

OTHER FEATURES

Broadcasted Cases “Up for Grabs”

via *Access Broadcasted Cases*

S/N	Action	Subject Matter	Case Ref No	Case
1	Accept Case Assignment	ENFORCEMENT/VARI...	00042-2016	
2	Accept Case Assignment	DIVORCE	02168-2015	
3	Accept Case Assignment	MONETARY CLAIM	05568-2016	

Step 1: Download *Case Summary* for an overview of the case

Step 2: Click *Accept Case Assignment*

Submit Queries to LAB

via *Submit Enquiry and Feedback*

Submit Enquiry and Feedback Form	
Enquiry & Feedback Details	
Enquiry / Feedback Type *:	<input checked="" type="radio"/> Case Related <input type="radio"/> Non-case Related
Case *:	
Subject *:	
Comments *:	

Update Your Particulars

via *Update Particulars*

NRIC *:	SINGAPORE CIT	S7654321B
Solicitor Name *:	MR	ABDULLAH BIN AHMAD
Email Address *:		
Gender *:	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Date of Birth:		
Date Admitted to LAB:	13/07/2001	
Admission No *:	124/1990	
Tel No *:	12345678	

Frequently Asked Questions

Q: Am I allowed to choose which cases I want to take on?

A: Cases are assigned based on a variety of factors, such as your areas of expertise. You can choose to accept or reject the assignment via the Portal. You are also free to select the cases listed on the Broadcasted Cases page.

Q: How will I receive the assignment package for a case?

A: Assignment packages will be sent electronically, and will appear in your inbox. You may request a hardcopy package, if preferred.

Q: Will my staff be able to access the AS Portal?

A: When the Portal is launched in January 2017, your staff can only access your cases if they log in using your SingPass details. However, we are enhancing the Portal during the course of 2017 to allow your staff to access the Portal using their SingPass details.

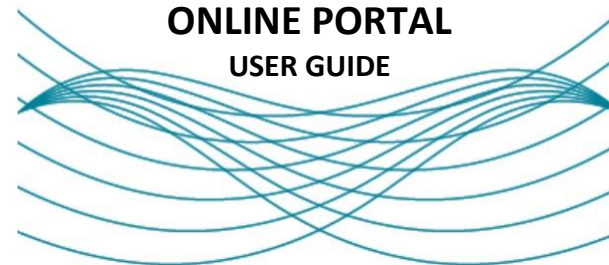
Q: Can I submit my invoice via the AS Portal?

A: No, you should continue to submit your invoices through the vendors@gov.sg portal. You should, however, indicate on the AS Portal whether your invoice has been submitted.

If you have any other questions, please contact EAU@lab.gov.sg



ASSIGNED SOLICITOR'S ONLINE PORTAL USER GUIDE



To log into your account, key in your *SINGPASS* username & password

How will the AS portal make my life easier?

LAB Assigned Solicitor

Be notified of new LAB case

**You may choose to be notified either by *email* or *text message*.

To Respond to the Assignment

Menu

- Welcome, JANE LEE
- Logout
- Access My Inbox**
- Access My Cases
- Access Broadcasted Cases
- Submit Enquiry and Feedback
- Search Enquiry and Feedback
- Update Particulars

Step 1: Click **Access My Inbox**

AS Case Acceptance

Accept Case Reject Case

Case Reference No: 05771-2016

Subject Matter: DIVORCE

Applicant Name: HARI KUMAR

View Case Summary: [Link](#)

Step 2: Click **AS Case Acceptance** Task

Step 3: Click **Accept** or **Reject**

Access my LAB cases

- Access My Inbox
- Access My Cases**
- Access Broadcasted Cases

View Case Details

View/Update Case Details

Summary Info

Case Ref. No.:	01234-2016	Sub Cate
Applicant's Name:	JOHN TAN	Locus St
Applicant's ID:	S1234567A	Type of C

View & Upload Case Documents

Case Details Documents Upload Documents

Search Case Documents

Search Search & Hide Reset

Name:

Attached By:

Case Documents

S	A..	Name
1		CASE OTHERS...

Track Board Meeting Dates & Outcomes

Tracking of Board Meeting Submission

	Board Meeting D...	Decision Date	Decision
1	31/03/2016	31/03/2016	ACCEPTED

Provide Status Updates to LAB

Provide Updates to LAB

via *Access My Cases*

Tracking of Status Updates

Next Court Hearing Type (Category) * :

Next Court Hearing Type (Details) * :

Next Court Hearing Date * :

Next Court Hearing Time (Hour) * :

Minutes * :

AM/PM * :

If LAB requires updates from you, you will receive a Task in your Inbox.