



Administration of Justice

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Tsa Boatlhodi

ADMINISTRATION OF JUSTICE NEWSLETTER

Inauguration of the President of Republic of Botswana



His Excellency L.t General Seretse Khama Ian Khama was declared the President by Hon. Chief Justice M.Dibotelo

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Editorial Note

A great thanks to all of the participants that contributed in making year 2014 an eventful year 2015 is even more promising, AOJ hosted a remarkable Annual Official opening of the legal year on the 3rd of February 2015 at Gaborone High Court under the theme 'Institutional independence: A cornerstone for an effective and independent Judiciary'.

The Hon Chief Justice in his address during the opening of the legal year, raised concern with the inadequate funding for the Judiciary.

He said that every year the judiciary runs out of funds towards the end of the financial year resulting in cases being halted due to the court's inability to pay witness allowances, pro deo fees, travelling and subsistence allowances for the judicial officers and support staff.

He emphasize that these issues compromised the ability of the courts to hear cases to be heard on reasonable time.

If you want to know more on Chief Justices's speech and other stories please read more.

Below are some of the articles contained in this newsletter:

- Delegation from the South Africa and Tanzanian judiciary visited Administration of Justice for bench marking study on JCM and CRMS
- Lobatse High Court Staff donate to Athlone Hospital.
- AOJ Wellness day was held on the 21st November 2014
- Serowe and Bobonong Magistrate courts

go live.

- Gaborone High Court staff showcase at talent show and beauty pageant.
- Maun, Hukuntsi and Kasane are the October 2014 CRMS champions

Meanwhile when you are done reading this newsletter, please be kind enough to give us feedback on how best we can improve this publication and submit to the public relations office or email to clsibanda@gov.bw.

Vision "Access to Justice for All by 2016."

Mission To uphold human rights, Democracy and the rule of law in accordance with the Constitution of Botswana

Values

- Integrity
- Professionalism
- Transparency
- Quality Service
- Empowerment
- Accountability
- Teamwork
- Timeliness
- Botho

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DESIGN/LAYOUT Impression House

Inauguration

By Clement Sibanda

Following the National elections, held on the 25th October 2014, on the 26th October the newly elected president of the Republic of Botswana Lt. General Seretse Khama Ian Khama was sworn in.

The occasion was held at the Parliament building where Lt General Seretse Khama Ian Khama was declared the president of Botswana by Hon. Chief Justice Maruping Dibotelo. The event was attended by among others Hon. Judges of the High Court and Court of Appeal, newly elected members of the parliament, senior Government Officials and the General Public.



His Excellency Lt. General Seretse Khama Ian Khama was declared the President by Hon. Chief Justice M. Dibotelo.



Judges of the High Court and Court of Appeal during the inauguration of His Excellency at the Parliament



AOJ Staff members as ushers (The Inauguration).

HIGHLIGHTS FROM THE CHIEF JUSTICE'S SPEECH AT OFFICIAL OPENING THE LEGAL YEAR

(03 February 2015)



Hon. Chief Justice M.Dibotelo giving a speech at the official opening of the legal year 2015

Relocation of the Broadhurst Magistrate Court in December 2014 and the commencement of other previously suspended development projects

Your Excellency, I am happy to report that the long awaited commencement of the extension of the Broadhurst Magistrate Court from its current 4 court room facility to a 10 court-room facility, with more office space for the support staff and Registries will finally commence this financial year.

Several of our development projects such as the construction of the Kanye Magistrate Court, and residential houses for the Magistrates in Maun which had to be deferred on account of the global economic slowdown were unfrozen during the 2013/2014 financial year.

We are somewhat disappointed that those vested with responsibility to ensure that these projects are carried out have not expedited their commencement. Further, our magistrate courts in Shakawe, Kang and Nata have not yet started operating notwithstanding that I identified and approved the buildings to be used as courtrooms at some of these places as far back as 2013. I am however very grateful that with Your Excellency's recent intervention all these will now take off.

Let me conclude this segment by commending your Excellency for your astute leadership through which we were able to accomplish most of our achievements despite the global economic crisis and attendant stringent budget cuts.

Case for the financial independence of the judiciary.

Your Excellency, Ladies and Gentlemen, the Theme for this year's Legal opening is "Institutional Independence: a cornerstone for an efficient and Independent Judiciary".

Limitations in our budget allocations through annual budget ceilings, whilst a part of prudent financial management and unavoidable at times, is increasingly having a serious impact on the ability of the Judiciary to operate effectively and efficiently. The Judiciary has been fortunate in that His Excellency the President has always demonstrated keen interest and sensitivity in addressing its financial requirements; for this we express our profound thanks.

Your Excellency, it is common knowledge that the development and capacitation of the Judiciary in Botswana was from the beginning and for a variety of reasons not as robust as that of other arms of government. It will be recalled that at the opening of the Legal Year in 2013, I stressed that historically in my view the Judiciary had always been under resourced and this view has not changed.

Manpower/human resources

The Administration of Justice support staff's current conditions of service are still materially different from those of other organisations which form the core part of the Botswana Criminal Justice System under the Ministry of Defence, Justice and Security such as the Botswana Police Service and Department of Prisons and Rehabilitation, who are provided with free, if not subsidised accommodation and other utilities.

Whilst acknowledging that our support staff are part of the general public service and are consequently governed by the current Policies and Regulations relating to the provision of accommodation, the role they play in the justice delivery process is so pertinent that courts cannot sit and function without them.

A case for increased resourcing of partner institutions in the justice system.

Your Excellency, as earlier indicated we support the case for the increased resourcing of our key stakeholders in the justice system and other support structures of our Judiciary such as the Botswana Police, Directorate of Public Prosecutions (DPP), Attorney General and Directorate of Corruption and Economic Crime (DCEC) so as to strengthen their capacity to successfully execute their respective yet common mandates. These institutions play a critical role and we are greatly indebted to them for the cooperation, support and contribution they have and continue to extend to us. As we continue to expand our services throughout the country we once again request Government to consider making a special provision for some of the cadres in our support staff to enjoy some of the benefits enjoyed by their contemporaries who are also providing essential services like them through subsidised accommodation.

It cannot be acceptable for an officer of the Court, be it a Court Reporter, Clerk of the Court or Bench Clerk, to be a tenant of a Landlord who is an accused before the same court where he or she is employed or to share accommodation with a litigant or witness or his relatives. Just how do we expect these officers of the Court to operate and efficiently serve the public!

In the premise, we implore Government to revise its policies and consider making a special provision for the accommodation of key officers of the Court. These are people who can be called at any time after hours, including weekends and Public Holidays for the hearing of urgent applications. Their functions and role in the entire justice process are not as simplistic as the general public may have been made to believe.

The law society

Director of Ceremonies let me congratulate the Chairman of the Law Society of Botswana on his recent re-election and the new Council of the Law Society of Botswana. I want to reiterate my previous commitment to continue supporting and working with them as a partner institution in driving each other's mandate in a more cordial and mutually beneficial manner.

The Law Society as is the case in most jurisdictions in the commonwealth and beyond remains a key stakeholder of the Judiciary. It is therefore important that it continues to provide the necessary support in ensuring that our Judiciary continues to develop into a distinguished institute of repute they would be equally proud to identify with.

BENCHMARKING VISITS- TANZANIAN AND SOUTH AFRICAN JUDICIARIES



Delegates from Tanzania posing for a photo during their benchmarking visit.

By Galaletsang Dintsi

The South African judiciary was on the 10th-14th of November 2014 in Botswana for a benchmarking visit. A total of 11 officers from all nine provinces of South Africa formed the visiting team. The formal programme started on the 11th of November where they first paid a courtesy call on the Honorable Chief Justice, Mr. Maruping Dibotelo who was happy to welcome them to our judiciary. After, that the delegation was moved to a conference room where various presentations were to be held. This is where the Project Manager, Mr. Charumbira discussed with the delegation what they were to expect during their visit.

They were then taken for an extensive excursion around the building by the acting ICT Manager Mr. Serurubele. It was only then that the presentations started with The Registrar and Master taking them through the overview of the Administration of Justice. This was followed by a presentation on the Judicial Case Management (JCM) by the Deputy Registrar-legal Mr. Manzunzu. The next day the 12th November 2014, the delegation was treated to different CRMS experts. The conference room was turned into a classroom where they were shown registration, filing, scheduling, and entering outcome functionalities. The day ended with a courtesy call on the Minister of Justice, Defense and Security, the Honorable, Mr. Shaw Kgathi.

That night at 1900hrs pm there was a dinner hosted by the Chief Justice at Lansmore Hotel for the visiting delegation. In his welcome remarks the Chief Justice stated that, "It is always a great pleasure to welcome guests from neighboring jurisdictions particularly from a country with whom we share a lot of history and continue to relate with very well. "He went on to say that the benchmarking visit from the South Africans is a vote of confidence in our judiciary. "This is indeed an indicator

that as a judiciary of Botswana we are doing something right that is recognizable beyond our borders". He remarked. The Head of Delegation, Advocate Van Rensburg, Director Court Services, expressed their satisfaction to the Chief Justice. She attested that indeed they have learnt a lot in the few days and they hope the lessons will not be in vain. After the speeches, the guests enjoyed an assortment of food and drinks.

The South African delegation also had an opportunity to visit the Molepolole Magistrate court on the 13th of November 2014 where the Chief Magistrate gave a sterling presentation on the state of CRMS in her court. She traced where they started from, how they have been performing in regard to CRMS, successes and of course challenges in their use of CRMS. She stated that though they are far from being the best they do aspire to be the best. She highlighted the below as successes;

- Up to date records
- Accessibility and readily available records all over the country



South African delegates during a demonstration of case registration at Molepolole Magistrate Court

As challenges she highlighted these as most pertinent;

- Insufficient equipment and infrastructure
- Internet is sometime slow
- Inadequate training

She however stated that to mitigate their challenges they have come up with strategies. For example; adjourning court at 1245hours, meeting every two weeks to monitor progress and coming over weekends to work on their backlog.

In response, Head of delegation, South Africa mentioned that she is happy about the passion that is exhibited from the judicial officers to the Clerks of Courts. She said that, "they do realize that it was not easy but the fruits that you are reaping now we are still dreaming of as the South African judiciary". She commended the bench clerks in Molepolole for multitasking; registering, scanning and also going into court.

Right on the heels of the South Africans were the Tanzanians. A large delegation of 25 officers (11 Judges with Registrars and Senior Management) were in Botswana from the 17th -21st November 2014. This was a repeat visit as the Tanzanians have visited the AOJ twice before the last visit. The objectives of their visit as encapsulated in their letter of request was to learn and share experiences especially on the following areas;

- Case management strategies
- Day to day supervision and monitoring of the lower courts
- Measurement of performance of judicial officer
- ICT and how it leverages performance
- Procurement, finance management, planning, and budgeting and the audit methods and approaches

That was how packed the four day visit was. The sessions were conducted by AOJ's experts from CIMS, Human resources, Regional magistracy and procurement and finance officials. The Justice of Appeal, Mr. Rutakangwa, head of delegation extended an invitation to the Judiciary of Botswana to visit Tanzania.

By Juliana A. Dube-Akande

Happy New Year to everyone from the Master's Office. Wishing you all a successful and joyous 2015.

When the Public Relations Officer (PRO) approached me to write an article about the Master's office I told him he would have to dedicate the entire magazine to us and issue another newsletter perhaps a month later containing all other articles he would have wanted to put in it. We are a very small team and being short-staffed does present its daily challenges but we do the best with the resources that we have to achieve our mandate.

The PRO's intention was for me to educate people within the Administration of Justice about what exactly it is the Master's office does as he felt a lot of people do not know what it is we do. I agreed with him on this issue as most often our clients just happen to stumble upon this Office when they are looking for help. The best way I could think of, to explain what it is the Master does, was to take the most frequently asked questions that I get asked, as we are often invited to speak at Kgotla's, pension forums, commemorative days for the elderly, workshops for district commissioners, banks, and many other forums where people are intrigued by the Master's Office but don't exactly know what it is we do.

THE MASTER

Who is the Master?

The Master is a Judicial Officer appointed under section 4 of the Administration of Estates Act [Cap 31:01] for purposes of administering estates of deceased persons. The Master also controls the Guardian's Fund and is also responsible for overseeing the administration of companies placed under liquidation, judicial management, insolvent persons, estates of incapacitated persons.

In the briefest form possible, the functions of the Master are defined in the following statutes;

1. ADMINISTRATION OF ESTATES ACT, CAP 31:01

- Supervises the administration of estates of deceased persons, i.e. overseeing the management of property of a person who passed away;

- Receives Wills for safekeeping and reserves a record of all original wills, death notices, inventories and liquidation and distribution accounts lodged at his office;
- Administers the Guardian's Fund, i.e. management of benefits of minor beneficiaries or persons whose whereabouts are unknown.
- Chairs Next of Kin meetings.

These are meetings of close relatives convened to nominate an executor dative to administer the estate of the person who passed away without a will (intestate) or if the deceased's valid will did not appoint an Executor to administer the estate.

- Appoints, tutors, curators, administrators and executors and oversees their duties;
- Approves liquidations and distribution accounts i.e. gathering of deceased property to distributing it according to the plan.
- Issues rulings, directions and orders in respect of directing the manner in which the estate will be administered and any legal issues within the Master's jurisdiction.

2. COMPANIES ACT, CAP 42:01

- Supervises the winding up of Companies placed under liquidation
- Appoints liquidators
- Appoints Judicial Managers
- Presides over creditors meetings
- Approves liquidation and distribution accounts.

3. INSOLVENCY ACT CAP 42:02

- Supervises sequestration of insolvent persons
- Appoints curators and Trustees to estates
- Presides over creditors meetings
- Approves liquidation and distribution accounts.

4. MARRIAGE ACT CAP 29:01

- Considers, confirms and certifies the securing of inheritances of children who have a parent who is a widow/widower and intends to remarry.

ADMINISTRATION OF DECEASED PERSONS' ESTATES

How does one register a Deceased person's estate and what do you do in respect thereof?

Whenever any person dies within Botswana leaving therein any property or a will, the nearest relative or connexion of the deceased at or near the place of death or the person who immediately after the death has the control of the premises at which the death occurs, shall, within 14 days after the death of that person, report the death at the Master's office by delivering the deceased's death certificate and fill in the death notice and provisional inventory of the property in the estate. If a will exists, it must also be lodged together with the other documents.

If there is no valid will filed (or such valid will has not made any provision for the appointment of an Executor) and the Master has jurisdiction to administer the estate then a Next of Kin meeting will be set down. Notification of the date of the Next of Kin meeting is made to the reporter of the estate in writing and also advertised in the Government Gazette and local newspapers in accordance with the Act.

The purpose of the Next of Kin meeting will be to appoint an executor to administer the deceased's estate. The appointment of an executor is made by nomination from the next of kin present at the meeting.

What is the role of an Executor?

An executor's role is to work under the control and supervision of the Master of the High Court. The executor has a duty to administer the estate and to see that the terms of the will, if any, are complied with, together with the provisions of the Administration of Estates Act [Cap 31:01].

Once the estate has been distributed to the heirs and the executor has completed his administration duties, he is released from the office of Executorship by the Master.

THE GUARDIAN'S FUND

What is the Guardian's Fund and how does it operate?

The Guardian's Fund is a trust account held and administered by the Master of the High Court on behalf of minor beneficiaries. It also consists of monies received by the Master in trust for unknown persons and people who are not capable of controlling their own affairs. The fund is controlled by the Master of the High Court and administered by the Accountant General.

The funds paid into the Guardian's Fund are:

- Any amounts belonging to members of the general public which are unclaimed for a period of 5 years or more from various financial institutions;
- Monies placed in the fund specifically for the benefit of minor beneficiaries;
- Monies belonging to a person incapable of controlling their own affairs;
- Monies held in trust on behalf of persons unknown; and
- Undistributed funds for deceased persons.

Management of the Guardian's Fund:

- Funds are only withdrawn with approval of the Master based on sufficient grounds.
- The Fund accrues interest of 8% on monies deposited specifically for the benefit of minor beneficiaries, persons declared to be mentally incapacitated, unborn heirs or, if the Minister so directs, on account of any other person, from the first day of the month following that which the money has been so received and until the amount becomes legally claimable.

The legal guardian of a minor beneficiary or Curator of a person not capable of controlling their own affairs can apply for the disbursement of money from the Guardian's Fund.

Observed mismanagement or abuse of minor's funds by a Guardian must be reported to the Master as soon as possible. If mismanagement is observed, a report will be made to the police, the individual may be removed as Guardian

following adequate investigations and legal proceedings may be instituted to recover the funds. In order to track the usage of the funds received by guardians, the Master mandates that invoices be produced when requesting funds and that receipts be submitted to confirm the purchase of items for the minor child's benefit.

LIQUIDATIONS, JUDICIAL MANAGERMENTS & INSOLVENT PERSONS

What are liquidations and what does the Master do in respect of this area?

Liquidation of a company:

The liquidation of a company is the process by which a company is brought to an end, and the assets and property of the company are redistributed. Liquidation is also sometimes referred to as winding-up or dissolution, however dissolution technically refers to the last stage of liquidation.

A liquidation generally occurs where the company is insolvent and the purpose of the liquidation is to collect its assets, determine the outstanding claims against the company, and satisfy those claims in the manner and order prescribed by law. There are other instances where liquidation of a company may be granted by the Court. Liquidations can either be voluntary or involuntary.

Companies placed under Judicial Management:

Judicial Management generally refers to situations where a company is unable to pay its debts but the Court finds that the inability is due to mismanagement or an event that can be overcome. The reasoning behind this is simply to say that if the company had been managed well it would not be in the situation it is currently in.

Judicial management seeks to assist this type of company to overcome a temporary setback without going out of business. An order will be made by the Court placing the company under judicial management. A provisional judicial manager is appointed, to assume control until the final judicial manager can be appointed.

Sequestrations of insolvent persons:

Sequestration of an insolvent person generally refers to a situation where an individual's liabilities exceed their assets and they are unable to pay their debts and therefore an application is made to the High Court for the sequestration of that individual. A provisional curator is then appointed to take over the individual's assets and salary if such individual is gainfully employed, until the appointment of a Curator.

What does the Master do in respect of liquidations, judicial managements and insolvent persons' estates?

The Master presides over creditors meetings, appoints liquidators, judicial managers, curators and trustees, oversees the administration by the appointed caretaker of the estate, confirms proved creditors, , taxes the fees claimed by the aforementioned persons and approves accounts and issues orders, rulings and gives directions when required.

Where is the Master's Office located?

There is a Master's office located at the Gaborone High Court Division and at the Francistown High Court Division.

Our Statistics:

In case you are wondering how much money and assets the Master's office is in charge of here are a few statistics as at 10 February 2015:

- The Guardian's Fund in Gaborone currently stands at 279 million Pula;
- The Francistown Guardian's Fund Office has 82 million Pula;
- Abandoned funds account which is managed from the Gaborone Office stands at 20.5 million Pula;
- The total amount of the assets in all deceased persons' estates registered with the Gaborone office amount to just shy of 1 billion Pula.

I hope you now have a better appreciation of what exactly goes on in the Master's Office. Staff members at the Master's Offices at Gaborone and Francistown are always ready to assist you if you have any enquiries.

Do also make time to visit the AOJ website and the Government Portal if you cannot access the offices.

LIVE HEALTHY LIVESTYLE – DIBOTELO

By Clement Sibanda

The Wellness Day held on 21 November 2104 was an eye opener to staff as they celebrated healthy lifestyle through motivational speeches and amongst other activities such as aerobics and athletics. The wellness day was held under the theme; **Healthy Lifestyle; foundation for organisational success.**

Wellness is a broad based subject which covers the physical, spiritual, social, financial, emotional, intellectual, environmental and occupational aspects. The Administration of Justice (AOJ) understands the importance of these aspects to the overall well-being and performance of staff members.

It is against this background that the AOJ organized a day where staff members were empowered on how best to achieve optimum wellness.

In his wellness speech the Hon Chief Justice Maruping Dibotelo highlighted that The Judiciary continues to loose man hours due to absence related to illnesses. He said a total of 578 sick leaves have been recorded from 1st



AOJ staff taking some exercises on wellness day.

January - 30 September 2014 in the Gaborone High Court only.

“This is a big number and efforts must be made to promote healthy living. This has in one way or another compromised our ability to effectively deliver on our constitutional mandate. We are also experiencing increasing numbers of officers who are being recommended for light duty in view of various medical conditions that they live with. This means employee

performance is compromised” he said.

He encouraged staff to live healthy lifestyle characterised by regular exercise, proper diets, low consumption of alcohol and tobacco among others. He urged staff to devote at least 30 minutes of their day to exercise.

The Chief Magistrates Ms T Slave also emphasized on the need for exercising and healthy eating.

The organizers of the event gave staff members a full package of information and activities that included testing for HIV/AIDS, diabetes, high blood pressure and other diseases.

Without the commitment of staff, Wellness day would not have been the successful event it was. The day was marked by exercises, feasting, informative speeches and entertainment by Justice for all choral choir and Broadhurst Magistrate Court drama Group .



Ready Go! AOJ participants during the wellness day.

AOJ EXHIBITORS INTERACT WITH CUSTOMERS



AOJ exhibitors at the consumer fair in Gaborone 2014.



AOJ Exhibitors interacting with customers

By Clement Sibanda

Consumer fair is a platform whose objectives are to create an interactive forum for Exhibitors and customers. It also offers an opportunity for exhibitors to share ideas and showcase their products and services. The Consumer Fair also gives enterprises a platform to network and share ideas on how

they can best improve their services. Administration of Justice will be taking part in the upcoming consumer fair on the 17-23 August 2015. Last year AOJ took the opportunity to participate at the annual Consumer Fair which attracted a wide range of exhibitors

from government departments, small to big companies operating locally and internationally.

AOJ being a government arm exhibited with the aim to share its products and services by creating an interactive face-face platform for its customers.

When giving the key note address the Minister of Environment, Wildlife and tourism, Hon Tshekedi Khama during the prize giving ceremony organised by fairgrounds holding he encouraged the crowd to take advantage of the Economic Diversification Drive even if it means getting a partner from outside Botswana borders.

Khama's concern was lack of innovative skills, he implored exhibitors to deliver beyond customers expectations "Let's have high products and service standards and deliver beyond the customer's expectations" he said.

The theme for consumer fair was Shop. Discover. Explore nevertheless AOJ exhibited under its own theme "JCM improve service delivery". As the theme dictates it was ideal to inform clients on how JCM improved service delivery in our courts. However our exhibition was not limited to JCM and customers had a chance to interact with AOJ staff to get first-hand information on other services provided.

Furthermore on the 7th - 12th July 2014 Ghanzi Magistrate Court also participated in the Ghanzi Agricultural Show where customers had an opportunity to interact with staff and gained knowledge on services provided by the Magistrates Courts.

CRMS GO LIVE SEPARATES BOBONONG FROM SELIBE PHIKWE COURT



Bobonong Magistrate Court staff.

By Wame King

The 25th of September 2014 marked yet another success story in the Administration of Justice in terms of computerization of court records. On this day, Bobonong Magistrate Court went 'live' on the Court Records Management System (CRMS) as a stand-alone court. The go-live of Bobonong could be likened to the cutting of the umbilical cord' that connected the 'mother court' Selibe Phikwe Magistrate to the child, Bobonong court.

For years Bobonong existed as a visiting court, cases were registered and filed in Selibe-Phikwe. Until then, all cases registered under Bobonong were electronically and administratively managed at Selibe Phikwe Magistrate Court.

Bobonong registers around 300 cases per year and majority of them are Criminal cases. The CRMS GO- LIVE session was preceded by a Pre-GO LIVE Change Management Session on the 24th of September 2014. The session was driven by the CIMS team members Mr. States Serurubele, Mr. Michael Pedzani and Ms. Wame King. Mr. Pedzani directed the proceedings of the day. During the session, welcome remarks were done by her Worship Alice Ramapudi.

Her Worship welcomed the team and indicated that their team was looking forward to joining other stations in the use of CRMS as an independent court and was hopeful and confident that the station will perform better. She also noted that she was happy that the CIMS team was going to enlighten them on what is expected of them in terms of utilizing the system and the role of each cadre in the system.

During the session, users were taken on board on the origins of the system. The presentation that focused on the background of CRMS was done by Mr. Serurubele, who is also a CRMS Implementation Manager. He highlighted activities that were undertaken to kick start the project and these included documenting what the department expected the system to deliver, how the system was going to be implemented and how it would be monitored. In his presentation, the presenter also covered successes and challenges that have been experienced so far since its roll out to stations. Among those highlighted included 100% electronic registration in all courts and issues related to bandwidth and network problems in some stations.

This presentation was followed by a functional presentation by Ms. King. The presentation covered amongst other things the quality assurance aspects that users are expected to adhere to when they capture information on the system. Emphasis was placed on the issue of data entry standards when capturing party names at the key block and when closing events. Other aspects covered during the discussion included the correct use of closing dockets and adhering to the right standards when scanning such as creation of one barcode per docket.

The presenter's emphasis on quality assurance rested on the fact that the CRMS application has now been linked with other systems within the organization such as the Website, Public Kiosk and the Display Screen which dispense court information to clients. It is therefore critical that the information captured remains accurate at all times such that it does not misinform clients. The CRMS procedure manual and Business Continuity plan was also briefly discussed so as to alert users what they are expected to do when the system is not available. Ms King also enlightened users on the different tools that have been put in place to improve system usage such as the Newsletter through the Ask the Guru, the CRMS Gauging Exercise, the handholding exercises for stations that score below an average of 60% after gauging, weekly quality assurance logs and the quarterly site visits.

On his part, Mr. Pedzani emphasized the importance of the System Utilization Committee (SUC) at station level as a CRMS monitoring tool and encouraged them to optimally use the services of the CRMS Service desk. In closing remarks Her Worship was thankful for the visit by team and assured them that Bobonong Court will work tirelessly to ensure that CRMS succeeds despite challenges that may be experienced.

AOJ ORGANISE LEGAL EDUCATION TOUR FOR PUPILS ATTORNEY'S



Law Graduates Interns posing for a picture during their tour at AOJ

By Charity Mangope

A wonderful day it was, when the law graduates interns courtesy of Chibanda Makgalemele Attorneys and Law Society of Botswana visited Gaborone High court at around 0800hrs on the 19th February 2015 for a tour. The objective of the tour was for entry level attorneys to bridge a gap between the practical aspects of the legal profession. It was also aimed at introducing court processes and procedures to pupil attorneys and to expose them to the court environment.

During the tour , the Deputy Registrar Mr. Charumbira briefed them on how to conduct taxation. Participants later on the day had an opportunity to visit the revenue office, criminal and civil registries where demonstration on how to register a case electronically on the Court Record

Management System (CRMS) was carried and observed demonstration on divorce matters presided by Judge Sechele.

Participants were also exposed to court etiquette and the court set up. They also toured the Masters Office; Ms Juliana Dube- Akande raised their emotions by giving them a lovely presentation that left them eager to rip more from her teachings. In her presentation the executive clerk of court told the participants that registries are the receiving points for all the cases that are brought to court.

The holding cells is another thing the law interns did not want to miss as everyone of the interns wanted to see themselves in those cell but unfortunately all of the cells were locked. "We had a wonderful

tour because we were able to visit all the sections we planned to visit", Said one of the intern. The programme did not end there; the participants also went to tour Village and Broadhurst Magistrate Court

"We had a wonderful tour because we were able to visit all the sections we planned to visit"



Judges and Registrars during the official opening of the legal year



Prayer Time- Judges and the Attorney General at the memorial service of the late Former Chief Justice Mr. Julian Nganunu



BDF Brass Band doing their thing during the memorial service



Some senior AJO staff during the 2014 presidential nominations



AJO Choir entertaining the crowd during the wellness day



Ms Kgwakgwé and Ms Judith in traditional African attire during the wellness day



Tanzanian delegates and some AJO staff posing for a photo in front of Lobatse High Court



Americans delegates posing for a picture during their Benchmarking Study



A health official giving a presentation on the importance of managing weight



South Africans tour the registries at the High Court



Gaone Bagopi posing for a photo after receiving her awards



Tshepo (Lobatse High Court) during the wellness day

A O J I N P



ing the opening of the legal year 2015



Court reporters and Bench Clerks during training



Some Broadhurst Magistrate Court staff during the joint wellness day



glad in their outmost beautiful
e cultural day in Lobatse



The High Court football stars posing for a picture in Swaziland



Lobatse High Court staff showcasing their fitness through aerobics



a brief speech on the
ight during wellness day



Participants seriously paying attention during the Paying/ Revenue collectors training



Former IT Manager Mr .Sorrur Samad during his farewell session



court Staff) assisting a customer who visited their stall
uring the tourism day in Lobatse



A0J during one of Staff meeting



Some of the A0J staff members as ushers during the Inauguration
of His Excellency L.t General Seretse Khama Ian Khama

PICTURES

THE CJ TOUR- CRMS ISSUES



Chief Justice addressing Extension 2 Magistrate Court Staff.

By Galaletsang Dintsi

The CJ tour to stations has become another tool/strategy of encouraging good CRMS usage and we at CIMS are thrilled by its immense contribution to our efforts. In Hukuntsi for example after a presentation by CIMS on the good and improved usage in CRMS by Hukuntsi users, the CJ expressed his gratitude and encouraged that they do more as he wished to join them in celebration. That has worked! Hukuntsi is sitting comfortably at number 2 with 87%, this is a court that just over a year ago (October 2013), had attained the last position. In Tsabong and Ghanzi the CJ cautioned the courts about Hukuntsi. He asked Tsabong not to be too comfortable as other courts are coming up strong.

It is perhaps in the southern courts more especially Gaborone and Molepolole that users were challenged in a full meeting to explain why they could not do more in terms of CRMS. It is not a surprise that the Gaborone courts in this gauging have all improved. The acceptance of CRMS is one area that different efforts have been geared towards. There is the annual users conference, the gauging of stations, the below 60% campaign, and various change management sessions. The newest change management forum is now the CJ tour and it is bearing fruits.

During the tour, the Chief Justice is not only concerned about improved performance of employee of this department; he also demands that where possible resources be availed to the staff for them to be able to work. In Gumare and Tsabong for example the honourable Chief Justice was able to get them more computers to enable them to work. In all these stations the Chief Justice encouraged users to utilise the services of the subject matter experts at CIMS. To the CIMS team the CJ also made it very clear that the team

need to be evident and approachable. He asked they go out to the users and not monitor usage from the office.

There is no project no matter how well resourced that can successfully work if the management is not being seen as supportive. Hence the immense support by the Chief Justice for CRMS has a direct correlation to the evident upsurge in the correct CRMS usage. At CIMS we anticipate the next tour.



Extension 2 Staff Members listening to Hon. Chief Justice Maruping Dibotelo

AT LONG LAST SEROWE JOINS OTHER CRMS LIVE COURTS

By Galaletsang Dintsi

Finally Serowe goes live after being postponed in April 2011. This is one court that, CIMS encountered quite a few challenges to implement it, however the resilient team did not give up.

In 2011, Serowe was to go live and all the necessary preparations were done; the building was networked, functional site and file preparation was done, change management was done and the first week of training was done.

Then everything was put to a halt, the first major public service industrial strike commenced and on that Monday the trainers waited in vain for the trainees. That is how we first failed to implement Serowe.

Then the other major obstacle was the relocation of the court to new premises which took more time than the team had anticipated. Here are some of the unforeseen challenges that were encountered in the process of relocation; the hunt for the new building, the networking of the new building, technical mishaps like the fire that damaged some networking, the switchboard which had been ordered overseas and took long to arrive.

However when the IT team okayed all the technical preparations sometime in July 2014, the team could not wait any longer, a training plan, and savingram informing Serowe staff of the intention to implement Serowe was dispatched.



Deputy Registrar Mr. Charumbira , Regional Magistrate (North) Mr. Mathaka and Chief Magistrate (palapye) Mrs. Motsamai also witnessed "Serowe Going Live".

Things fell in place and on the 28th of August, pre-implementation change management session where the Serowe staff was sensitised on what to expect was held.

It was however pleasing that despite the earlier challenges alluded to, the Serowe staff looked and sounded more than ready for their court to eventually join other AOJ courts.

The Senior Magistrate Mr Molobe, implored Serowe staff to hit the ground running. He reiterated that with CRMS being such an important tool in the department they need to be ready for this change and accept it as early as now during the implementation stage.

Following the pre-implementation change management session, training started in Gaborone High Court from the 1st until the 23rd of September 2014.

The training covered registration of different case types, scheduling, correct closing of events, On-demand-printing, file-tracking, scanning and finally reports. Training was divided into groups, Clerks of Court and Bench Clerks were trained on the same functionalities, Court reporters, secretaries and typists on same functionalities, bailiffs on their own forms and Magistrates and Registrars on supervisory roles.

On the 24th of September 2014, there was a pre-Go live change management session; this time the Registrar and Master, Mr Motlhabi and the Deputy Registrar-Projects, Mr Charumbira, were in attendance. The go-live was on the 25th September 2015. During the go-live the Serowe staff members were treated to a buffet lunch courtesy of the Registrar and Master.

LOBATSE HIGH COURT DONATE TO ATHLONE HOSPITAL PATIENTS

By Charity Mangope

Batswana believe on showing compassion, love and care to those that need help. It is a tenet of our vision 2016 pillar and ingrained in our culture. And to that effect, Lobatse High Court took a stand to work towards that pillar. It comes not as a surprise when Lobatse High Court staff on the 6th June 2014 visited patients at Athlone Hospital

The staff laden with gifts of hampers of toiletry brought a smile to the female ward patients. Many of the patients that received hampers believed that such help should come to them more often. Assistant District Commissioner Mr Phiri thanked The Lobatse High Court staff for donating such necessary hampers to patients. He encouraged them to donate more often and even enlist other people to put a hand in helping the less privileged.

One of the staff member said in an interview that Athlone Hospital has more people that are in need of such assistance because majority of them are from poor backgrounds and live in rural areas", she added that much as our president is trying to help the poor and the elderly, able people should also extend a hand to those that are in need".



Blessed is the hand that gives- Lobatse High Court donated to Athlone Hospital patients.

Lobatse High Court Staff Members with hampers to donate to Athlone Hospital patients.



GAUGING OF STATIONS

By Galaletsang Dintsi

The much anticipated gauging results are out. As already alluded to in the past issue, gauging was postponed in February by the Honourable Chief Justice. The CJ hoped that the postponement will afford the courts ample time to correct data in the system.

Hence from October 16-27, 2014, part of the CIMS team intensively gauged all implemented sites on the quality of their CRMS. The exercise concentrated on assessing the quality of the data entered from Go-Live to the 30th September 2014. In assessing stations the team used a tool that looked into the below mentioned 9 factors;

- Data Entry Standards- By the use of all register books and CDRLCAS(List of cases filed), the team checked for correct use of upper and lower case, correct spacing and correct entering of the description of a case.

- Entering Parties- through the use of all register books we checked if parties are filed, correct use of party types and if demographics of parties are entered
- Docketing- Through the use of CDRNDOCK (report that will show cases that have been filed without dockets) we checked if dockets are filed. We also used register books and returns to check if docket text has been filed
- Open events and correct use of closing dockets- Using CSROEVNT we checked how many events are still open and if correct closing dockets are used in all returns.
- Barcode creation but no dockets scanned-Using CDRDNSCAN we checked how many dockets have barcodes even though they have not been scanned
- Dockets not scanned-To check how many filed dockets have not been scanned we used the report CDRSCSTAT

- Batches not closed- Through CRDBATCH we were able to check how many batches have not been closed and for how long it has stayed open

- Adding Charges, pleas, dispositions and sentences- For criminal cases we used all criminal returns and register books to check if charges, Pleas, dispositions and sentences are entered correctly.

- Is File-tracking functionality used?- In determining if file tracking functionality is used CDRFTUSG, CDRFTSTAT and CDRFTEXP were used

This is to reiterate what have been said already, this exercise is meant to encourage and motivate users to adhere to correct data entry standards. This time, some courts have really surprised us as they have improved quite dramatically in the past 6 months. Hereunder are the results;

CRMS USAGE RANKINGS

Position	Station	Mark	COMMENTS
1	Maun Magistrate Court	94.5%	Never in the history of gauging has this mark ever attained by any court. Hence another record has been broken. The three time champions have regained their title. The stakes are even higher; data entry standards , scanning(0.18% backlog), entering parties cannot be faulted. The magic of Maun is an important lesson to all and we at CIMS we can only encourage other stations to look for that which Maun has found.
2	Hukuntsi Magistrate Court	87.5%	The biggest winner in this gauging period is perhaps Hukuntsi. This is 'from rags to riches' kind of story. In the last gauging Hukuntsi had nothing literally. It was the last court with a paltry 33%. A year later, Hukuntsi is sitting very comfortably at position 2. The station has improved by 54% hence the most improved court. Its scanning backlog stands at 19%, all parties have been captured, their file tracking usage is high, and their data entry standards are impeccable. To the team of Hukuntsi, kudos !

3	Kasane Magistrate Court	87.3%	Also gained in this period with 5%.It's an impressive court, which is a constant in the top five, in the last gauging it was the most improved court. Their scanning backlog is an impressive 0.16% which means over 99% of their dockets are scanned. The users encouraged on the data entry standards of their criminal matters. Other areas to work on are; 3 maintenance cases were missing cause of action, 30 missing sentences and 3 open events.
4	Jwaneng Magistrate Court	87.2%	This court also gained during this gauging period, by 2%.Another constant good CRMS performer station. Its strongest areas are; data entry standards which are impeccable, entering parties and docketing. However for a court its size 5 open events are too many.
5	Masunga Magistrate Court	83.6%	If there was an award for a surprise court, Masunga will be walking away with it.A court to watch out for.The cliché- we didn't see it coming resonates perfectly with this court. It is courts like these that excite us, we are happy when a court challenges those deemed strong.This is how good Masunga looks; 2 opens, 2 wrong closing dockets, scanning backlog of a low 13%.However the users are asked to improve on their criminal cases; 46 pleas omitted, 4 missing charges and 22 missing sentences.
6	Lobatse High Court	81.4%	A very strong contender for the top three positions. This is the first court to be implemented with CRMS, being the pilot site we can confidently conclude that experience is now becoming very useful to the users. For the last 2 gauging periods, Lobatse has been on an upward climb.There are no parties missing across casetypes,good data entry standards and scanning backlog of 11.6%.There were however 24 open events and 27 cause of action missing.
7	Tsabong Magistrate Court	76.3%	The former champion have been dethroned. What could have gone wrong? 4 parties not entered, 6 cause of action missing, 16 pleas missing, 25 sentences, 8 party status and 6 charges missing. That is what went wrong. With a court as capable as this one, we can only say Tsabong users you know what to do to reclaim your seat. Hence good luck in the next gauging.
8	Letlhakane Magistrate Court	75.5%	A constant average court. No surprises there. Data entry standards, entering parties, criminal cases all averagely done. Their scanning however is good at 4.9% backlog. What is shocking however is that for a whole year, October 2013 to September 2014, file-tracking has not been used.The users are asked to do more in the next gauging.All they need is the right injection of effort and their court will be catapulted to the top of the table.
9	Molepolole Magistrate Court	75.04%	Another average court, always sitting comfortably gauging after gauging. The court is commended for docketing and entering parties which is their strongest areas. There are however 73 pleas, 18 sentences and 8 charges missing. Scanning also need a bit of work with a scanning backlog of 35.7%.I dare Molepolole to leave their comfort zones in the next gauging.

10	Gaborone High Court	74.1%	This court has gained a whopping 19% in this gauging period. At the last gauging period its mark was a paltry 55.1%.Wow, the Gaborone court team is encouraged to do more in the next gauging period. And here are the areas to improve on; correct closing of open events, missing party status, missing pleas and entering cause of action.Its scanning backlog is impressive at a low 8.1%.
11	Lobatse Magistrate Court	72.2%	Whilst other courts gained in this gauging, this court lost 2.7 % and that loss cost it a position in the top ten.Whilst in almost all areas Lobatse was average it is perhaps the criminal cases that need special mention as it is that area that needs all effort geared towards. There were more than 600 pleas , 13, and 34 sentences missing. This is the worst we have seen when it comes to criminal cases and we ask ourselves how that escaped the supervisors in Lobatse and the System Utilization committee(SUC).We hope that the Lobatse team will work very hard to improve what we have seen.
12	Kanye Magistrate Court	72.06%	Compared to the last gauging, this court has also gained tremendously by 11.7%.It is court like these that validates the work that we do. Gauging is a completion, hence no court owns a position or a mark, every period positions and marks should be snatched from the others. Its data entry standards are quite impressive so as entering parties and docketing. Scanning backlog stood at 21.1% and there were 19 pleas,4 charges and 16 sentences missing.
13	Palapye Magistrate Court	69.3%	This court went live in 2007; hence it is not a new court in CRMS. In our archives it does show that once upon a time Palapye was a CRMS success story. What happened? Can the past glory be reclaimed? It is only the Palapye team that can answer those 2 questions and the answer to these questions will be revealed to us in the next gauging period. The users are urged to focus on correct closing of open events, scanning backlog which is as high as 36.8%, entering cause of action in miscellaneous applications and updating of criminal cases.
14	Selibe-Phikwe Magistrate Court	67.8%	Having been implemented in 2006, this court has been using the system for some time.However it is the only court that even in our archives have no success story to tell.It is an average court that garners roughly in the 60's towards the 70's. It is one court that also deserves to be dared to do more in terms of improving CRMS usage.This why this court is at position 14; 33.4 scanning backlog, 23 open events, 12 cases with no dockets filed, 6 charges, 65 pleas and 481 sentences missing.
15	Mochudi Magistrate Court	66.8%	Once upon a time this court caused fear amongst other courts regarding CRMS usage.It was a high performer likened to the current Maun.Those days have been over for sometime in Mochudi.Just in this gauging it has dropped by 6.7%. Its data entry standards need to be worked on, scanning backlog stood at 28.9%, 94 pleas, 5 charges,55 sentences and 4 party status missing. The supervisory function is ignored if these mistakes have not been realized. I reiterate what have been said before, for this system to work the role of the supervisor in monitoring and quality assurance cannot be overemphasized.

16	Broadhurst Magistrate Court	66.3%	One of the biggest gainers this gauging period having gained a cool 13%. However there is still much to be done; scanning backlog of 46.3%, 307 pleas, 9 charges and 3 missing sentences. It's their data entry standards, docketing and entering parties that are very good. The users of Broadhurst are encouraged to work even harder, their efforts will not be in vain.
17	Francistown High Court	65%	In terms of CRMS performance this is a lukewarm court, neither hot nor cold. The other two high court divisions are putting a fight against the magistrates' courts and Francistown is challenged to do the same. Its scanning backlog is 41.5%, 29 pleas, 22 charges, and 38 open events are some of the areas that need to be improved.
18	Mahalapye Magistrate Court	63%	Perhaps the biggest loser of this gauging period is Mahalapye having dropped by 14.8%. This is what went wrong; poor data entry standards, 8 parties missing, 11 open events, scanning backlog of 48.3%, 9 charges, 63 pleas, 5 sentences and 4 party status missing.
19	Gumare Magistrate Court	62.5%	This is a debut for Gumare having been implemented only in October 2013. Hence it's only been a year since its implementation. This is one court that was also challenged in terms of bandwidth, CRMS was slow and as a result some of their scanned dockets did not arrive which meant they had to re-do. Hence one could say this mark and position is an achievement and with the improvement in bandwidth we expect even better marks.
20	Ghanzi Magistrate Court	61.4%	In this gauging period Ghanzi has gained 5.8%. However there is still much to be done as this court is not sitting at the top of the table. For a court of its size, scanning backlog of 30.1% is very high. There is so much work to be done in updating of criminal cases; 20 pleas, 3 charges, 3 sentences and 5 party status missing. There is also a problem of the use of wrong closing dockets in this court.
21	Francistown Magistrate Court	60%	This court has gained 9.9% in this gauging period. However its high scanning backlog leaves a lot to be desired at 69.7%. 21 cases have been wrongly closed, 18 open events and 40 cases should have long dismissed as there was no activity for a period exceeding 6 months. However one area that Francistown should be commended for is their data entry standards.
22	Extension II Magistrate Court	58.3%	This court has gained a cool 17%. It is possible to improve even for the big courts and this is an attestation. It's still a long way to the top of the table but if every gauging this court will gain by this much then success is nearer than we think. The areas to exert more force than others; scanning with a high of 63.6%, criminal which really is in a bad state and closing of open events.
23	Village Magistrate Court	57.2%	Though it's in the last position, this court has gained by 14%. In almost all the 9 factors more work still needs to be done; file-tracking needs to be used, criminal needs to be updated more especially pleas, high number of open events, 60 parties missing across case types.

This gauging period was an exciting one for the CIMS gauging team as a lot of improvement was noticed. There were times when courts could garner as low as 35% and the fact that the lowest court has been rated 52.5% is remarkable. The users all over the courts are commended for that.

What is CRMS without the hardworking users?

It is however a concern that criminal cases and scanning are still lagging behind and now we urge that our concerted efforts should be directed to these areas.

CIMS AWARDS

By CIMS Experts

MAUN MAGISTRATE COURT- POSITION 1

As customary the number one station in CRMS is awarded with a dinner and a high profile visit. It is in that context that the head of Judiciary, The Honorable Chief Justice, The Registrar and Master of the High Court and Deputy Registrar visited Maun Magistrate Court on the 1st December 2014. The Chief Justice commended the Maun staff for a sterling performance in CRMS, he emphasized that their attainment is not by accident but it is due to their commitment and hard work as a team. He however warned them against the "new kid" on the block-Hukuntsi. The subject matter expert, Ms Dintsi applauded Maun for setting a new record-no other station has ever attained 94.5% in the history of gauging. The Regional North-Mr. Mathaka was also in attendance. In the evening the Maun staff were treated to a sumptuous and scrumptious buffet fit for the third time champions.



Maun Magistrate Court staff -the number one station in CRMS

HUKUNTSI MAGISTRATE COURT- POSITION 2

Hukuntsi Magistrate Court garnered an impressive 87.5% from the last gauging period of October 2013 to September 2014, 54.1% more than what they got in the gauging period prior to this, which was 33.4%. In addition to that they have moved positions upwards from rock bottom to number two in the gauging periods afore-mentioned.

CIMS and management considered it fitting to show their appreciation for a job well done by this station on system usage and the awards presentation was held on the 6th December 2014 at Shi Hotel in Hukuntsi. A high-powered delegation led by the Registrar and Master of the High Court Mr. Michael Motlhabi, his Deputy Mr. Takura Charumbira and the Regional Magistrate-South His Worship Mr. Gabanagae graced this memorable occasion. Among other distinguished guests invited at the ceremony were the District Commissioner, Station Commanders (both Police & Prisons) and the village Chief.



Hukuntsi Magistrate Court staff celebrating their victory.

KASANE MAGISTRATE COURT- POSITION 3

The number three station was also very fortunate to have the honorable Chief Justice to visit it for their award ceremony. The Chief Justice was accompanied by The Registrar and Master, Deputy Registrar-Projects, The Regional Magistrate North and a CIMS subject matter Expert. In her presentation, Ms. Dintsi mentioned that the competition is so stiff that the difference between the number 2 and number 3 stations is quite small. They were however cautioned to add the dockets to the 3 cases that appear in the report-CDRNDOCK and add missing sentences. The other standards were superbly upheld. The Regional Magistrate -North, Mr. Mathaka in his vote of thanks expressed his gratitude to the Registrar and Master to be able to attend the award ceremony. He highlighted how busy the Registrar is and to be able to be in Kasane does show how highly regarded CRMS is in the organization. He also commended the Chief Justice for being the formidable motivator for CRMS users. In conclusion, he also thanked him for being an inspiring leader and in zest admitted that the Chief Justice is a better CRMS user than most of us in the organization. The staff were treated to a dinner on the 4th of December 2014 at the picturesque Bridgetown hotel.



Kasane Magistrate Court staff posing for a photo, after receiving their award.

AOJ STAFF SHOWCASE TALENT



Miss Wellness, Mrs. Motlaleng, 1st princess Mrs. Monageng and 2nd princess Ms. Otlaadisa

By Boipelo Garekwe

It has become a norm that two weeks before the commemoration of the wellness day a talent show is organised with the purpose of raising funds to augment the small budget allocated towards the commemoration of the wellness day.

Hence on the 31 October 2014 the wellness committee organised a talent show and beauty pageant for Members

of Staff held at the High Court foyer. The event saw some of staff members going onto the stage to showcase their beauty and talent.

Out of the eight contenders in the beauty pageant, we saw Mrs G Motlaleng became Miss Wellness, the runner up was Mma Monageng from The drivers section, CIMS Head L. Otlaadisa was crowned

second princess. All other beauty queens namely L. Mzuku, L kgari, K. Solomon and Ponatshego put up a good show and were also rewarded with a consolation prizes.

The fun did not end there, the multitalented Mr Serurubele showcased his commentary skill and managed position one in the talent show.

Another talented officer Khumo Motekwane of the Supplies Unit became second after displaying some Pantsula dance skill. Third position went to One Reasentse of Master's Office who also sang and dance. Entertainment was galore the crowd was kept on the floor by the DJs who dished some of the crowds favourite.

Other fundraising activities included contributions from members of staff and Honourable judges and through a tuck-shop.

In his closing remarks the Acting Manager Mr Monageng thanked the contestants for having volunteered in taking part on the pageant and making sure that the fundraising event is a success and encouraged the rest of the staff to have the same kind of spirit of volunteerism as the organisers and those that took part in the event.



Onaleone and Khumo Scraping the floor with their pantsula dance during the talent show.



Multi-talented Mr Serurubele showing off his commentary skill.

Questions from different Departments

Ask the GURU

Dear Guru

I certainly know that I closed all the events in this case. How come they still show in the report CSROEVNT?
For instance check the event dated 11th November 2013 on case number CVHLB-001446-12.

Keabetswe Sebe

Guru Answers

According to the form CDHDOC (docket change/delete history) two Orders were deleted. As you should be aware an order is a closing docket. Needless to say, when one deletes a docket that closed an event then that event becomes open! It is very important therefore that before you delete a closing docket you first ascertain as to which event the docket closed. That is to say if for instance you find an order erroneously dated 11th November 2014 instead of 10th November 2014; don't be quick to delete it! Establish from CSAEOUT's closed events check box as to whether that FNLO dated 11th was not used to close the event dated 10th. You might find that it is just a matter of correcting dates. Just assuming that the closing docket is there by mistake and deleting it poses problems mostly to reporters. They will eventually require files to close the events that could have been re-opened by an officer who deleted the closing dockets.

Registration, changes/deletion Dear Guru

I have erroneously registered a criminal case twice under case numbers CMMJW-000010-14 and CMMJW-000024-14. The latter has been registered up to the description field only. How do I rectify that mistake?

Jwaneng Magistrate Court

Masole

Guru Answers

Changes on the description field can only be effected on CDACASU by supervisors. You are advised to allocate case number CMMJW-000024-14 to a new charge sheet and change the description, date and time fields on CDACASU. You can then proceed to enter parties, demographics, charges etc. on CMAINIT

Returns, and usage of correct closing dockets Dear Guru

How do I identify that wrong closing dockets were used?

Gaborone High Court Court

Gadintlogele Molosiwa

Guru Answers

Thank you for that question. The returns will show you if wrong or correct closing dockets have been used. We have four kind of returns namely CSRMRET, CSRCVMRET, CSRDECD and CSRCVDECD. CSRMRET and CSRCVMRET are for pending Criminal and Civil cases respectively whereas CSRDECD and CSRCVDECD are for decided Criminal and Civil cases in that order. Notably for pending cases the Magistrate/Judge's comments have to show that they are pending, likewise for decided cases the comments have to show that finality. That is to say, as an example if you find a case that has been closed with FNLO (Final Order) but the text reads "Matter postponed to 30th April 2014", then you would know out rightly that is a wrong closing docket.



TOLLFREE LINES

Give us feedback

**FOR COMPLAINTS, COMPLIMENTS
PLEASE CONTACT US
ON THE FOLLOWING
TOLLFREE LINES:**

0800 601 027

High Court – Gaborone Division (Headquarters)

0800 600 947

High Court – Francistown Division

0800 600 922

High Court – Lobatse Division