OMPUTERIZATION OF LEGAL CASE FILES FOR COSMIC CHAMBERS, MINNA.

PROJECT SUBMITTED

TO

THE DEPARTMENT OF MATHEMATICS/COMPUTER SCIENCE.

BY

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IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF POST GRADUATE DIPLOMA IN COMPUTER SCIENCE, OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA.

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CERTIFICATION

This project has been examined and find acceptable in partial fulfillment of the requirements for the Post-Graduate Diploma in Computer Science of the Department of Mathematics/Computer Science of the Federal University of Technology, Minna.

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DEDICATION

This project is dedicated to the Almighty God for his mercies throughout the period of this programme..

ACKNOWLEDMENT

I am grateful to God Almighty who granted me this wonderful opportunity to complete this course successfully, also for His provisions and guidance throughout this programme.

My first regard goes to **PROF. K. R. ADEBOYE my Supervisor, THE DEAN**, School of Science and Science Education of the Federal University of Technology, Minna who supervised my project critically, offering useful suggestions occasionally.

My second appreciation goes to our Head of Department Dr. S. A. Reju and all the Lecturers in the Department of Mathematics/Computer Science who also contributed to the success of this programme.

My special thanks goes to my boss, Barrister A. N. Yisa the Principal partner of the Summit Chambers Minna who, not only advised me but also gave me the opportunity to further my studies.

Finally, I also wish to express my profound appreciation to the following friends, **SIS. ROSE, BRO. LEONARD, BRO. TANKO, BRO. INNOCENT, MS. NSE, NKOYO, UKEME, SIS. MARIAN, MARIA** and to all my course-mates for their useful advise and spiritual support during the period of this programme. May the Almighty God bless all of you in Jesus. Amen.

I also thank all the staff of **ALEB BUSINESS CENTRE** who helped me to type and print out these copies.

Thank you.

ABSTRACT

The purpose for which this research was carried out was to use the computer to evolve a sophisticated database system for the purpose of storing and retrieving data when needed by "The Cosmic Chambers" Minna.

The project has been divided into five chapters in the following ways. Chapter One provides a general Introduction of the study. Chapter two deals with the analysis of the system the existing system, its operational techniques and the setback of the old system. In chapter three, the proposed system is being analyzed. Chapter four deals with documentation of the programme while chapter five summarized and concluded the research work.

TABLE OF CONTENT

CHAPTER THREE

THE PROPOSED SYSTEM

CHAPTER FOUR

GENERAL EVALUATION

CHAPTER ONE

GENERAL INTRODUCTION

1.1 INTRODUCTION:

Mankind is indeed currently at the beginning of a new information society. This information society represents the key formative elements for the future of development change, competitiveness and global technological structures.

The transition to this information society has not been easy. There are challenges ranging from availability of the tools of the change (Computers) to manpower or users of the tools and cost of implementing the tools.

As the world transits through the age i.e information age, new conditions are being created for future industrial and management decisions to be easy, fast and readily available. This calls for proper documentation for easy access. Documents are kept in files and are reached at when the need arises. There are cases where these files are not easily reached at because of improper handling or storage.

With the advent of the information technological age, these files e documented in databanks using Database Management System kages. This package enhances easy access of different kinds of mation required for the successful running of an organization. With

this type of package, documents in form of files can be kept/stored properly, retrieved and analyzed easily and used when the need arises without many problems. What the user needs is just having the tool, getting trained on the use and developing the culture of regular maintenance of the package.

It is therefore vital to note that no other Technological device had had a pervasive effect on human life like the information technology (I.T) --- "Chris Uwaje - Nov.'99 The President of the Information Technology Association of Nigeria" (ITAN).

Even in Nigeria where the revolution is still at its foundation, the intensity involved and the spread of Computer use over the past few years have certainly exceeded all projections. By its nature, computer use has brought a radical change in spread and quantity of transaction in which it is engaged and assumes less direct human intervention. It follows the rules and regulations based on the order of purely manual information processing and retrieval, which must be examined.

In view of such phenomenal changes brought about by the invention of the computer and its methods of application, it is now possible for managers of organizations to create and maintain systems in particular database systems using DBMS Packages to enable them access different kinds of information required. To some organization little or no

importance is attached to the use of computers, while in others, the use is indispensable.

Consequently, upon the above analysis, this project is aimed at creating a databank for all the legal case files of Cosmic Chambers Minna, for easy access and running of the office.

HISTORICAL BACKGROUND OF NIGERIA LEGAL SYSTEM

The term 'Law' consists of a body of rules of human conduct. In other words, it's a complex phenomenon when defined in terms of relationship to human actions. Every society, primitive or civilized is governed by a body of rules which members of the society regard as the standard of behavior (a) (Obilade Page.3), its most effective when it conforms to the moral feelings of the members of the community. Law is a versatile profession. The Lawyer can be a Judge when he has served for many years, he can be appointed, also a teacher of law in the University, a Company Secretary, Company Director, Civil Servant, an office holder in any other capacity, a solicitor preparing documents or entering into negotiations on behalf of his clients. The most popular thing he can do in Nigeria is advocacy wearing wig and gown before the English type court of law to defend a client in a civil suit or on a criminal

charge brought against him or in other circumstances to press the clients rights of law "(2)" (Akande Pg.iv).

British colony brought about the forceful position of colonial rule. Upon the establishment of the colony of Lagos in 1862, one of the first actions of the British authority was the introduction into the territory the British system of English Law or British style of Judicial and Legal institutions which were designed solely to ensure effective administrative control. Besides, while professional advocate was not a feature of the traditional approach to justice in Nigeria before 1862, a system of quasi-representatiion existed in some parts of the Country. Moreover, the newly introduced institutions were "grated" onto the former existing traditional judicial institutions which had hitherto been set up to maintain peace and harmony within the community rather than to uphold the rights of the individual.

Years back later, the institutional framework changed beyond recognition. In place of a small coastal colony, there now emerged a large dependent country and considering the emergence of foreign commercial companies and the growth of commercial activities, it was necessary to carve out a judicial system/institution to take care of the social, political as well as the economic problems. The Federal Parliament and the State Legislatures now replaced the Legislative of

Lagos. The presence of higher courts like the Supreme Court is a complex and fully developed one and the government now regulates quite extensively the important organs, which administer customary law

Furthermore, the sources of Nigeria Law can be seen to fall into the three main areas.

(a) **ENGLISH LAW:-** This consists of the general laws of England that were introduced and received in Nigeria. Before 1st October 1960, a number of English Acts or orders in council were enacted which applied directly to Nigeria and a few remain in force.

(b) The Local institutions established originally by the British authority is divided into two:

(i) Local Legislation

(ii) Nigerian Case Law.

(3) Native and Local Custom are the most commonly used alternatives.

1.3 HISTORICAL BACKGROUND OF COSMIC CHAMBERS

Cosmic Chambers as a Legal firm was establish in 1982 by **DAVID ADE ESQ** as a Principal Partner. The Chambers was established to provide legal services to clients.. The firm started in Minna with a supporting staff - both legal and administrative. The administrative staff consists of the Secretary, typist, receptionist and a

cleaner. The firm was made up of the Principal Partner and administrative staff. One year after, the number increased to three (3) Lawyers that comprised of two (2) Legal Practitioner and a Corper.

OPERATIONAL ACTIVITIES OF COSMIC CHAMBERS

Each office operates independent of the other. The primary aim of the Chambers like other private law firm is to give legal services. While each office operate independently, they are all answerable to the Principal Partner - as the head of the Cosmic Chambers. Each office has head managing solicitor.

FUNCTIONS AND OPERATIONS;

The functions of the firm can be divided into the following groups as shown below:-

(1) Going to court to defend/execute cases

(2) Consultancy Service

(3) Commercial practices

(4) Secretarial activities

(1) GOING TO COURT TO DEFEND/EXECUTE CASES

The aim or duty of lawyers is to defend the interest of their client in a law court. This is what they do daily.

(2) **CONSULTANCY SERVICES:** They can be consulted at anytime to handle either criminal or civil cases or matrimonial cases. They can also handle marital cases. And this refers to the actual representation of clients in the court.

(3) **COMMERCIAL SERVICES**

This legal firm also handles commercial services such as incorporation of companies, Drafting of Agreement letters, perfection of documents to companies or organizations.

(4) **SECRETARIAL ACTIVITIES**

The Secretary of the Chambers takes down minutes of meetings, types all documents in the office, files these documents and reproduces them when necessary. She also books appointment, keep imprest, handles all travel arrangements and receives calls on behalf of the Principals. She also oversees the arrangements of all files and produces such files on request.

1.4 AIMS AND OBJECTIVES

The Researcher's aim is based on the possibility of evolving a computerized Databank System of Legal case files to replace an already existing manual filing system of Cosmic Chambers.

The researcher shall also takes a look at a brief historical background of legal system in Nigeria with particular reference to Cosmic Chambers' operational activities from its inception to date. This involves its legal filing system which hitherto was manually done but which now shall be computerized using Database Management System type of filing.

1.5 DATA COLLECTION METHOD

To achieve this, effort were made to put forward a proposal, which was accepted by the management. Data will be collected through fact finding techniques such as interview, observations and document review to find out the present activities of the Chambers, how they operate and most importantly, how the manual filing system is handled. Using all available information gathered it would be easier to create a Database file for the safe keeping of the files, in the chambers. This will control in-flow of information necessary for documentation purposes.

1.6 SCOPE OF STUDY

This research project is on a computerized legal case files for cosmic chambers and is conducted from the perspective of system analysis and design. The focus of the study will be on analyzing the existing system, defining he problems inherent in the organization manual

filing system and defining a suitable system with a particular reference to creating a Databank Structure for information storage. The study will outline a brief historical background of legal systems in Nigeria as well as brief history of Cosmic Chambers from its inception and its operational activities giving a properly designed Database Management System (DBMS). The DBMS will further provide users with on-line access to the Database where a query facility will prompt the user with special questions.

CHAPTER TWO

ANALYSIS OF THE OLD SYSTEM

2.1 THE EXISTING SYSTEM

The organization that is the Cosmic Chambers is presently operating on the manual filing system. A manual filing system is a process whereby documents are recorded in a big register and kept in files so as to enable one to find a particular thing at a given time, and find it quickly. Filing is carried out for two primary reasons:

(1) To preserve correspondence and other documents, i.e. keep them tidy and clean.

(2) To have the information contained in the papers available for quick and easy reference.

Filing is essential in any business life to be able to find a document that is required without delay. So Cosmic Chambers is not left out in this process. A System of filing must be used which is capable of achieving this object.

There are different methods of filing namely:- Alphabetical filing, Subject filing, Geographical filing, Numerical filing and Alphanumerical filing.

Alphabetical filing is the most widely used system, in many offices. In this system of filing each customer will have a folder allocated to him, and all these folders are placed in a filing drawer in alphabetical order according to the surname, starting with A and finishing with Z. Just as long as the rules are followed this very system can be successfully operated by anyone with a minimum amount of training.

Another method is Subject filing, where all the documents dealing with a single topic is located under one heading. These headings cover general subjects such as advertising, personnel, transport etc. When any one section grows too big this method becomes increasing difficult to work, and it certainly has obvious limitations.

Geographical filing - In this type of filing system all documents are grouped together according to town, country or county. Once again, there is an alphabetical bias, all the names being placed in that order within any one town, county or country.

Numerical system is extensively used in larger firms. When dealing with a large number of files this method saves space, and when office rental is coasted at so much per square foot, space is an important factor continuously under consideration. This is essential with the purely alphabetical system, space is being left in each section for new files. As a result you need more cabinets for the alphabetical system than for the

numerical. Numerical filing in its simplest form involves allocating each customer a number starting with one and following on consecutively. As well as having a number, each customer's name is also recorded on an alphabetical indexing system. To find a file a check is made on the index card, which gives the number, and then the file can be readily found in a particular cabinet.

Alphanumerical filing is the combination of alphabetical and numerical filing which was explained earlier, and is universally applied by libraries to solve their problems.

Finally, in all the different systems of filing explained above, the Cosmic Chamber is operating the subject method of filing. The reasons why they base their filing system on this method is because:-

1. It is quick and simple to operate.
2. Easily accessible, i.e. the cabinets must be conveniently situated, and the files within the cabinets easy to locate.
3. It is suitable for the particular type of correspondence dealt with, the size, volume and nature of the correspondence must be considered.
4. It is organized to hold current papers only.
5. It is capable of expansion, if required.
6. It is appropriate in size, i.e. not using unnecessary space.

2.2 OPERATIONAL TECHNIQUES

The Cosmic Chambers has never computerized any aspect of its operations, its clients and case information is manually recorded and kept in files which are divided into two categories.

(1) Subject files

(2) Litigation case files.

SUBJECT FILES: These comprise files meant for the firm's retainership and other correspondences between the firm and their clients. These are based mostly on Solicitors jobs, and cases under this include:-

(i) Vet agreements

(ii) Debt/loans recovery for Banks and other institutions/organizations.

(iii) Deed of Agreements

(iv) Deed of release

(v) Sales Agreement

(vi) Mortgages

(vii) Legal Advises for Companies and other organizations etc.

Each of these cases has its separate file opened for it and they are kept in a filing cabinet separate from other files. These files are kept in volumes, when once one volume is filed, another is opened so that the subject matter is the same, thus enhancing continuity.

Files under this category are sub-divided into five groups:-

1. Companies and corporate bodies
2. Institutions
3. Government parastatals
4. Banks and other financial institutions
5. Personal files.

LITIGATION FILES:

Under this category are three kinds of cases files:-

1. Civil
2. Criminal
3. Matrimonial

Filing system is the same as subject files, in the case whereby a case is closed, such files are closed to indicate that such cases are over.

In general, all cases are initially registered in one general register and afterwards the secretary sorts them to separate case file and classify them according to their category and sub-division.

Another important fact that was observed in the filing system is that all files are kept according to separate courts for instance, High Court cases are files separately so with Magistrate Courts, Area Courts, Appeal Courts and so on. *This is thus, seen as another* system of sub-division in their filing system.

2.3 THE SET BACK OF THE OLD SYSTEM

Every filing system has its merits and demerits, the Demerits of manual filing system continues to outweigh the merits. Cosmic Chambers is not left out in this aspect and as such these issues will be looked into and discussed with particular reference to Cosmic Chambers which is the case study of this project.

The first thing worthy of note is the simplicity of manual filing system - it is very easy and simple to operate.

Another issue is the problem of cost. A manual filing system costs less in terms of stationery to be bought as well as all other materials necessary for information input, processing and the output. It is also less costly in materials.

Another advantage of manual filing system is the fact that the system does not require high caliber, experienced or specialized personnel.

Amongst the demerits include:-

(1) The possibility of duplication of data/information held within a file or in files. This means that the same piece of information is likely to be repeated in the same file.

(2) Access to information may be slow and in accurate. Delays in retrieving files and information contained in them occur due to

inability to locate said files, which are not properly arranged such problems also cause delays when the information needed is for fast and rapid response to immediate and urgent used.

(3) Difficulty may be experienced in locating documents.

(4) Files may become dusty because of being put in the cabinet.

(5) There may be congestion under common headings.

With all these demerits of manual filing system, one can see that a new system is needed for the firm which is the computerized system of filing which is more reliable in terms of accuracy, safety and memory capability. This is why the researcher aim at conducting a databank filing system for cosmic legal case files.

CHAPTER THREE

THE PROPOSED SYSTEM

3.1 ANALYSIS OF THE PROPOSED SYSTEM

The proposed system is basically a computer automation. Simply put, the Computer can be defined as an electronic device, which accepts data from an input device, process it to give out information or output. It has a further capability of storing data as may be required. A Computer is automatic in operation in the sense that when the data for processing have been inputted into it, the required output is produced without any manual intervention as all instructions are executed automatically.

The above implies that computer processes or acts upon the data entered with the aim of generating an output which is regarded as information. However, computers are used as aids in many human transactions and activities which can be classified into 2 broad areas namely Scientific or Engineering and Business or commercial. Infact, computer has helped people to create wealth in the sense that it mobilizes, stores and disseminates potential information and databases for sustainable development. Computer has many advantages which are as follows:-

(1) Processing or analysis of data into computer is faster.

(2) No repetition of work; that is, it is suitable for routine task.

(3) It is more accurate especially in terms of large volume of data or complex calculation.

(4) Data security and protection is ensured.

(5) Easy accessibility to past data make forecasting and planning simpler.

In relating to Cosmic Chambers who operate manual filing system, accessing past information from the manual system of filing is tedious, frustrating and time consuming.

(2) There exist lack of data security and integrity as past records could easily be destroyed misplaced.

(3) Uneasy accessibility to past data make forecasting and planning almost impossible.

(4) There is ineffective co-ordination of data of the various units.

(5) Proximity to errors of omission and commission.

(6) The generation of large volume of papers to be kept thereby occupies a lot of cabinet and floor space.

So one can see the advantages of computer over the manual system of filing, this has made computer most versatile and indispensable tool of an organization. This is why the researcher aim at using the integrated database made possible by Database Management System (DBMS) software to create a computerized databank system for the firm.

The benefits of a database environment have encouraged many organizations to convert information systems that use traditional file organization to an integrated database.

In addition, for the new system to succeed at all the staff would obviously have to be computer literate. To reduce the total cost of computerization, the staff training should be done in the house. Computer experts should be temporarily consulted to come and train the staff. A few staff could later be sponsored for specialized courses as or if the need arises. The types of personnel that are required are the computer operators and Data Entry personnel.

Maintenance: This can sub-divided into 2 groups - Routine or Preventive Maintenance and Corrective Maintenance.

ROUTINE/PREVENTIVE MAINTENANCE: This is the regular checks of the efficiency and function of the system.

CORRECTIVE MAINTENANCE: That is when there is a total breakdown of the system, a system analyst should be consulted for a check up. Infact, maintenance begins as soon as the system becomes operational and last as long as it is in use, meet needs and provides enhanced value for the existing systems.

Some of the steps to be taken in order to maintain the system include:-

Putting procedure in place to guard against both misuse and obsolescent of programs and supporting documents once the system has been handed over.

Establishing and maintaining record for every disk or tape within the data library. Hardware peripherals should be well maintained as specified in the manufacturers' manual.

Furthermore, the new system is much more maintainable since it does not involve much paper work. Almost all information need for documentation or business purposes are stored on storage media such as diskettes or the computer hard disk to avid any misplacement of files or incorrect information. And the chances are that even if information is lost on a file there are always Backup files stored in other diskettes called the Father and Grandfather diskettes all kept in different places to avoid lose of all data.

To effect the proposed automation, there are alots of things to be considered such as cost of the system i.e.acquisition of system, training of the personnel and maintenance.

COST ANALYSIS

5PC (Pentium 11 386 MHz)	₦350,000.00
1 Printer (HP DeskJet 870)	35,000.00

2 Air Conditioner (Fairly used)	40,000.00
1 Stabilizer 2kva	20,000.00
Original Software (MS-WORD)	65,000.00
1 Scanner (flatbed)	25,000.00
Staff training	100,000.00
Installation	80,000.00
Miscellaneous	50,000.00

OPERATIONAL COST

UPS 1.4KVA	36,800.00
Diskettes 1 Pack	600.00
Stationaries	5,000.00
Furniture	35,000.00
Fax modem with voice	10,000.00

Total Cost Analysis = Development cost + Operational Cost = ₦852,400.00.

3.2 **DATA COLLECTION METHOD**:- To achieve this, a proposal was made which was accepted by the management. Fact finding techniques such as interview, observations and document review to find out the

present activities of the chambers, how the operate and most importantly, how manual filing system is handled. Also experimental survey was also carried out.

3.3 SCOPE OF THE PROPOSED SYSTEM:

In other to bring solutions to the problems encountered in manual filing system by the Chambers, this involves designing and hopefully implementing a computer information system (Management Information System - MIS) that will maintain the data in the firm and provide information in a timely way.

In addition, Database Management System will be introduce which will enable the firm to:-

1. To create and maintain a client file in which each record will contain detailed information about a particular client.
2. Create and maintain a case file in which each record will contain detailed information about a particular case.
3. Retrieve information from either or both files that is, to display information for a particular client or case which will be specified or to list all cases for a particular client after which information on any of those cases may be retrieved.

4. Be able to generate such reports for managerial and official purposes.

3.4 **INPUT SPECIFICATION**: The Input specification includes the following:-

INPUT SPECIFICATIONS

(a) Name of System

(b) Serial Number

(c) Name of Document or file

(d) File Description

(e) Database Structure

(a) Name of System: **COMPUTERISED DATABANK SYSTEM OF LEGALS CASES FOR COSMIC CHAMBERS.**

(b)

SERIAL NO.	FILE NAME	FILE DESCRIPTION
1.	CLIENT .DBF	CLIENT DATA
2.	CASE .DBF	CASE DATA

2. **OUTPUT SPECIFICATIONS**

(a) Name of System

(b) Name of Report

(c) Field Size

(d) Draft Layout of Report

(a) Name of System:

Computerized Databank System of Legal Cases for Cosmic Chambers

(b) Name of Report:

(i) Client File

(ii) Case File

(c) Field Size:

(i) Client File

(ii) Case File

(d) Draft Layout of Report:

(1) Relational table of Client file

Using the above format, input and output specifications in respect of the files created it have been explained clearly, each according to its details.

It is worth noting at this point that a good system specification decreases the probability of error and speed the writing of the necessary program.

3.6 HARDWARE REQUIREMENT:-

(1) Processor - A minimum of 486 processor

(2) Memory - 32 Megabyte Random Access Memory (RAM

(3) Storage Capacity - A minimum of 1.2 GB

(4) Standard Color Monitor (VGA)

(5) Input device:-

(a) Disk drive: 35 floppy disk drive

(b) Standard Key board

(6) Printer HP DeskJet 870 CXI

(7) Power Saver 1.4 KVA CIPS

(8) Printer for hard copy production

3.7 SOFTWARE REQUIREMENT:-

(1) DBASE IV PACKAGE

(2) Microsoft Disk Operating System (MS.DOS)

(3) VISUAL VOX PRO

(4) VISUAL BASIC

3.8 ADVANTAGES OF THE PROPOSED SYSTEM:-

(1) **ACCURACY:-** Errors do occur in computer based information systems, but precious few can be directly attributed to the computer system. The vast majority of these errors can be traced to a program, or erroneous data. These are human errors.

(2) **RELIABILITY:-** Computer systems are particularly adapt at repetitive tasks. The don't take sick days and coffee breaks, and they seldom complain. Anything below 99.9 percent uptime is usually unacceptable. For some companies, any down time is unacceptable. These companies provide back up computers that take over if the main computer fail.

(3) **MEMORY CAPABILITY:-** Computer systems have total and instant recall of data and almost unlimited capacity to store these data. A typical mainframe computer systems will have many billions of characters stored and available for instant recall.

CHAPTER FOUR

GENERAL EVALUATION

4.1 SYSTEM EVALUATION

The newly designed system is a much more reliable and maintainable system. The system that has been evolved is quite simple to implement. Because of the facilities being offered by the DBASE 111 PLUS Software Package – a query language system, it is quite user friendly and the user is able to interact with the system. The systems specifications and requirements does not allow for errors while in use. The user is always prompted to ascertain the correctness of input data before processing and outputting the result.

In the case where such errors occur, there are specifications for correcting such errors. And with the installation of a cooling environment, the hardware is certified to perform perfectly with a standby uninterruptible power supply (UPS) unit.

Maintainability is taken care of by making sure all irregularities are recorded and rectified.

The system built can thus be maintained since it is not a complex system which requires that user has to go beyond specified rules except in the case where the system comes under modification.

C O S M I C C H A M B E R M I N N A

CLIENT REISTRATION LIST

S/No	Case Cat.	Client ID	Reg_date	Client Name	Organisation	Address	Consult. Fee	Counsel
1	L01	00001	01/02/00	OKOSUN BEN O.	NECO	WESTHERN BYEPASS	2000.00	SMITH
2	L01	00001	01/02/00	OKOSUN PETER	PANGOVE LTD	NO 20, TUNGA	1500.00	BAR. BEN
3	L01	00001	01/02/00	OKOSUN PETER	PANGOVE	NO 12, TUNGA MINN	6000.00	BAR SMITH

C O S M I C C H A M B E R M I N N A

CASE FILE LIST

S/No	Case ID.	Client ID	Client Name	Case Type	Adversary	Court Code	Judge	Court Date
1	CA001	00001	ANDREW PETER JA	C2	COSMIC	01	OKOSUN PAUL	02/06/00
2	CA001	00001	OKOSUN PETER	02	LAGOS CITY COMP	02	BAR BEN	03/04/00
3	CA001	00001	MOHAMMED ISA	03	MR. ANDREW OKOR	05	JUS. MOSES JIMO	03/04/00
4	CA001	00002	MUSA DANJUMA	04	MR. PAULICAP YU	04	JUS. TANKO GARB	5/06/00□

4.3 RECOMMENDATION:-

It is the opinion of the researcher that the firm changes from its old system of manual filing to computerize filing system. The automated filing system has facilities as discussed earlier that will allow for a smooth running of operations capable of steering the firm towards more successful and expandable clientele. By computerizing the operations of the firm, accessibility to on-line network facilities will be attained by making communication faster between officers and departments.

In addition, for the new system to succeed at all the staff would obviously have to be computer literate. To reduce the total cost of computerization, the staff training should be done in house. Computer experts should be temporarily transferred to the house for in-door training. A few staff could later be sponsored for specialized course as or if the need arises.

The management should provide computer, and buy hardware and software for the installation of the new system, that is a micro-computer 386 with MHz speed and a 120 MB RAM MEMORY. The cost of this is estimated at the value between #60,000.00 to #70,000.00. Along with this, a Wordprocessor is needed for typing documents and also an Epson Printer, which is between #25,000.00 to #30,000.00 or if possible LaserJet printer.

Also recommended for the computer room is a cooling system, an uninterruptible power supply and the room is expected to be dust proof and uncarpeted.

CONCLUSION:-

In conclusion, I wish to highlight that the purpose of this project is to focus on the need for the Cosmic Chambers to have a Computerized Databank System that0 is more preferably that the manual filing system they were operating before.

The fundamentals of project, which cover such areas as historical background of Nigeria Legal System, historical background of Cosmic Chambers, were discussed at length.

Computer being used as an information technology in sector of life, its merits and demerits, limitations were also discussed and analyzed.

The new system developed at automating the filing system to ease the problems of storing and retrieving documents as well as the speed of retrieval of such information or document.

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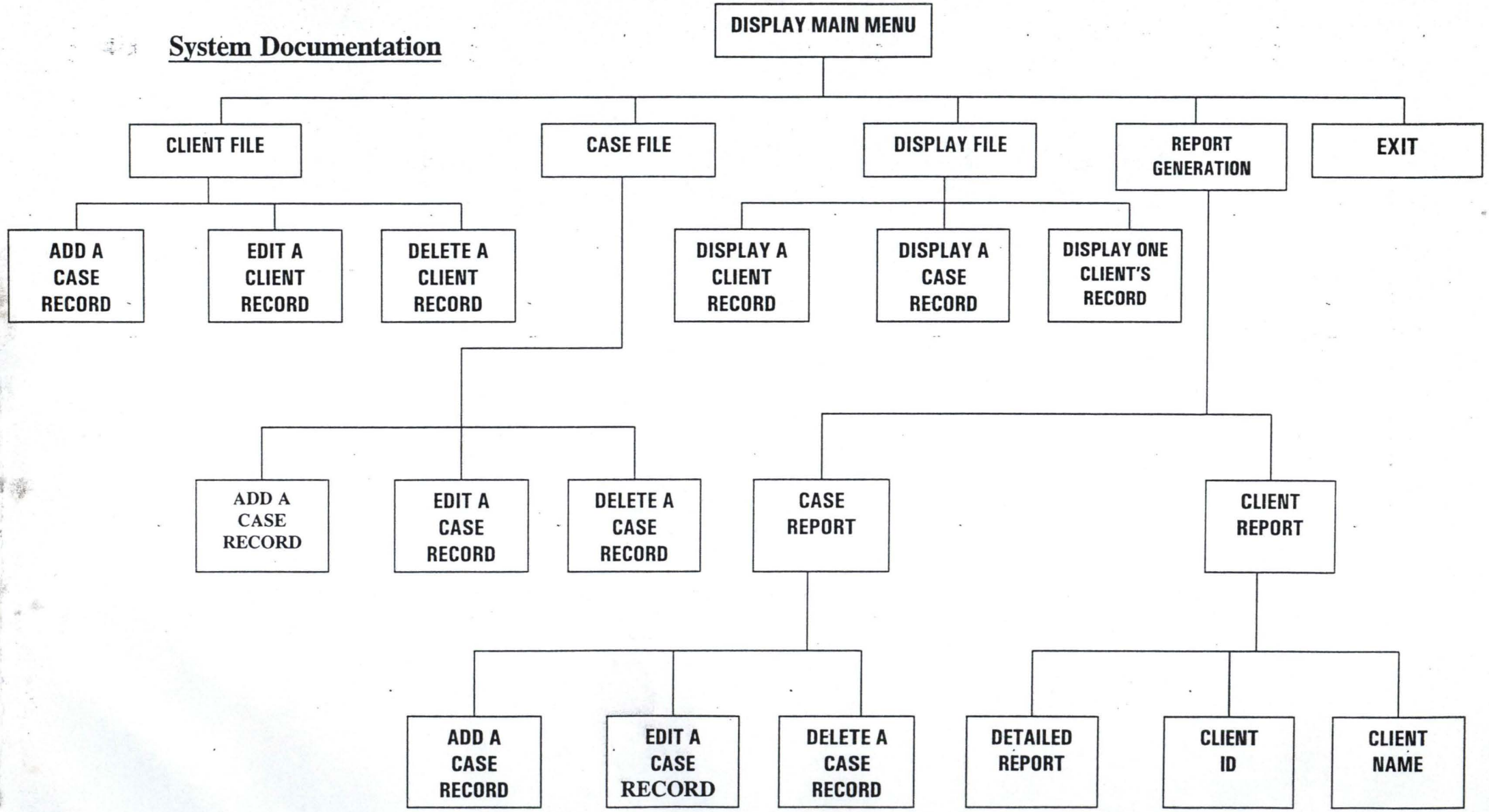
DOCUMENTATION

System Documentation



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* PROGRAM SUPERVISOR..... PROF. K. R. ADEBOYE
* PROJECT TOPIC..... COMPUTERISED DATABANK SYSTEM FOR COSMIC
CHAMBERS MINNA, NIGER STATE
set talk off
set bell off
set echo off
set console off
set status off
set scor off
public OPTION
store " " to option
clear
SET COLO TO N/RB
CLEAR
@3,3 clear to 24,69
@3,2 to 24,70 double
 @ 05,27 say "m a i n  m e n u"
 @ 07,16 to 18,54
 @ 09,17 say "Client File Menu.....[A]"
 @ 11,17 say "Case File Menue.....[B]"
 @ 13,17 say "Display File Information Menu.[C]"
 @ 15,17 say "Report Generation Menu.....[D]"
 @ 17,17 say "Exit.....[E]"
 @ 19,14 to 23,59
 @ 20,15 say "Enter your option [A,B,C,D OR E to Exit] { }"
 @ 20,57 GET OPTION PICT "!"
 READ
do case
  case option = "A"
       do client
  case option = "B"
       do cmenu
  case option = "C"
       do dfile
  case option = "D"
       do rept_gen
  case option = "E"
 clear all
 close all
 close proc
otherwise
@22,15 say "wrong option entered"
```

```
wait
endcase
set talk on
set status on
set scoreboard on
set bell on
set echo on
set cons on
set color to
clear

 ****************
 * PROCEDURE CLIENT
 ******************
 * CLIENT.PRG
 ******************
  DO WHILE .T.
   CLEAR
 SET COLO TO B+/W+
  @2,3 CLEAR TO 4,69
  @2,2 TO 4,70 DOUBLE
  @3,20 SAY "C L I E N T  F I L E  M E N U"
  STORE SPACE (1) TO OPT1
 SET COLO TO R+/B+
 @5,3 CLEAR TO 20,69
 @5,2 TO 20,70 DOUBLE
 @10,16 SAY "ADD A CLIENT RECORD.....[A]"
 @12,16 SAy "EDIT A CLIENT RECORD.....[B]"
 @14,16 SAY "DELETE A CLIENT RECORD.....[C]"
 @16,16 SAY "EXIT TO MAIN MENU.....[D]"
 @19,13 TO 21,54
 @20,14 SAY "PLEASE CHOOSE AN OPTION(A,B,C OR D) ( )"
 @20,51 GET OPT1 PICT "!"
 READ
  DO CASE
   CASE OPT1 = "A"
   DO ADD_CLT
   CASE OPT1 = "B"
   DO EDIT_CLT
   CASE OPT1 = "C"
   DO DEL_CLT
   CASE OPT1 = "D"
   CLEAR ALL
   EXIT
 OTHERWISE
 @22,15 SAY "WRONG OPTION,PLEASE CHOOSE FROM ABOVE LISTED!"
```

```
WAIT
 ENDCASE
ENDDO
SET COLO TO
RETURN

**********************
PROCEDURE CMENU
 *CMENU.PRG
**********************
DO WHILE .T.
 CLEAR
SET COLO TO N/R+
 @2,3 CLEAR TO 4,69
 @2,3 TO 4,70 DOUBLE
 @3,25 SAY "C A S E  F I L E  M E N U"
 STORE SPACE (1) TO OPT2
SET COLO TO R+/B+
@5,3 CLEAR TO 20,69
@5,2 TO 20,70 DOUBLE
@9,16 SAY "ADD A CASE RECORD.....[A]"
@11,16 SAY "EDIT A CASE RECORD.....[B]"
@13,16 SAY "DELETE A CASE RECORD.....[D]"
@15,16 SAY "EXIT TO MAIN MENU.....[E]"
@19,12 TO 21,53
@20,13 SAY "PLEASE CHOOSE AN OPTION (A,B,D OR E) ( )"
@20,51 GET OPT2 PICT "!"
READ
  DO CASE
      CASE OPT2 = "A"
  DO ADD_CASE
      CASE OPT2 = "B"
  DO EDIT_CAS
      CASE OPT2 = "D"
  DO DEL_CASE
   CASE OPT2 = "E"
  CLEAR
   EXIT
  OTHERWISE
  @24,15 SAY "WRONG OPTION, PLEASE CHOOSE FROM ABOVE LISTED!"
 WAIT
  ENDCASE
 ENDDO
 SET COLO TO
 CLOSE ALL
 RETURN
```

C O S M I C C H A M B E R M I N N A

CLIENT REISTRATION LIST

==========

S/No	Case Cat.	Client ID	Reg_date	Client Name	Organisation	Address	Consult. Fee	Counsel
1	L01	00001	01/02/00	OKOSUN BEN O.	NECO	WESTHERN BYEPASS	2000.00	SMITH
2	L01	00001	01/02/00	OKOSUN PETER	PANGOVE LTD	NO 20, TUNGA	1500.00	BAR. BEN
3	L01	00001	01/02/00	OKOSUN PETER	PANGOVE	NO 12, TUNGA MINN	6000.00	BAR SMITH

```
************************
PROCEDURE DCC
* DISPLAY CLIENT CASES PROGRAM
* DCC.PRG
************************
SET TALK OFF
SET STATUS OFF
SET BELL OFF
SET SCOR OFF
SET SAFE OFF
SET CONFIRM ON
SET ECHO OFF
USE CASE
SORT ON CLIENT_ID TO C TEM
USE
ERASE CASE.DBF
RENAME C TEM.DBF TO CASE.DBF
ERASE C tem.dbf
USE CASE
GO TOP
STORE SPACE (8) TO Mclient id
STORE SPACE (3) TO MCASE CODE
@ 9,2 TO 11,60
@ 10,5 SAY "Enter the Client ID Number" get mclient id
read
LOCATE FOR CLIENT ID=TRIM (MCLIENT ID)
IF FOUND ()
MCASE CODE=CASE CODE
SET FILTER TO CASE CODE=MCASE CODE
CLEAR
@ 2,20 SAY "C O S M I C  C H A M B E R S"
@ 4,20 SAY "C L I E N T  C A S E  L I S T"
@ 6,6 SAY "FIRST NAME"...:"
@ 6,22 SAY FIRST NAME
@ 6,38 SAY "LAST NAME...:"
@ 6,52 SAY LAST NAME
R=9
S=1
DO WHILE .NOT. EOF ()  . AND. CASE CODE = MCASE CODE
IF R=9
@ R,1 SAY "S/NO."
@ R,8 SAY "CASE TYPE"
@ R,40 SAY "CASE CODE"
R=R+1
@ R,1 SAY "==="
```

```
@ R,8 SAY "========="
@ R,40 SAY "============"
R=R+1
ENDIF
@ R,1 SAY STR (S,3)
@ R,8 SAY CASE TYPE
@ R,40 SAY CASE CODE
SKIP
R=R+1
S=S+1
IF EOF ()
@22,0
   WAIT
ENDIF
IF R=22
    WAIT
    @ 11,1 CLEAR TO 22,79
    R=9
ENDIF
EXIT
ENDDO
WAIT
SET TALK ON
SET STATUS ON
SET BELL ON
SET SCOR ON
RETURN


    ******************
     PROCEDURE dfile
    * DFILE.PRG
    ******************
    DO WHILE .T.
      CLEAR
     SET COLO TO N/R+
     @2,3 CLEAR TO 4,69
     @2,2 TO 4, 70 DOUBLE
     @3,25 SAY "DISPLAY FILE INFORMATION MENU"
     STORE SPACE (1) TO OPT3
     SET COLO TO R+/B+
     @5,3 CLEAR TO 20,69
     @5,2 TO 20,70 DOUBLE
     @11,15 SAY "DISPLAY CLIENT INFORMATION..... [A]"
     @13,15 SAY "DISPLAY CASE INFORMATION.....[B]"
     @15,15 SAY "DISPLAY ALL CASES FOR A CLIENT.. [C]"
```

```
  @4,5 say "Case Category :" get mcase_cat
  @4,40 say "Client _ID   :" get mclient_id
  @6,5 say "Client Name   :" get mclt_name
  @6,40 say "Organisation :" get morgani
  @8,5 say "Address       :" get maddress
  @8,40 say "Telephone    :" get mtelephone
  @10,5 say "Reg_date     :" get mreg_date
  @10,40 say "Consult Fee :" get mcons_fee
  @12,5 say "Comments     :" get mrem_1
  @13,20 get mrem_2
  @14,20 get mrem_3
  @15,20 get mrem_4
  @17,5 say "Counsel      :" get mcounsel
  @17,40 say "Amt Charge  :" get mamt_charge
  read
  use client
  append blank
  repl case_cat with mcase_cat
  repl client_id with mclient_id
  repl clt_name with mclt_name
  repl organi with morgani
  repl address with maddress
  repl telephone with mtelephone
  repl reg_date with mreg_date
  repl cons_fee with mcons_fee
  repl rem_1 with mrem_1
  repl rem_2 with mrem_2
  repl rem_3 with mrem_3
  repl rem_4 with mrem_4
  repl counsel with mcounsel
  repl amt_charge with mamt_charge
  @19,20 say "More Record(s) [Y/N] ?" get mrep pict "!" valid mrep $ "YN"
  read
Enddo
```

```
*******************************************
*This Section modifies the client database *
* Edit_clt.prg                            *
*******************************************
set talk off
set status off
set score off
set date brit
store "Y" to mrep
Do while uppe(mrep) ="Y"
 clear
 store space(5) to mclient
 @10,20 say "Enter Client_ID to modify : "get mclient
 read
 locat for client_id =mclient
 if found()
  store case_cat to mcase_cat
  store client_id to mclient_id
  store clt_name to mclt_name
  store organi to morgani
  store address to maddress
  store telephone to mtelephone
  store reg_date to mreg_date
  store cons_fee to mcons_fee
  store rem_1 to mrem_1
  store rem_2 to mrem_2
  store rem_3 to mrem_3
  store rem_4 to mrem_4
  store counsel to mcounsel
  store amt_charge to mamt_charge
  @3,4 to 18,74 double
  @4,5 say "Case Category :" get mcase_cat
  @4,40 say "Client _ID   :" get mclient_id
  @6,5 say "Client Name   :" get mclt_name
  @6,40 say "Organisation :" get morgani
  @8,5 say "Address       :" get maddress
  @8,40 say "Telephone    :" get mtelephone
  @10,5 say "Reg_date     :" get mreg_date
  @10,40 say "Consult Fee :" get mcons_fee
  @12,5 say "Comments     :" get mrem_1
  @13,20 get mrem_2
  @14,20 get mrem_3
  @15,20 get mrem_4
  @17,5 say "Counsel      :" get mcounsel
  @17,40 say "Amt Charge  :" get mamt_charge
  read
```

```
 repl case_cat with mcase_cat
 repl client_id with client_id
 repl clt_name with mclt_name
 repl organi with morgani
 repl address with maddress
 repl telephone with mtelephone
 repl reg_date with mreg_date
 repl cons_fee with mcons_fee
 repl rem_1 with mrem_1
 repl rem_2 with mrem_2
 repl rem_3 with mrem_3
 repl rem_4 with mrem_4
 repl counsel with mcounsel
 repl amt_charge with mamt_charge
else
@14,20 say "Client ID does not exist..."
Endif
@19,20 say "More Record(s) [Y/N] ?" get mrep pict "!" valid mrep $ "YN"
read
nddo

************************************************
This Section Deletes client record from database *
Edit_clt.prg                                     *
************************************************
et talk off
et status off
et score off
et date brit
tore "Y" to mrep
o while uppe(mrep) ="Y"
clear
store space(5) to mclient
@10,20 say "Enter Client_ID to Delete : "get mclient
read
clear
locat for client_id =mclient
f found()
 store case_cat to mcase_cat
 store client_id to mclient_id
 store clt_name to mclt_name
 store organi to morgani
 store address to maddress
 store telephone to mtelephone
 store reg_date to mreg_date
 store cons_fee to mcons_fee
```

```
 store rem_1 to mrem_1
 store rem_2 to mrem_2
 store rem_3 to mrem_3
 store rem_4 to mrem_4
 store counsel to mcounsel
 store amt_charge to mamt_charge
 @3,4 to 18,74 double
 @4,5 say "Case Category :"+ mcase_cat
 @4,40 say "Client _ID  :"+ mclient_id
 @6,5 say "Client Name  :"+ mclt_name
 @6,40 say "Organisation :"+ morgani
 @8,5 say "Address      :"+ maddress
 @8,40 say "Telephone   :"+ mtelephone
 @10,5 say "Reg_date    :"+ dtoc(mreg_date)
 @10,40 say "Consult Fee :"+ str(mcons_fee,8,2)
 @12,5 say "Comments    :"+ mrem_1
 @13,20 say mrem_2
 @14,20 say mrem_3
 @15,20 say mrem_4
 @17,5 say "Counsel     :"+ mcounsel
 @17,40 say "Amt Charge  :" +str(mamt_charge,8,2)
 store "N" to ans
 @19,20 say "Client record will be deleted [Y/N] "get ans pict "!" valid ans $ "YN"
 read
 @19,10 clear to 19,70
 if ans='Y'
   dele
   pack
 Endif
 else
 @14,20 say "Client ID does not exist..."
Endif
@19,20 say "More Record(s) [Y/N] ?" get mrep pict "!" valid mrep $ "YN"
read
Enddo
```

```
************************************************
* This section modifies the case record file    *
* add_case.prg                                  *
************************************************
set talk off
set status off
set safety off
store "Y" to ans
Do while uppe(ans)="Y"
 clear
 store space(5) to mcase_id
 store space(5) to mclient_id
 store space(25) to mclt_name
 store space(3) to mcasetype
 store space(25) to madvsary
 store space(2) to mcurtcode
 store space(25) to mjudge
 store ctod("  /  /  ") to mdate_opend
 store ctod("  /  /  ") to mcurt_date
 @4,5 to 14,70  double
 @5,6 say "Case ID      :" get mcase_id
 @5,48 say "Client ID   :" get mclient_id
 @7,6 say "Client Name  :" get mclt_name
 @7,48 say "Case Type   :" get mcasetype
 @9,6 say "Adversary    :" get madvsary
 @9,48 say "Court Code  :" get mcurtcode
 @11,6 say "Judge       :" get mjudge
 @11,48 say "Date Opened:" get mdate_opend
 @13,6 say "Court date   :" get mcurt_date
 read
 use case
 append blank
 repl case_id with mcase_id
 repl client_id with mclient_id
 repl clt_name with mclt_name
 repl case_type with mcasetype
 repl adversary with madvsary
 repl court_code with mcurtcode
 repl judge with mjudge
 repl date_opend with mdate_opend
 repl court_date with mcurt_date
 @15,20 say "More record(s) [Y/N] ? " get ans pict "!" valid ans $ "YN"
 read
Enddo
```

```
************************************************
* This section deletes the case record file     *
* del_case.prg                                  *
************************************************
set talk off
set status off
set safety off
store "Y" to ans
store space(5) to mcase
clear
use case
Do while uppe(ans)="Y"
 @10,20 say "Enter Case ID to delete :" get mcase
 read
 locate for case_id=mcase
 if found()
  clear
  store case_id to mcase_id
  store client_id to mclient_id
  store clt_name to mclt_name
  store case_type to mcasetype
  store adversary to madvsary
  store court_code to mcurtcode
  store judge to mjudge
  store date_opend to mdate_opend
  store court_date to mcurt_date
  @4,5 to 14,70  double
  @5,6 say "Case ID      :" + mcase_id
  @5,48 say "Client ID   :" + mclient_id
  @7,6 say "Client Name  :" + mclt_name
  @7,48 say "Case Type   :" + mcasetype
  @9,6 say "Adversary    :" + madvsary
  @9,48 say "Court Code  :" + mcurtcode
  @11,6 say "Judge       :"+ mjudge
  @11,48 say "Date Opened:" + dtoc(mdate_opend)
  @13,6 say "Court date   :"+ dtoc(mcurt_date)
  store space(1) to rep
  @15,20 say "Record will be deleted [Y/N] ?" get rep pict "!" valid rep $ "YN"
  read
  if rep ="Y"
   delete
   pack
  endif
  else
  clear
  @10,20 say "Case Id does not exist..."
```

```
 Endif
 clear
 @15,20 say "More record(s) [Y/N] ? " get ans pict "!" valid ans $ "YN"
 read
 clear
Enddo

************************************************
* This section modifies the case record file    *
* editcase.prg                                  *
************************************************
set talk off
set status off
set safety off
store "Y" to ans
store space(5) to mcase
clear
use case
Do while uppe(ans)="Y"
 @10,20 say "Enter Case ID to modify :" get mcase
 read
 locate for case_id=mcase
 if found()
  clear
  store case_id to mcase_id
  store client_id to mclient_id
  store clt_name to mclt_name
  store case_type to mcasetype
  store adversary to madvsary
  store court_code to mcurtcode
  store judge to mjudge
  store date_opend to mdate_opend
  store court_date to mcurt_date
  @4,5 to 14,70  double
  @5,6 say "Case ID     :" get mcase_id
  @5,48 say "Client ID   :" get mclient_id
  @7,6 say "Client Name  :" get mclt_name
  @7,48 say "Case Type   :" get mcasetype
  @9,6 say "Adversary    :" get madvsary
  @9,48 say "Court Code  :" get mcurtcode
  @11,6 say "Judge       :" get mjudge
  @11,48 say "Date Opened:" get mdate_opend
  @13,6 say "Court date   :" get mcurt_date
  read
  use case
  repl case_id with mcase_id
```

```
 repl client_id with mclient_id
 repl clt_name with mclt_name
 repl case_type with mcasetype
 repl adversary with madvsary
 repl court_code with mcurtcode
 repl judge with mjudge
 repl date_opend with mdate_opend
 repl court_date with mcurt_date
 else
 clear
 @10,20 say "Case Id does not exist..."
Endif
@15,20 say "More record(s) [Y/N] ? " get ans pict "!" valid ans $ "YN"
read
clear
Enddo

*****************************************************
* This section produces client information report **
** cltrept.prg                                     *
*****************************************************
set talk off
set score off
set stat off
set safety off
set device to screen
clear
store space(5) to mclient
@10,20 say "Enter client ID " get mclient
read
n=6
m=8
i=1
use client
set device to file 'clt.txt'
@2,20 say "C O S M I C  C H A M B E R  M I N N A"
@3,20 say "     CLIENT REISTRATION LIST"
@4,20 say "======================================="
@n,2 say "S/No"
@n,10 say "Case Cat."
@n,20 say "Client ID"
@n,35 say "Reg_date"
@n,45 say "Client Name"
@n,60 say "Organisation"
@n,80 say "Address "
@n,100 say "Consult. Fee"
```

```
@n,115 say "Counsel"
@N+1,2 SAY REPLICATE("-",125)
Do while .not. eof()
 if client_id =mclient
  @m,2 say i pict "999"
  @m,10 say Case_Cat
  @m,20 say Client_ID
  @m,35 say Reg_date
  @m,45 say SUBSTR(Clt_Name,1,15)
  @m,60 say SUBSTR(Organi,1,15)
  @m,80 say SUBSTR(Address,1,17)
  @m,100 say Cons_Fee
  @m,115 say Counsel
  m=m+1
  i=i+1
 Endif
 skip
nddo
et device to screen

************************************************
 This section produces case information report **
* caserept.prg                                  *
************************************************
et talk off
et score off
et stat off
et safety off
et device to screen
lear
tore space(5) to mcase
@10,20 say "Enter Case ID " get mcase
ead
=6
ı=8
:1
se CASE
et device to file 'case.txt'
2,20 say "C O S M I C  C H A M B E R  M I N N A"
 3,20 say "        CASE FILE LIST"
 4,20 say "======================================="
 n,2 say "S/No"
 ı,10 say "Case ID."
 ı,20 say "Client ID"
 ı,30 say "Client Name"
 ı,48 say "Case Type"
```

```
@n,60 say "Adversary"
@n,76 say "Court Code"
@n,88 say "Judge"
@n,105 say "Court Date"
@N+1,2 SAY REPLICATE("-",110)
Do while .not. eof()
 if case_id =mcase
  @m,2 say i pict "999"
  @m,10 say Case_id
  @m,20 say Client_ID
  @m,30 say substr(clt_name,1,15)
  @m,48 say case_type
  @m,60 say substr(adversary,1,15)
  @m,78 say court_code
  @m,88 say substr(judge,1,15)
  @m,105 say Court_date
  m=m+1
  i=i+1
 Endif
 skip
enddo
set device to screen
```

4.3 PROGRAM FLOWCHART