



National Judicial Institute

# An Overview of the Nigeria Legal Email System

Prepared for National Workshop for Legal and Research Assistants

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# Microsoft Office 365?



“**Office 365** is the brand name [Microsoft](#) uses for a group of [subscriptions](#) that provide [productivity software](#) and related services over the internet (Cloud Services)”

Wikipedia

# Microsoft Productivity Software?

❖ Outlook

❖ Word

❖ Excel

❖ Power Point

❖ OneNote

❖ Access

❖ Exchange

❖ OneDrive

❖ SharePoint

❖ Skype for Business

❖ Microsoft Teams

❖ Yammer

❖ Flow

❖ Dynamics 365

❖ etc



# Legal Mail System



Why are we talking about Microsoft Office 365?



Legal Mail!!!

# Legal Mail System



## **AIM OF LEGAL MAIL PROJECT**

Legal Email Project is aimed at providing Official E-mail addresses for all Judicial Officers, Court Staff, and all Legal Practitioners

# Legal Mail System



## PURPOSE OF LEGAL MAIL PROJECT

The main purpose is to facilitate service of court processes and ultimately e-filing



# Legal Mail System



## **PROBLEMS LEGAL MAIL IS EXPECTED TO SOLVE**

The E-mail solution was conceived to address the perennial problem of delayed, failure and even abuse of the service of Court processes and notices



# Legal Mail System



**WHY THE LEGAL MAIL SYSTEM?**

**Proof of Service!!!**





# Proof of Service

## *Automatic generation of Certificate of Service*

Enables the system to serve processes and obtain Certificate of Service.

Provides SMS notification to further ensure the person will give attention to the communication received.

Archives copies of the notices served for any disputes.

## **PROOF OF SERVICE GENERATED**

Sender receives Certificate of Service that the message was delivered on the date and time.

Copies of the original message and of the Proof of Service are archived into the system.

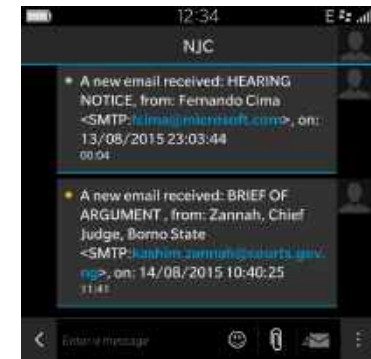
**From:** Certificate of Service <[noreply@courts.gov.ng](mailto:noreply@courts.gov.ng)>  
**Subject:** BRIEF OF ARGUMENT  
**Date:** August 14, 2015 at 11:41:17 AM GMT+1  
**To:** "Zannah, Chief Judge, Borno State" <[kashim.zannah@courts.gov.ng](mailto:kashim.zannah@courts.gov.ng)>

This is to certify that the mail has been delivered.

**To:** Microsoft Consultant [mscons@courts.gov.ng](mailto:mscons@courts.gov.ng)  
**Subject:** BRIEF OF ARGUMENT  
**Date Received:** 14/08/2015 10:40:25  
**SMS Sent:** Yes

## **SMS NOTIFICATION**

Lawyer receives SMS notification that legal message has arrived, with sender and subject information.



# Legal Mail System



Registrar



1. A Court Hearing Notice is prepared by the Registrar for transmission to all Lawyers involved in the case

2. The Registrar sends the Hearing Notice to each Lawyer using the registered email address of each Lawyer in the Judicial email system

4. Mail delivery notification is sent back to Registrar on successful delivery of the email (Automated)

Lawyer



3. A SMS message is also sent to the Lawyer informing him/her that the email has been sent and the Notice served

# Legal Mail System

*Enabling trusted, fast, efficient communications between Courts and Lawyers*

The Legal Mail system is a trusted mail service provided by the Supreme Court and the Nigerian Bar Association for all the Courts and the registered Lawyers and Law Chambers in Nigeria.

## **DIGITAL COMMUNICATIONS BETWEEN COURTS AND LAWYERS**

Lawyers and Law Chambers can receive notices, case updates, adjournments and other Court communications instantly on their PCs or phones.

## **ENABLING DIGITAL BUSINESS FOR LAWYERS**

Lawyers can use the service to conduct business, find and communicate with other Lawyers, and interact with the NBA. Law Chambers also have their own Legal Mail address shared with members.

## **DIGITAL COMMUNICATIONS BETWEEN COURTS, NJC, FJSC & NJI**

In the nearest future most communications between the Supreme Court, other Courts, the National Judicial Council, Federal Judicial Service Commission and the National Judicial Institute will be through the use of the courts.gov.ng email.

## **BUILDS TRUSTED ONLINE IDENTITIES**

The service establishes unique online identities for Lawyers, which will be used for other purposes in the future.

# Solution Overview

*Based on the Microsoft Office 365 Service*

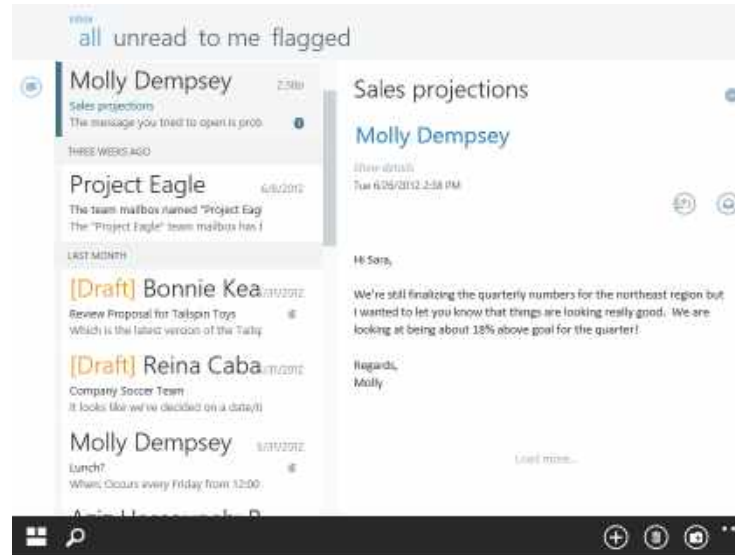
State of the art email system with 50 GB of space for each user, supporting emails of up to 150 MB size, with service availability contractually at minimum 99.95%.

Data securely stored with multiple copies in different datacenters.

Secure registration and password reset process with two-factor authentication.

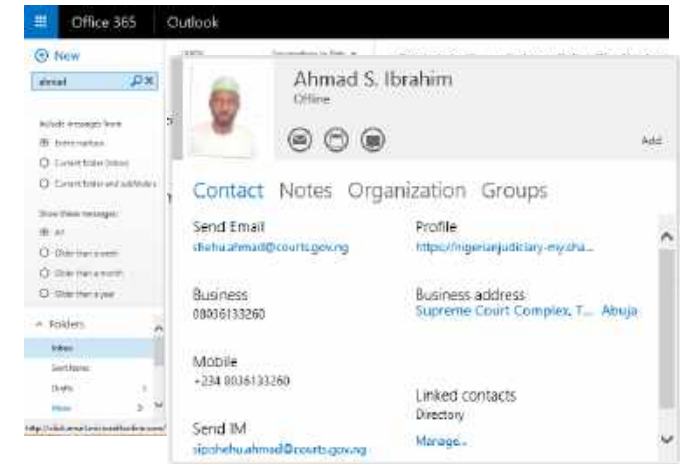
## EASY TO USE WEB INTERFACE

Web interface accessible from any device (PC, tablet, phone).



## FIND PEOPLE EASILY

Lawyers can find Registrars, Law Chambers and other Lawyers, exchange emails and schedule meetings



## MOBILE EXPERIENCE

E-mail access in smart phones and feature phones, easy configuration process compatible with main platforms in the market.



# NIGERIAN LEGAL EMAIL SYSTEM

@courts.gov.ng

@nigerianbar.ng

Mail URL for courts.gov.ng

mail.courts.gov.ng

# Landing Page for mail.courts.gov.ng



**Sign in**

to continue to Outlook

someone@courts.gov.ng

[Can't access your account?](#)

Back

Next



Enter Username

## Sign in

to continue to Outlook

demo3@courts.gov.ng.

[Can't access your account?](#)

Click Next

Back

Next





Nigeria Courts Mail System

← demo3@courts.gov.ng

Enter password

.....



[Forgotten my password](#)


Click Sign in

Sign in

Enter  
Password

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Enter Previous Password  
Enter New Password  
Confirm New Password

Click Sign in



Nigeria Courts Mail System

demo3@courts.gov.ng

## More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Click Next

Next



# don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

Set up authentication for  
Phone or Email or both

finish

cancel



# don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Nigeria (+234)  
8099991212

text me

call me

back

Choose Country  
Enter Phone Number  
Choose "text me" or "call me"  
for OTP



# don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Nigeria (+234)

Country or region

text me call me

We've sent a text message containing a verification code to your phone.

verify try again

back





# don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +234 8099991212. [Change](#)

! Authentication Email is not configured. [Set it up now](#)

**finish** cancel

Set up Email or  
Click Finish



Choose Language  
And Time Zone



Choose your preferred display language and home time zone below.

Language:

English (United States)

Time zone:

(UTC+01:00) West Central Africa

Save

Click Save





Search Mail and People

New | Mark all as read

Undo

- ^ Folders
  - Inbox
  - Sent Items
  - Drafts
  - More
- ^ Groups \* New
  - Groups give teams a shared space for email, documents, and scheduling events.
  - Discover
  - + Create

Focused Other Filter v

**Meet Focused Inbox** x

Find email you're likely to read under Focused, and the rest under Other.

[Got it](#) [Learn more](#)

Next: No events for the next two days. Agenda



Your Focused inbox is cleared

Thank you