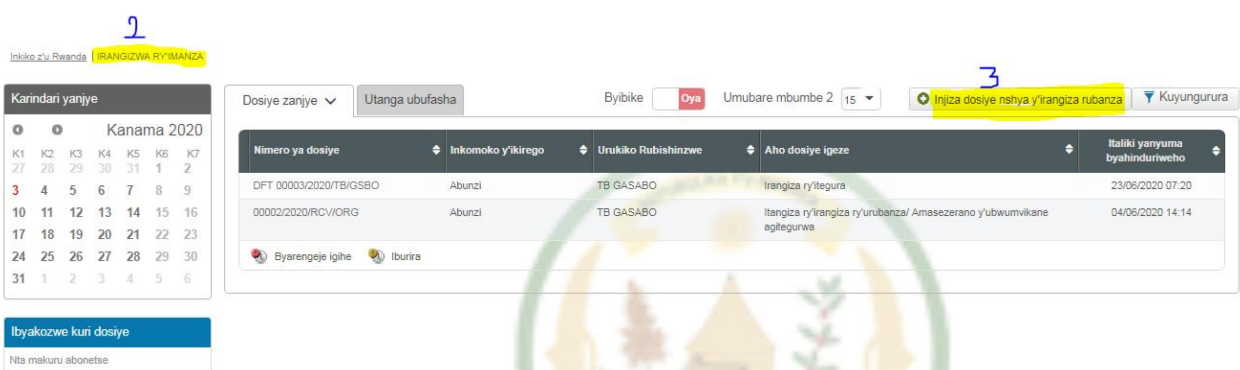
INYANDIKO ISOBANURA UKO BASABA GUTEZA KASHE MPURUZA KU NYANDIKOMPESHA MURI SISITEME HAMWE N'UKO BAKORESHA CYAMUNARA MURI SISITEME

Urubuga rusabirwaho kashe mpuruza ni: **iecms.gov.rw**

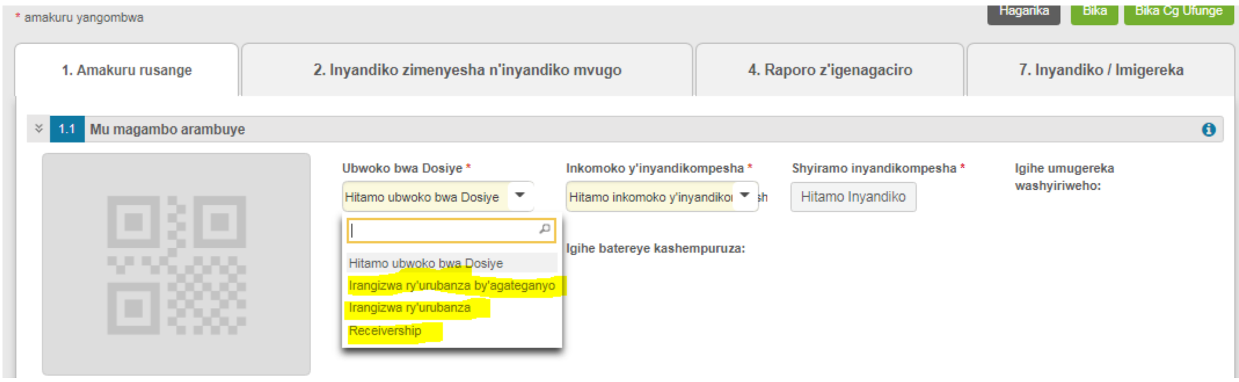
Urubuga rwa cyamunara ni : **cyamunara.gov.rw**

I. INTAMBWE ZIKURIKIZWA MU GUTEZA KASHE MPURUZA KU NYANDIKOMPESHA

1. **Gufungura konti muri iecms (kumuntu udasanzwe ayifite, uyisanganywe yinjira nkuko asanzwe yinjira areba ibirebana n'ibirego bye)**
2. **Gukanda ahanditse irangizwa ry'imanza (Judgement Execution)**
3. **Ugakanda ahanditse; Injiza dosiye nshya y'irangiza rubanza (File New Execution Case)**

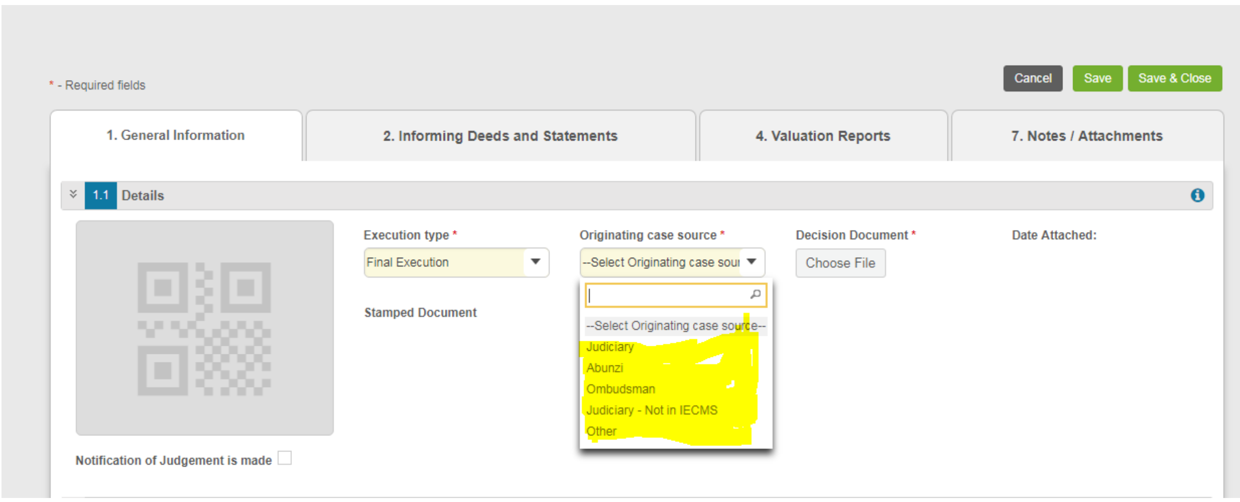


4. Uzuza amakuru rusange (General information)
   a. **Guhitamo ubwoko bw'irangizwa ushaka gusaba:**
   - Irangizwa ry'urubanza by'agateganyo (Provisional execution): igihe urubanza rurangizwa igice kimwe rugikomeje mw'iburanisha
   - Irangizwa ry'urubanza (Final execution): igihe urubanza/inyandikompesha irangizwa yose ntakindi gice gisigaye mw'iburanisha.



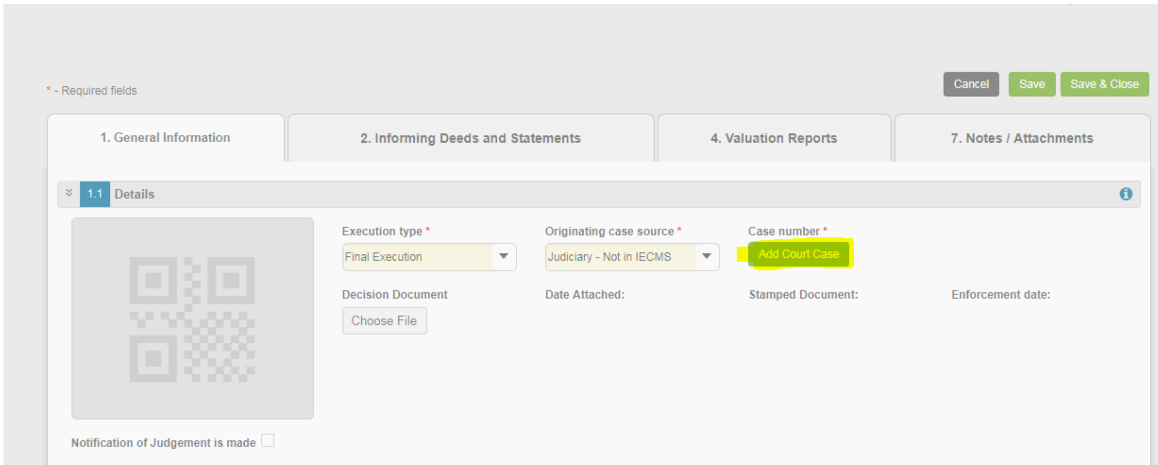
b. **Hitamo inkomoko y'inyandikompesha (Originating case source): Ubwoko** bw'inyandikompesha usabira cashe mpuruza.

- Judiciary: urubanza rwaciriwe muri IECMS
- Abunzi: gusabira kashe mpuruza umwanzuro w'abunzi
- Ombdusman: gusabira kashe mpuruza inyandiko ivuye ku muvunyi
- Judiciary-not in IECMS: gusaba kashe mpuruza urubanza rutaciriwe muri IECMS
- Other: iyindi nyandiko mpesha

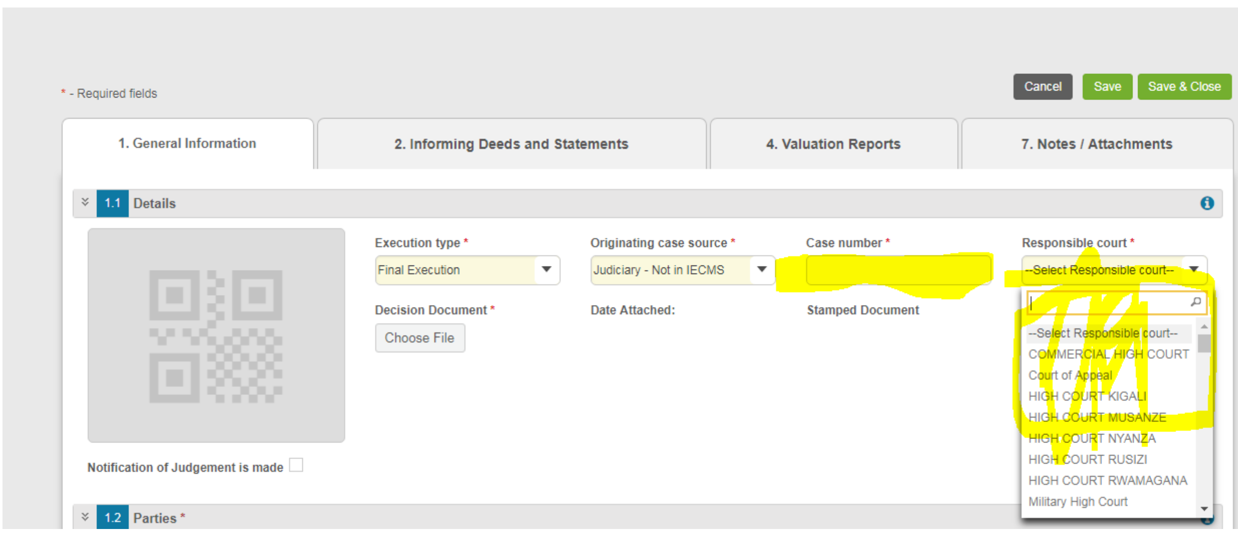


c. **Decision Document: gushyiraho inyandiko usabira guteza kashe mpuruza**

- Iyo ari urubanza ruri muri IECMS uhita uruhamagara muri sisitemu rukajyaho ukanze kuri Add Court Case



- iyo ari urubanza rwaciwe mbere y'uko IECMS itangira gukoreshwa: wandika numero y'urubanza ubundi ugahitamo urukiko usaba ko ruteraho kashe mpuruza. Ibi ni nako bigenda kuzindi nyandikompesha zisigaye zose

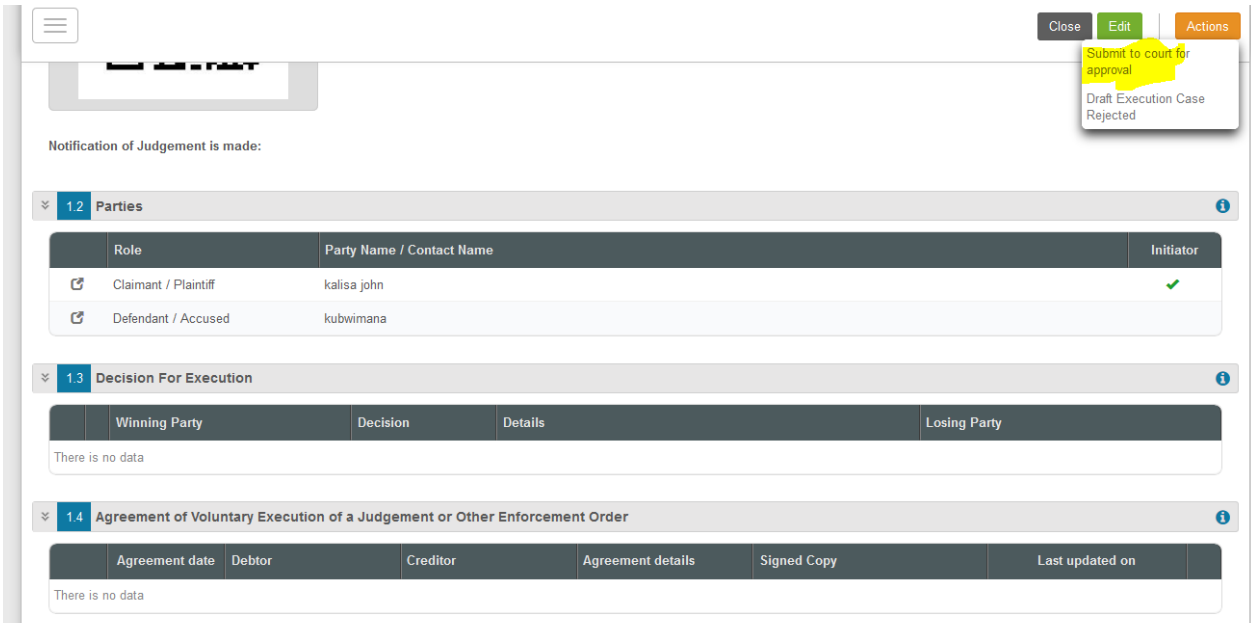


d. Kuzuzamo ababuranyi:

Iyo ari urubanza ruri muri IECMS, sisitemu ihita yuzuzamo amazina y'ababuranyi, wowe ugahitamo initiator.(usaba guteza kashe mpuruza)

- Iyo ari indi nyandikompesha cyangwa urubanza rutari muri IECMS wuzuza amazina y'ababuranyi ukagaragaza usaba guteza kasha mpuruza hamwe n'uwo baburana.

Iyo uruangije kuzuzamo ayo makuru yose avuzwe haruguru ukanda kuri save and close , warangiza ugakanda kuri action ahanditse Submit to court for approval



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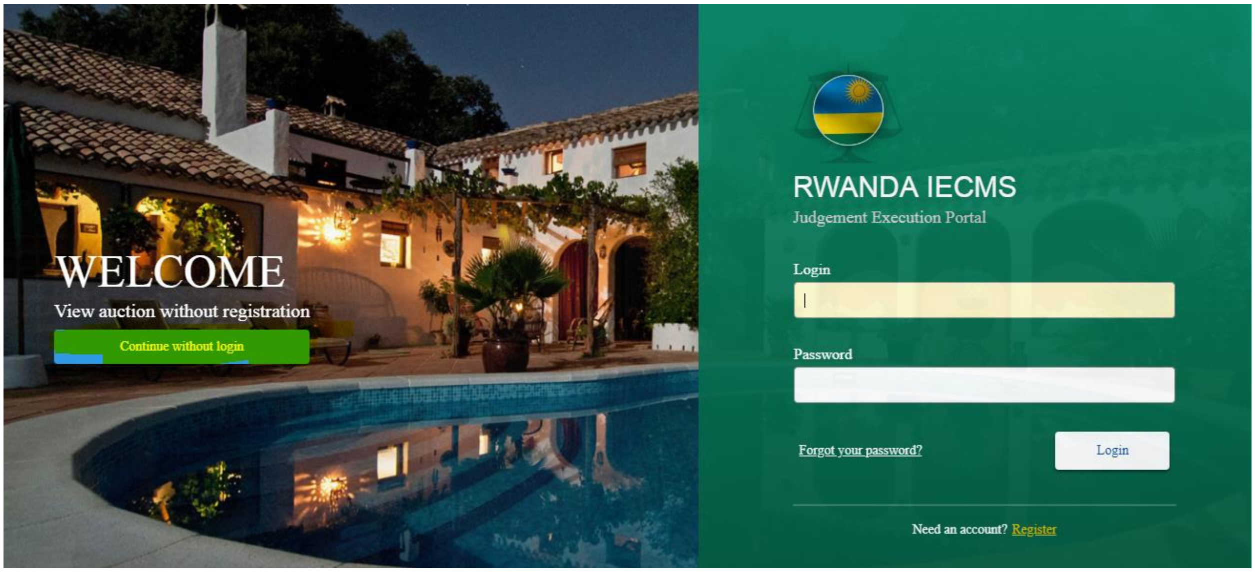
II. KUJYA KU RUBUGA RWA CYAMUNARA USHAKA KUREBA CYAMUNARA ZOSE ZIRI KU RUBUGA NO GUPIGANWA

- **GUSURA URUBUGA RWA CYAMUNARA WINJIRA AHA :** **cyamunara.gov.rw**

Iyo winjiye ubona utudirishya tubiri”

Kamwe kanditseho WELCOME munsi hari andi magamboa ahanditse, hano niho unyura kugirango urebe cyamunara zose zihari. Ukanda kuri continue without login



Ukinjira uhitamo ururimi ushaka gukoresha, sisiteme iri mu ndimi ebyiri I Kinyarwana n'icyongereza.

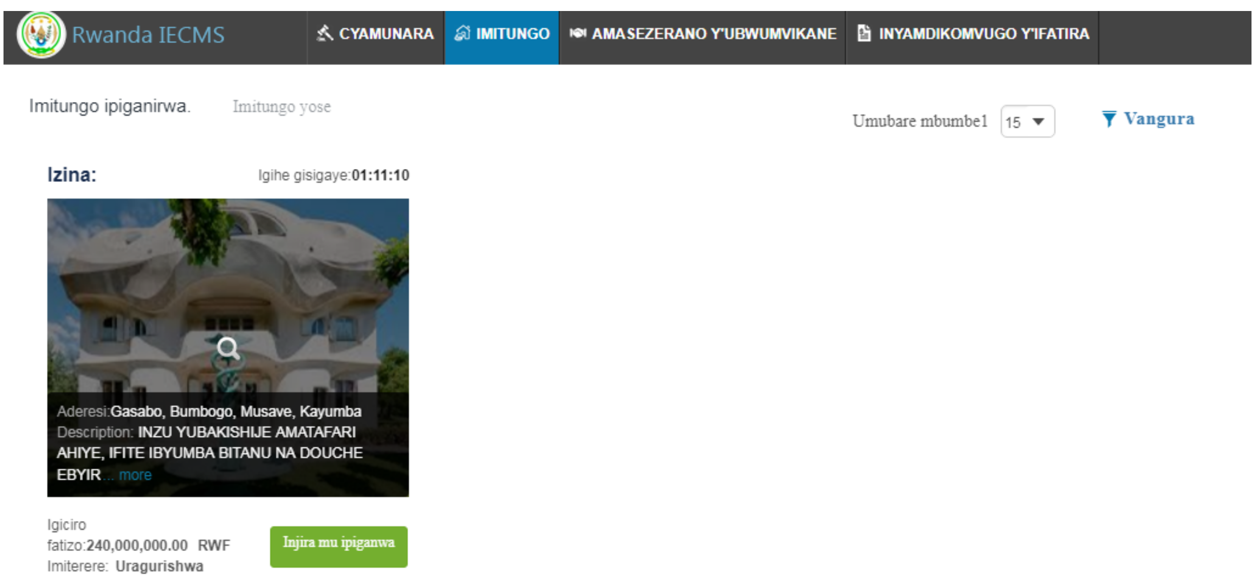
Iyo umaze kuhakanda hafungunga ibi bikurikira bikaza byanditse mu rurimi wahisemo gukoresha.

Ibisobanuro bikurikira birerekana ibiba kuri buri mubare:

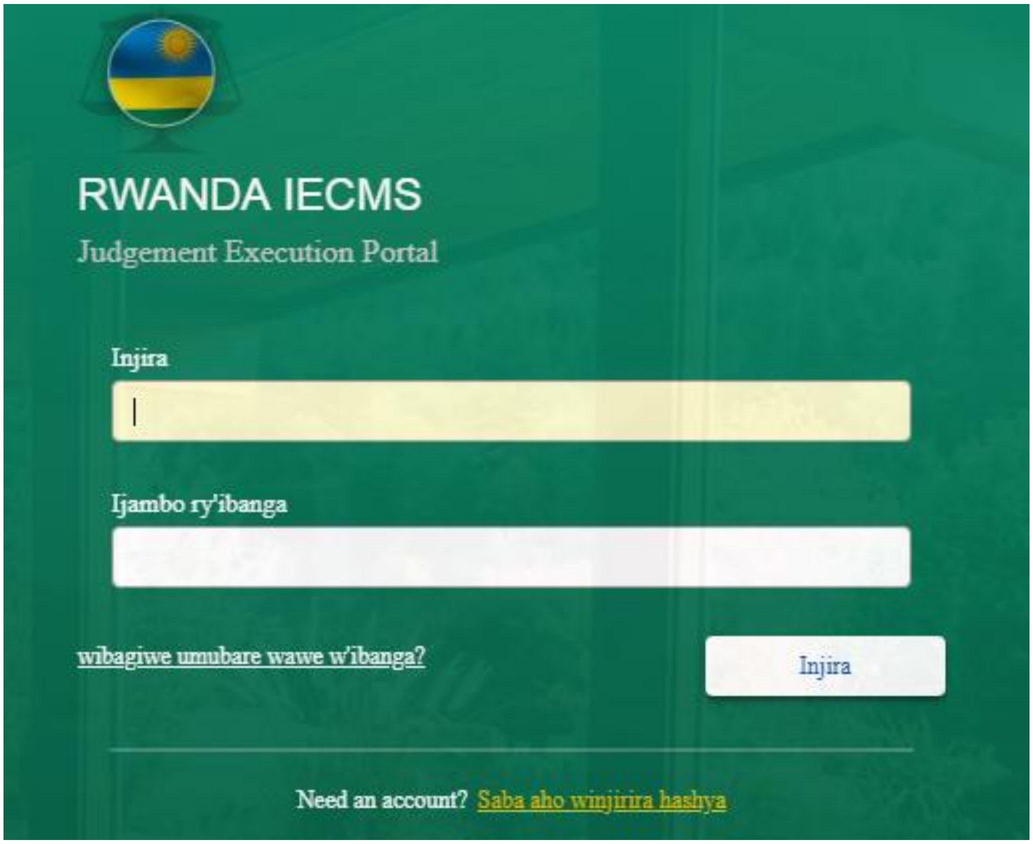
1. Aha uhasanga list ya cyamunara zose ziri ku rubuga
2. Aha uhasanga imitungo itezwa cyamunara
3. Aha uhasanga amasezerano y'ubwumvikane yabayeho
4. Aha uhasanga inyandiko y'ifatira rya burundu
5. Izi ni cyamunara ziteganyijwe
6. Izi ni cyamunara zimuwe
7. Izi ni cyamunara zarangiye
8. Aha haba hari itariki cyamunara yo kurubuga izatangirira
9. Aha haba hari itariki cyamunara yo kurubuga izarangirira
10. Aha sisitemu iba igaragaza igihe gisigaye kugirango gupiganira ku rubuga birangire
11. Iyi ni itariki ya cyamunara abantu bagiye aho ikigurishwa kiri ariyo ya nyuma (twibutse ko abapigannye kurubuga aribo bonyine bemererwa)
12. Aha hagaragaza aho umutungo uri
13. Aha herekana imiterere ya cyamunara niba yararangiye cyangwa igifunguye
14. Aha berekana ubwoko bw'ibizagurishwa
15. Aha haba hari numero y'inyandikompesha
16. Aha haba hari numero ya dosiye muri sisitemu
17. Aha haba hari itangazo rya cyamunara

Iyo umaze kureba gahunda za cyamunara zihari zose ujya ahanditse imitungo (Assets) iyo uhakanze sisiteme ikuzanira amafoto y'ibintu biri kuri gahunda ya cyamunara. Ayo mafoto aba agaragaza aho imitungo iherereye, imiterere yayo hamwe n'igiciro fatizo.

Iyo umaze kubona umutungo ukiyemeza gupigana, ukanda ahanditse Injira mu ipiganwa (Login to Bid).



Iyo ukanzeho sisiteme ihita iguha aho wuzuza ijambo winjiriraho (Login), hamwe n'ijambo ry'ibanga (Password)



- **KWIYANDIKISHA MURI SISITEME NO GUPIGANA MURI CYAMUNARA**

1. **Iyo umaze gusura urubuga ukabona hari cyamunara ushaka gupiganira urabanza ukiyandikisha iyo ari ubwa mbere,**
   - **Iyo wiyandikisha ukanda ahanditse Saba aho winjirira hashya warangiza ukuzuza amakuru akurikira muri sisitemu**

User Registration: Step 1 of 2

Uzuza ifishi ikurikira kugirango ufungure konti

Izina *

Izina

Irindi zina *

Irindi zina

izina rikoreshwa kwinjira muri sisiteme *

izina rikoreshwa kwinjira muri sisiteme

Ijambo ry'ibanga *

Ijambo ry

imeli *

imeli

aderesi y'aho abarizwa

aderesi y

shyiramo umubare w'ibanga *

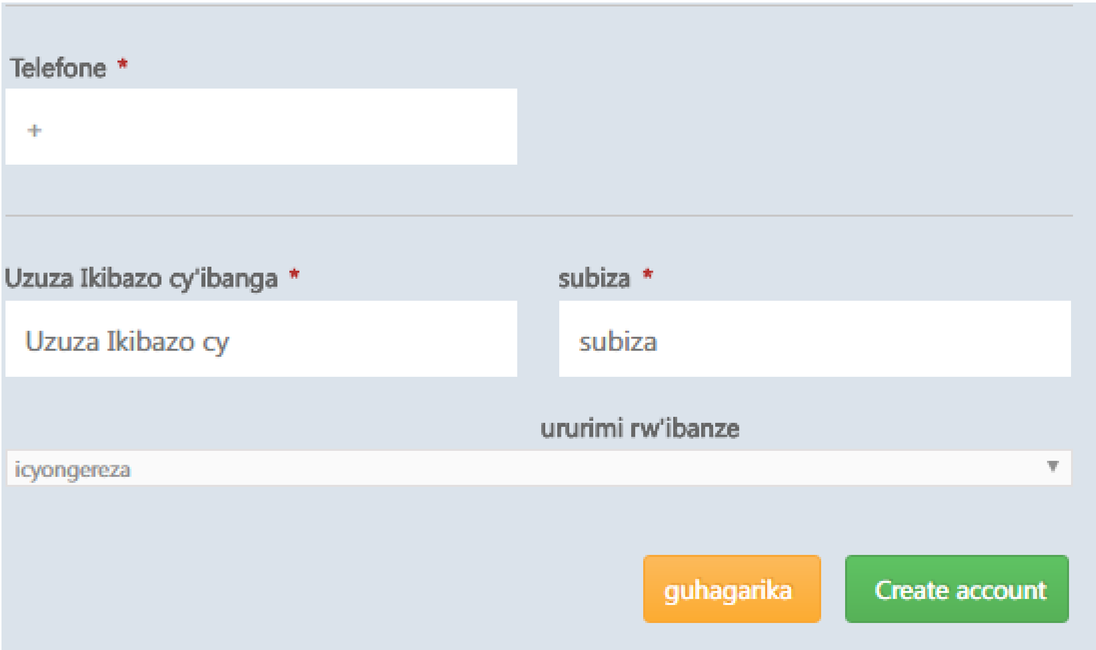
shyiramo umubare w'ibanga

Indangamuntu

Indangamuntu

Telefone *

+



- **Iyo umaze kuzuza aya makuru, sisiteme ikohererereza ubutumwa kuri telephone bukwereka imibare wuzuza muri sisiteme kugirango sisiteme imenye neza ko ari wowe ufunguye iyo konti, niyo mpamvu ugomba gushyiramo nimero ya telephone yawe na email yawe na numero y'irangamuntu by'ukuri kugirango sisiteme yemere gufungura konti yawe, uzajye ubasha no gukurikirana gahunda zose zibera muri sisiteme.**

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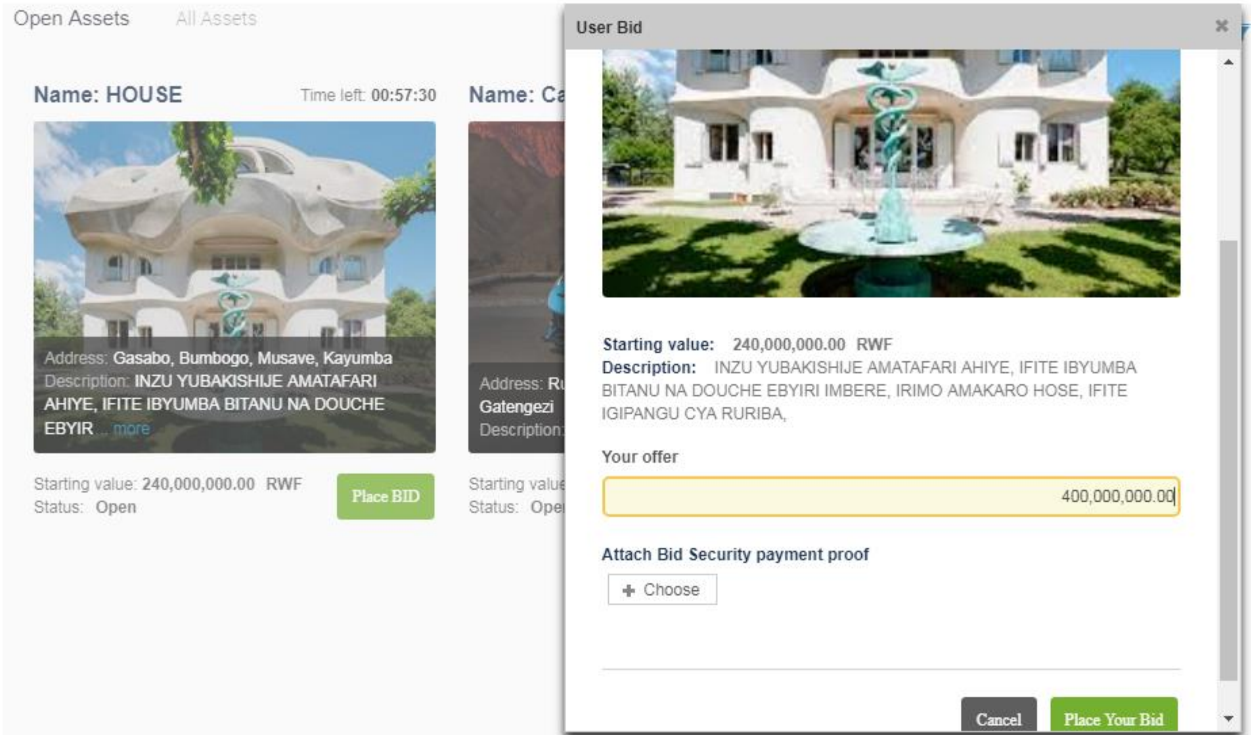
2. **Iyo umaze gufungura konti yawe winjira muri sisiteme, ikakwereka amakuru yose agendanye na cyamunara**
3. **Iyo umaze kwinjira usoma amakuru yose arebana n'icyo ushaka kugura muri cyamunara warangiza ukandika amafranga wumva wazakigura ukurikije agaciro fatizo kaba kanditseho**



4. **Iyo urangije urabibika (Place your Bid): twibukiranye ko gupiganwa muri sisiteme bikorerwa mugihe cyateganyijwe iyo kigeze, sisiteme ihita ifunga gupigana igakora urutonde rw'abapiganwe.**

   Iyo urangije ibi byose utegereza isaha ya cyamunara sisiteme nibwo ifungura urutonde rw'abapiganwe bakurikiranye hagendewe ku mafaranga batanze.
   Ibindi bigakurikirira aho ikigurishwa kiri abapiganwe iyo bamaze kumenya uko bapiganwe bahabwa amahirwe yo kongera ibiciro byabo kugeza igihe habonekeye uwanyuma muribo utanga menshi kubarenza.

   Note: uwagira ikibazo ashobora kwandikira ababishinzwe bakamufasha kuri iyi aderesi: [**iecms-support@minijust.gov.rw**](mailto:iecms-support@minijust.gov.rw)