

Dragutin Popovic

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Date: 3 August 2017

Dear Mr Popovic,

Freedom of Information Act (FOIA) Request – 113462

Thank you for your request dated 1 August 2017 for an Internal Review of FOI 112888 in which you asked for the following information from the Ministry of Justice (MoJ):

- 1 - Please provide all the recorded information and the list of every court and every court's division which utilise the caseman system to record all the data held in electronic form (records) of each civil proceeding**
- 2 - Please provide all the recorded information concerning what system is used to record all the data held in electronic form (records) of each civil proceeding being issued or dealt with at the Chancery Division**
- 3 - Regardless of the system used by the Chancery Division to record all the data held in electronic form (records) of each civil proceeding please clarify if the Chancery Division's does record every interaction and related information with the parties into the proceedings with the court and its admin department.**
- 4 - Please explain and clarify which member of the court's administration (not the name but role) is authorised to use a Chancery Chambers seal of official court's documents**
- 5- The Ministry of Justice (MoJ) requires all staff to act honestly and with integrity at all times and to safeguard the public resources for which they are responsible. If the court administration at the Chancery Division is informed that a possible or proved fraud has occurred regarding a misuse of the Chancery Chambers seal is the Chancery Division personnel obliged to reports it immediately in line with instructions set in the I Ministry of Justice (MoJ) internal Audit and Assurance Anti-Fraud and Corruption Policy?**

Your request is being handled under the FOIA.

A review is currently being conducted and a response will be issued to you in due course.

The MoJ is required to provide you with a response within 20 working days. Where requests are more complex this may be extended to 40 working days.

If you have any queries regarding this Internal Review please do not hesitate to contact the above address quoting the reference number 113462 in all correspondence.

Yours sincerely

KILO & Business Support
HMCTS, SW Regional Support Unit