

## **ABSTRACT**

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### **ANALISIS PROSES PENGELOLAAN DATA PERKARA BERBASIS SISTEM INFORMASI PENELUSURAN PERKARA (SIPP) PADA KEPANITERAAN PERDATA PENGADILAN NEGERI JAKARTA PUSAT**

*This report is about the Analysis of the Case Data Management Process Using the Case Tracking Information System (SIPP) at the Civil Registry of the Central Jakarta District Court. The intern performs administrative work such as inputting case data, verifying, updating registers, and archiving case documents. In this activity, the intern also analyzes the workflow of the administrative process to determine system efficiency and data accuracy levels. During the analysis, it was identified that using single documents even though SIPP has become the system used, a large number of services are still manual. Service efficiency and transparency are very important in this regard. Therefore, visualization of user and system mapping and business flow diagrams with the aim of identifying problems in this case in order to provide suggestions for improvement. Through this activity, the intern understands many things related to the implementation of information systems related to business processes and the integration of digital information systems in public service systems as an effort to improve public service accountability.*

**Keywords:** SIPP, case data, court, information system, civil administration