is located at the bottom center.

A red note on the right side of the interface reads: 'NOTE- New Drop Down for Monitor Input. If the Monitor's name does not appear please let Lily know.'

### **3.1 Essential Fields**

There are seven (7) Essentials Fields that you must enter to create a record:

- 1) File Number – please select the file category, enter a number and select a year
- 2) Hearing Date
- 3) Code
- 4) Party Name
- 5) Judge (atleast one)
- 6) Start Time – 24 hours format (*eg: 9.00 or 13.00*)
- 7) Stop Time - 24 hours format (*eg: 9.00 or 13.00*)

NB: Entry Location is set to default at each user's current location (*eg: user in Madang to set to Madang likewise to users in other centres and Waigani and also the Entered by name or the user doing the data entry is set default to that particular user's name*).

### **3.2 Other Fields**

There are other field that also needs to be filled out. Below are some of the fields which are important also to identify each matter.

- 1) Monitor Name
- 2) Recording Location
- 3) Next Hearing Date
- 4) IECMS checkbox
- 5) Likely Appeal checkbox
- 6) Video Conference checkbox
- 7) Extempore Sentence checkbox
- 8) No Appearances checkbox
- 9) Portable No – these are used when doing data entries for outside Waigani. (*eg: Bomana, Madang etc..*)
- 10) Party 3, 4 and other Parties – for 3 parties or more
- 11) Other Details – description of the matter/matters in particular.

NB: There are other fields also to be filled out when entering daily court records, the above fields are some of them.

## Add Record

Add Record is the CRS Online database content to enter daily court records of the Supreme and National Court sittings throughout the country.

*(Default File Ref # is SCA and the year is set default to current year-2022)*

- Entering file numbers mentioned at the same timing - exact start time – stop time.
- Entering 3-5 men bench (Judges) presiding over matter/matters – even more than 5 men bench court sittings.
- Entering record/records that has more than 3 stood down timing - before the court adjourned for the day in that same courtroom before the same Judge/Judges.
- When a new record is successfully added to the system it generates a unique ID number.

**Important:** Before clicking Submit, confirm or double check every data that you input to be correct and then click Submit. *(This is to avoid a lot of online errors)* If the system creates a new record it will take you to the Success page as below and from here you can click to go back home or click Add a New Record to add another record.

<a href="#">Home</a>			
Date Entered	27 July 2022	Entered By	Glenda
		Monitor	Glenda
<b>FILE DETAILS</b>			
FileNo	SCA / 2022	Entry Location	Waigani
FileNo 2	SCA / 2022	Courtroom No	Portable No
FileNo 3	SCA / 2022	Judges	1. NA 2. NA 3. NA 4. NA 5. NA 6. NA 7. NA 8. NA
FileNo 4	SCA / 2022	Recording Location	Altape
Other Case No's		<b>PARTIES</b>	
Hearing Date	27 July 2022 <i>use format 18 Aug</i>	Party Name	
Next Hearing Date	<i>use format 18 Aug</i>	Party 2 Name	
Code		Party 3 Name	
Digital Audio	<input checked="" type="checkbox"/> IECMS <input type="checkbox"/> Video Conference <input type="checkbox"/>	Party 4 Name	
Likely Appeal	<input type="checkbox"/> DVD No	Other Party Name	
Extempore Sentence	<input type="checkbox"/>		
No Appearance	<input type="checkbox"/>	Indictment Date	<i>Please use format 17 July (defaults to current year)</i>
NC Appeal Number		Sentence Date	<i>Please use format 17 July 2013</i>
<i>24 hour time eg 4.30 pm is 16.30 10am is 10.00</i>			
<b>Times</b>	1. Start:	Stop:	
	2. Start:	Stop:	
	3. Start:	Stop:	
	4. Start:	Stop:	
	5. Start:	Stop:	
	6. Start:	Stop:	
	7. Start:	Stop:	
<b>OTHER DETAILS</b>			
Submit			
<a href="#">Click Here to Go Back</a>			

## Add Motion

Add Motion is the CRS Online database content to enter daily court records of the Supreme and National Court sittings throughout the country.

*(Default File Ref # is CR and the year is set default to current year-2022)*

- Entering long lists of motions, summary determination lists, mentions in both the Civil Courts and the Criminal Courts.
- Entering courts records of up to 3 matters or cases mentioned at the same timing with only one Judge presiding over the matter(s).
- Inserting timing with only up to two (2) stood down timing.
- When a new record is successfully added to the system it generates a unique ID number.

ADD MOTION ADMIN  
[Home](#) Please Enter Motion Data

Entered By	Glenda
Monitor	
Entry Location	Waigani
Courtroom	
Portable No	
Judge	
Court Location	
Date Entered	27 July 2022
Hearing Date	
IECMS	<input type="checkbox"/>
Video Conference	<input type="checkbox"/>

  

File No:	CR	of	2022	Code:		default to UCASE	Start:		Stop:	
File No2:	CR	of	2022				Start2:		Stop2:	
File No3:	CR	of	2022				Start3:		Stop3:	

No Appearance:  All Time in 24 hour format eg 9.00 or 13.30  
Likely Appeal

Next Hearing Date: in format 18 feb

Parties: 1: THE STATE 2: 3:

Motion

Outcome:

[Click Here to Go Back](#)

✚ The following fields below remains for you to add another new record again and so on  
(*this saves a lot of time when doing data entries*).

- Enter by
- Monitor
- Entry Location
- Courtroom
- Portable No – outside centres of Waigani
- Judge
- Court Location
- Date Entered
- Hearing Date

NB: All the other fields must be filled out again by the user to enter a new court record and the *Start Time* will be the *Stop Time* for the previous added matter.

**Important:** Before clicking Submit, confirm or double check every data that you input to be correct and then click Submit. (*This is to avoid a lot of online errors*) If the system creates a new record it will take you to the Success page as below and from here you can click to go back home or click Add a New Record to add another record.

ADD MOTION ADMIN  
[Home](#) Please Enter Motion Data

Entered By	Glenda
Monitor	John
Entry Location	Waigani
Courtroom	1
Portable No	
Judge	Cannings, J
Court Location	Waigani
Date Entered	8 August 2022
Hearing Date	27 Jun 2022
IECMS	<input type="checkbox"/>
Video Conference	<input type="checkbox"/>

File No: CR of 2022 Code: default to UCASE Start: 10.23 Stop:

File No2: CR of 2022 Start2: Stop2:

File No3: CR of 2022 Start3: Stop3:

No Appearance:  All Time in 24 hour format eg 9.00 or 13.30

Next Hearing Date: in format 18 feb Likely Appeal

Parties: 1 THE STATE 2 3

Motion

Outcome:

Submit  
[Click Here to Go Back](#)

### 3.3 Error Message

1. If one essential field not filled in and you click the Submit button, it will give error and you have to go back and fill in the essential field.
2. If the network plays up and you click Submit two (2) times then it will duplicate the entry (*Double Entry*).  
NB: Always go to “File No. Search” or View Record and confirm to see if it becomes a Double Entry.
3. Error that you do online when doing data entries, always send an email to me or the CRS Database Admin for *Edit* or *Delete* of records.  
For example:
  - Typo error like “WS 71/2020 which supposed to be OS 71/2020.
  - User forgot to insert the stood down timing
  - Hearing date error and etc...

NB: If you are doing entries for other monitors, confirm with them regarding any errors before consulting the system admin.

**Important:** Therefore to avoid this error always check the log notes from the starting of the court and when the court was adjourned indefinitely.

### 3.4 Stood down Timing

Stood down timing is when a court proceeding is mentioned more than two (2) times in that same log note.

- In Add Record user interface, there are seven (7) stood down timing as shown below.

<i>24 hour time eg 4.30 pm is 16.30 10am is 10.00</i>	
1. Start:	Stop:
2. Start:	Stop:
3. Start:	Stop:
4. Start:	Stop:
5. Start:	Stop:
6. Start:	Stop:
7. Start:	Stop:

- In Add Motion user interface, there are three (3) stood down timing as shown below.

<b>Start:</b> <input type="text"/>	<b>Stop:</b> <input type="text"/>
<b>Start2:</b> <input type="text"/>	<b>Stop2:</b> <input type="text"/>
<b>Start3:</b> <input type="text"/>	<b>Stop3:</b> <input type="text"/>

NB: Always confirm the case numbers if they are heard more than one so you will only do one entry by adding the stood down timing. If you don't enter the stood down timing for matters mentioned more than one time then that matter become a *Double Entry* because

### 3.5 Zero Timing

Zero timing comes under Record Management.

Zero timing is counting of timing to be zero (0) and not more than zero for any court sitting timing. It is very important when inserting timing of the court sittings into the Online System.

For example: "WS 1 of 2022 and WS 2 of 2022 were mentioned at the same start time which is 13.00 – stop time 13.01, then you get the timing for the first mentioned matter which is WS 1 of 2022 as 13.00 – 13.01 and the second matter WS 2 of 2022 as 13.00 – 13.00"

**Important:** It is very important when inserting timing of the court sittings into the Online System. Zero timing – is to get the same timing of the start time and stop time of a court hearing to avoid *Double Entry*.

A lot of users don't seem to understand zero timing.

- More than 2 matters were mentioned at the same Start Time and Stop Time, this is when zero timing comes in (*for matter that are not consolidated or related*)
- Get the Start time and Stop time for the first mentioned matter and for other matters mentioned together with the first matter at the same Start time and Stop time then get Zero timing so that it won't duplicate the timing.
- When getting zero timing input the Start time for both the Start time and Stop time.

### **3.6 CRS Codes**

- When getting CRS Codes for Civil matters get the first 2 letters of the first name and first 3 letters of the last name / surname.  
For example: Joe Blow - CRS Code: **JOBLO**  
NB: Always skip the Middle name of a person when getting codes.
  
- As for the matters involving Companies get the first 3 letters.  
For example: Mountain Green Limited - CRS Code: **MOU**
  
- When obtaining CRS Codes for Criminal matters get the first 3 letters of the first name and first 2 letters of the last name / surname.  
For example: Joe Blow - CRS Code: **JOEBL**  
NB: Always skip the Middle name of a person when getting codes.
  
- As for the Juvenile cases get the initials of the accused as CRS codes.  
For example: Joe Blow - CRS Code: **JB**  
NB: Always skip the Middle name of a person when getting codes.

**Important:** If you have any issues with the CRS codes, please contact the CRS Database officers on [crsdatabaseclerical@pngjudiciary.gov.pg](mailto:crsdatabaseclerical@pngjudiciary.gov.pg).

## View Record

From the IT User home page click ‘View Record’ under the Record Management. This will display the list of the recent records entered throughout the country. Due to space constraints not all records will be shown on this page.

The edit link will take you to the complete record and provide the ability to edit some fields for this record. This is if a mistake has been made it can be corrected on this form (eg: *edit party name etc*).

View Stats ADMIN												
Home												
ordered by last entry to system first												
Input click for details	Monitor	CRT	Judge	File No	Record Location	Hearing Date	Code	Party	Start-Stop	Time (mins)	Click to edit/del	User
<a href="#">27/07/2022</a>	MelanieM	6	Wurr,AJ	OS 232/2021	Waigani	4 July 2022	CHGAR	CHRISTINE GARAS AND NOHU BOKO	10:20:00 AM-10:22:00 AM	2	<a href="#">Edit</a> <a href="#">Del</a>	Arua
<a href="#">27/07/2022</a>	MelanieM	6	Wurr,AJ	CIA 12/2022	Waigani	4 July 2022	ROVOL	DET. CHIEF INSP. ROBERT VOLO AND ORS	10:13:00 AM-10:20:00 AM	7	<a href="#">Edit</a> <a href="#">Del</a>	Arua
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 853/2021	Kimbe	22 July 2022	DAVGO	THE STATE	2:10:00 PM-3:33:00 PM	83	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 1027/2021	Kimbe	22 July 2022	DEMJO	THE STATE	12:12:00 PM-12:14:00 PM	2	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	MaryanneK	9	Makail,J	WS 984/2018	Waigani	18 July 2022	NIV	NIVANI LTD	1:44:00 PM-2:08:00 PM	24	<a href="#">Edit</a> <a href="#">Del</a>	Arua
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 1026/2021	Kimbe	22 July 2022	ANKA	THE STATE	11:52:00 AM-12:12:00 PM	20	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	Harns	10	Anis,J	WS 175/2020	Waigani	12 July 2022	LENGU	LEONG KING NGU	1:31:00 PM-1:43:00 PM	12	<a href="#">Edit</a> <a href="#">Del</a>	Arua
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 846/2021	Kimbe	22 July 2022	LAWKO	THE STATE	11:51:00 AM-11:52:00 AM	1	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 1129/2021	Kimbe	22 July 2022	JERIK	THE STATE	11:22:00 AM-11:51:00 AM	29	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	Ima Jnr	1	Mogish,J	CR 847/2021	Kimbe	22 July 2022	DARYA	THE STATE	10:51:00 AM-11:22:00 AM	31	<a href="#">Edit</a> <a href="#">Del</a>	Augusta
<a href="#">27/07/2022</a>	Beverly	11	Sambua,AJ	BA 656/2022	Bomana	22 July 2022	SAMED	SAMMY EDWIN	10:19:00 AM-10:38:00 AM	19	<a href="#">Edit</a> <a href="#">Del</a>	Beverly
<a href="#">27/07/2022</a>	Harns	10	Anis,J	WS 1506/2013	Waigani	12 July 2022	RDS	RDS CIVILGROUP LTD	9:33:00 AM-10:24:00 AM	51	<a href="#">Edit</a> <a href="#">Del</a>	Arua
<a href="#">27/07/2022</a>	Kaoo	8	Kandakasi,DCJ	WS 697/2019	Waigani	22 July 2022	MOI	MOINE SANGU INCORPORATED LAND GROUP INC. AND PETER ALLOWALEA BENEFICIARIES	10:03:00 AM-10:04:00 AM	1	<a href="#">Edit</a> <a href="#">Del</a>	Arua

## Test Out of Date Range

On the IT User home page click ‘Test Out of Date Range’ under the Record Management to confirm or identify the Hearing date(s) that are not inputted correctly.

Test files with Hearing Date out of date range 22 Sept- Now												
Home												
Input click for details	Monitor	CRT	Judge	File No	Record Location	Hearing Date	Code	Party	Start-Stop	Time (mins)	Click to edit/del	User
<a href="#">24/10/2019</a>	Heather	8	Murray,J NANA	WS 815/2007	Waigani	21 July 2014	BATAT	BRITISH AMERICAN TOBACCO LIMITED	1:37:00 PM-2:14:00 PM	37	<a href="#">Edit</a> <a href="#">Del</a>	Glenda
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	WS 132/2012	Waigani	12 August 2013	DAHAK	DAVID HAKON	11:00:00 AM-12:23:00 PM 1:47:00 PM-4:49:00 PM	265	<a href="#">Edit</a> <a href="#">Del</a>	Nelson
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	WS 772/2013	Waigani	12 August 2013	ISA	ISAS LIMITED	9:10:00 AM-10:19:00 AM	69	<a href="#">Edit</a> <a href="#">Del</a>	Nelson
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	WS 808/2013	Waigani	12 August 2013	KOEKA	KOEKAM INCORP. LAND GROUP & ORS	10:21:00 AM-10:38:00 AM	17	<a href="#">Edit</a> <a href="#">Del</a>	Nelson
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	WS 1424/2004	Waigani	12 August 2013	ERRY	KERRY NAMANE	10:46:00 AM-10:53:00 AM	7	<a href="#">Edit</a> <a href="#">Del</a>	Nelson
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	WS 731/2012	Waigani	12 August 2013	ENG	F&M ENGINEERING LTD	10:54:00 AM-10:59:00 AM	5	<a href="#">Edit</a> <a href="#">Del</a>	Nelson
<a href="#">26/05/2021</a>	Pauline	9	Kariko,J	OS 647/2010	Waigani	12 August 2013	JOKAI	JOHN KAPI NATTO	1:36:00 PM-1:45:00 PM	9	<a href="#">Edit</a> <a href="#">Del</a>	Nelson

File Count is 7

## List Judges Sitings

On the IT User home page click 'List Judges Sitting' under the Record Management to view the count of Judge(s) court sittings.

[Home](#)

Judge	Count
<a href="#">Anis.J</a>	1
<a href="#">Anis.J</a>	3
<a href="#">Anis.J</a>	242
<a href="#">Batari.J</a>	7
<a href="#">Berrigan.J</a>	198
<a href="#">Cannings.J</a>	225
<a href="#">Collier.J</a>	1
<a href="#">Collier.J</a>	26
<a href="#">David.J</a>	146
<a href="#">Dingake.J</a>	63
<a href="#">Ganai.AJ</a>	386
<a href="#">Gavara-Nanu.J</a>	14
<a href="#">Hartshorn.J</a>	232
<a href="#">Kandakasi.DCJ</a>	312
<a href="#">Kariko.J</a>	57
<a href="#">Kaumi.J</a>	2
<a href="#">Lindsay.J</a>	1
<a href="#">Linge.AJ</a>	109
<a href="#">Liosi.J</a>	1
<a href="#">Makail.J</a>	512
<a href="#">Manuhu.J</a>	31
<a href="#">Miviri.J</a>	8
<a href="#">Mogish.J</a>	4
<a href="#">Murray.J</a>	3
<a href="#">Narokobi.J</a>	74
<a href="#">Polume-Kiele.J</a>	2
<a href="#">Salika.CJ</a>	45
<a href="#">Sambua.AJ</a>	41
<a href="#">Shepherd.J</a>	12
<a href="#">Tamade.AJ</a>	446
<a href="#">Tamate.J</a>	1
<a href="#">Wavun-Kwiri.AJ</a>	401
<a href="#">Wurr.AJ</a>	656
<a href="#">Yagi.J</a>	83

## SEARCH TOOLS

There are main four (4) search tools used under the Search Tools content when doing searches for court records. Other search links are not commonly used as you can view under Search Tool content.

### Date and Location Search

The system provides the ability to edit or change some data by using the Date and Location Search content. On the Date and Location Search Form enter a date range where the record you want to edit exists and click submit.

As with View Records you can only view records from your site. From the list on the page click Edit for that particular record.

[View Stats](#)  
[Home](#)  
 Location:    
 Date Range:  to



Entered <small>click for full details</small>	Monitor	Record Location	CRT	Judge	FileNo	Hearing Date	Code	Party	Start-Stop	Time	Edit	Entered by

### Code Search

The system provides the ability to search by CRS Code for court records that are entered into the CRS Database online system.

[View File by Code](#)  
[Home](#)  
 Code:



Entered <small>click for full details</small>	Monitor	Location	CRT	Judge	FileNo	2nd File	Hearing Date	Code	Party	Start-Stop	Time	Edit	Entered by

## File Number Search

The system provides the ability to search by file reference number or case numbers for court records that are entered into the CRS Database online system.

NB: By using this search, there's checkbox to specify whether the file number you are looking for is either Intergrated Electronic Case Management System (IECMS) and or Case Docketing System (CDS).

**Important:** Select the case category in the drop down list and type the file number you are trying to search and lastly click the drop down list to select the year and then click Submit.

Search by File No Admin

[Home](#)

File No:  / 2022  IECMS  all

**File Number Search**

Entered <small>click for full details</small>	Monitor	Record Location	Entry Location	CRT	Judge	FileNo	Hearing Date	Code	Party	Start-Stop	Time	Details	Entered by
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## Search Party

The system provides the ability to search by party name for court records that are entered into the CRS Database online system.

NB: Type the party name(s) in the search party field/textbox in which ever way by inputting first name or last name. (eg: if enter John it will find John Peter and Johnson etc.)

Search by Party Name

[Home](#)

Enter Party Name or part name:

**Party Name Search**

Entered <small>click for full details</small>	Monitor	Location	CRT	Judge	FileNo	Hearing Date	Code	Party	Start-Stop	Time	Details	Entered by
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**Important:** There are number of search tools available under the Search Tools content which you can also use and it also give you the ability to edit court records. If no results are listed then this means that there are no results for the text you inputted.

## SUMMARY

Court Reporting database and the clerical unit perform two (2) essential functions which are provide customer service to Court Reporting Service clients and look after the Court Reporting online database.

TQCROs plays a critical role to input data into the Court Reporting Service online database.

These data are vital because they contain all the case particulars, timing, judge's names and court locations.

It is critical that these data entries are correct and done professionally.

NB: Concentration is very important when doing online entries. This is to avoid unnecessary typographical and human errors.