



e-EFTACourt Portal User Guide

2024

e-EFTACourt Portal User Guide

Table of Contents

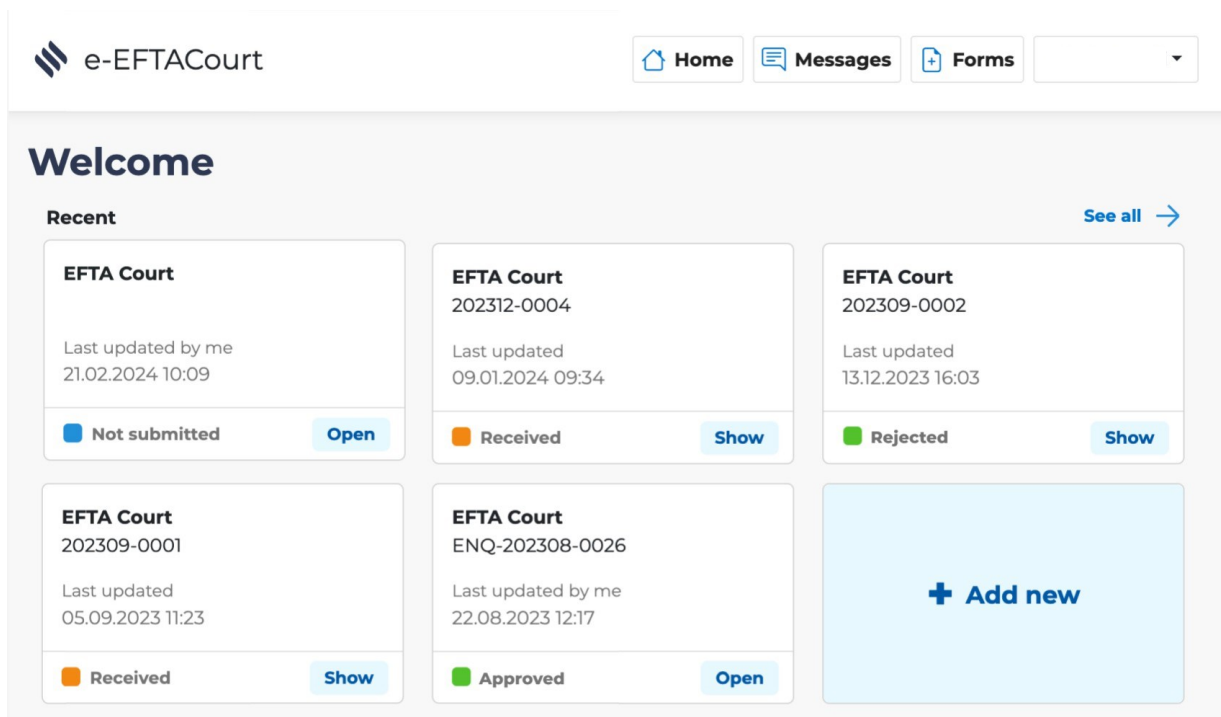
Overview	3
Creating a New User	4
How to Register a New User	4
Submit a Form to the EFTA Court	9
How to Submit a Document to the EFTA Court	9
How to Submit an Enquiry to the EFTA Court	15
How to Receive a Form from the EFTA Court	19
How to Download a Document Received from the EFTA Court	20
Managing your Forms	22
How to save a Form	22
How to Delete a Form	25
How to Access a Submitted Form	26

Overview

The e-EFTACourt Portal allows a quick, easy and secure two-way document exchange with the EFTA Court.

e-EFTACourt Portal Users can access their submissions and documents received from the EFTA Court by logging into the e-EFTACourt Portal. The screenshot below shows the e-EFTACourt Portal homepage, which contains the most recent forms. Each form represents a sent or received submission. Each form can be in one of the following statuses:

- **Not submitted**, which means that a Form has been saved by the User but not yet submitted to the EFTA Court;
- **Submitted**, which means that a Form has been sent to the EFTA Court and is pending the EFTA Court's review (only valid for Submitting a document type of form);
- **Approved**, which means that a Form has been sent, reviewed and approved by the EFTA Court;
- **Rejected**, which means that a Form has been sent, reviewed and rejected by the EFTA Court;
- **Received**, which means that an enquiry has been received by the EFTA Court.



The screenshot shows the e-EFTACourt Portal homepage. At the top, there is a navigation bar with the e-EFTACourt logo, a 'Home' button, a 'Messages' button, a 'Forms' button, and a dropdown menu. Below the navigation bar is a 'Welcome' section. Under 'Welcome', there is a 'Recent' section with a 'See all' link. The 'Recent' section displays a grid of form cards. Each card shows the form title, ID, last updated date and time, and a status with a corresponding button to view details.

Form ID	Status	Last Updated	Action
EFTA Court 202312-0004	Received	09.01.2024 09:34	Show
EFTA Court 202309-0002	Rejected	13.12.2023 16:03	Show
EFTA Court 202309-0001	Received	05.09.2023 11:23	Show
EFTA Court ENQ-202308-0026	Approved	22.08.2023 12:17	Open

There is also a '+ Add new' button in the bottom right corner of the 'Recent' section.

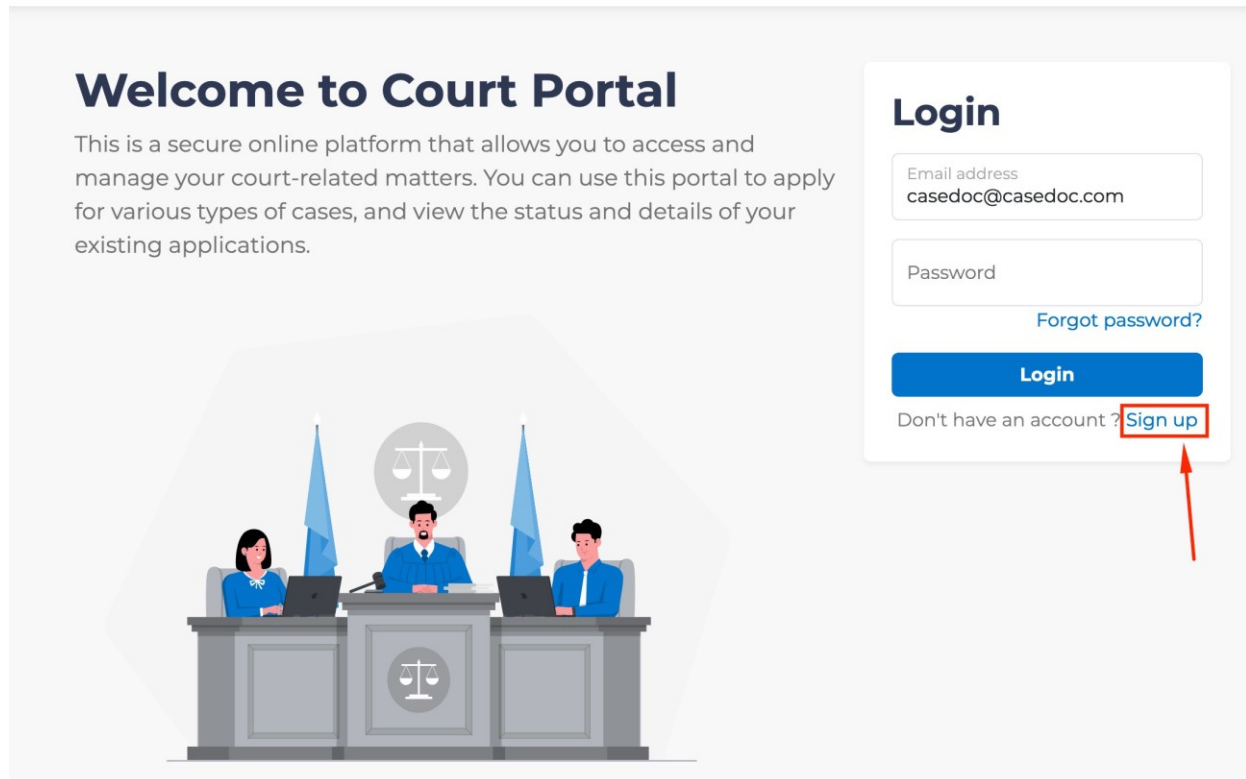
Creating a New User

To start using the e-EFTACourt Portal, you need to complete the registration process. The e-EFTACourt Portal allows you to register as either an Individual or on behalf of a Country or Organisation. Once you have completed the registration process, the EFTA Court will need to approve your registration. When your registration has been approved, you will receive a notification e-mail requesting a copy of your ID to be sent via email. When the copy of the ID has been received by the Court you will be able to start exchanging documents using the e-EFTACourt portal. Follow the steps below to register on the e-EFTACourt Portal.

Please note that if you have been notified that documents have been sent to you via the e-EFTA Court portal, an account will have been created automatically for you. Follow the link in the email to view the service and change login credentials.

How to Register a New User

1. Go to the e-EFTACourt Portal homepage <https://selfservice.eftacourt.int/web/portal/index.html> and click on “Sign up”.



Welcome to Court Portal

This is a secure online platform that allows you to access and manage your court-related matters. You can use this portal to apply for various types of cases, and view the status and details of your existing applications.

Login

Email address
casedoc@casedoc.com

Password

[Forgot password?](#)

Login

Don't have an account? [Sign up](#)

The screenshot shows the e-EFTACourt Portal homepage. On the left, there is a 'Welcome to Court Portal' section with a description of the platform and an illustration of three people (two men and one woman) sitting at a court desk with laptops and a scale of justice. On the right, there is a 'Login' form with fields for 'Email address' (containing 'casedoc@casedoc.com') and 'Password'. Below the password field is a link for 'Forgot password?'. A blue 'Login' button is present. At the bottom of the login form, there is a link for 'Don't have an account? Sign up', which is highlighted with a red box and a red arrow pointing to it.


2. Enter your e-mail address and click on “Continue”.

Registration E-mail Account type Your details


E-mail

What is your email address


E-mail
casedoc@casedoc.com

 This will be your login to the portal

[Continue >](#)



3. Select “An organisation”. Click on “Continue”. This will allow you to link your profile to your Country, Organisation or Law Firm.

 e-EFTACourt


Registration | E-mail | Account type | Your details

Account type


Are you registering on behalf of

An organisation

[< Back](#) [Continue >](#)



4. Enter your Country, Organisation or Law Firm's details first and click on "Continue".

 e-EFTACourt

Registration E-mail Account type Company details Your details

Organisation details

Organisation name


Address

City

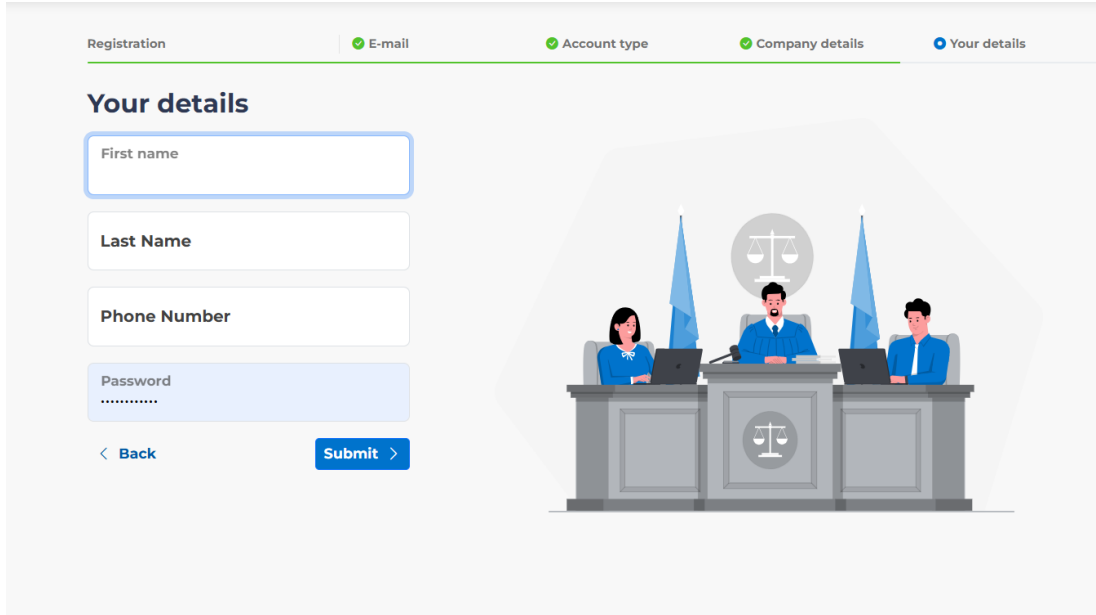
Postcode

Country

[< Back](#) [Continue >](#)



5. Enter your details, choose a password (it should be at least 8 characters long, to include one uppercase letter, one number and one special character) and click on "Submit".



The screenshot shows the 'Your details' step of the registration process. At the top, there is a progress bar with four steps: 'Registration', 'E-mail', 'Account type', 'Company details', and 'Your details'. The 'Your details' step is currently active, indicated by a blue dot. Below the progress bar, the title 'Your details' is displayed. The form contains four input fields: 'First name', 'Last Name', 'Phone Number', and 'Password'. The 'Password' field is highlighted with a blue border and contains a series of dots. At the bottom left of the form, there is a '< Back' link, and at the bottom right, there is a blue 'Submit >' button. To the right of the form, there is an illustration of three people sitting at a desk with a scale of justice in the background.

6. Your registration is now pending approval from the EFTA Court.
7. You will receive an e-mail to finalise the registration process, this will ask for a copy of a photo ID bearing your signature to be sent to the Court, either via the portal or via email.
8. Once the copy of your ID has been received your registration will be approved and you will receive an email informing you that you can start using the e-EFTACourt Portal.

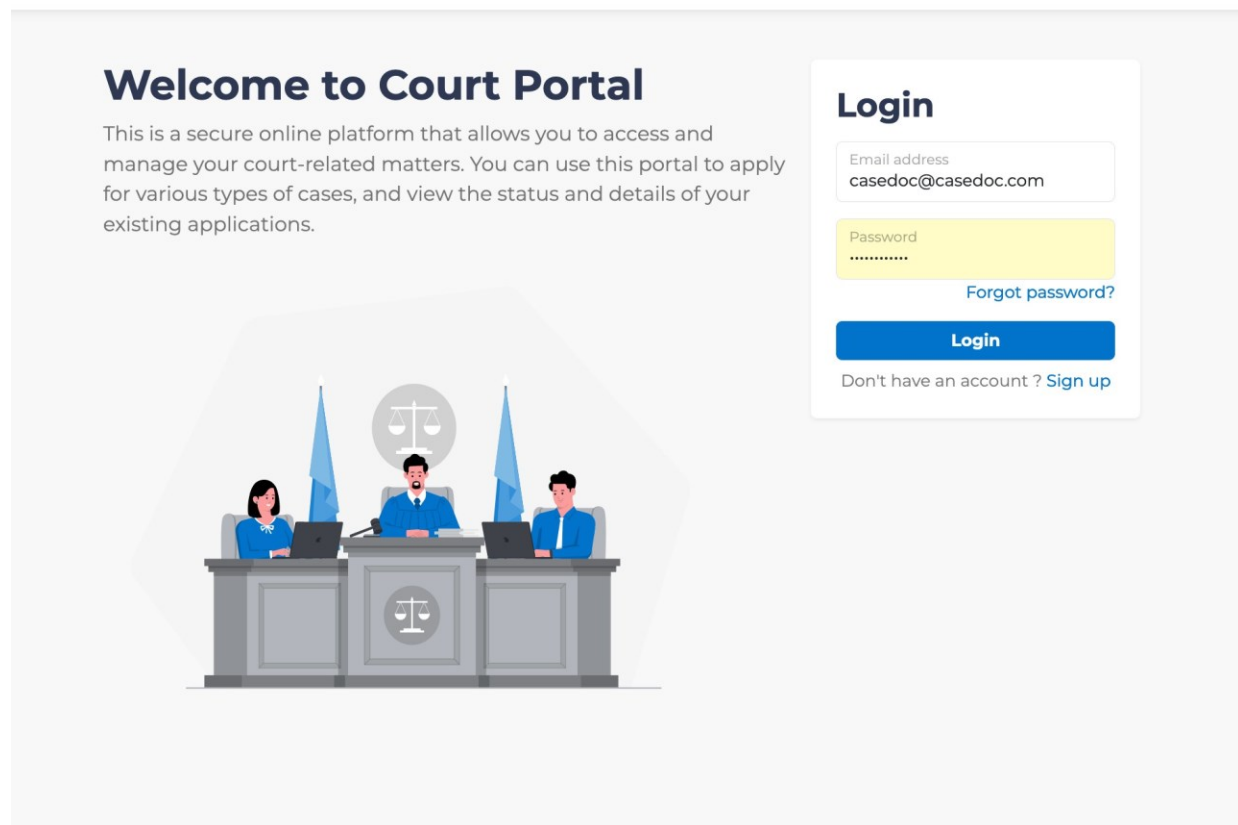
Submit a Form to the EFTA Court

The e-EFTACourt Portal can be used for sending two types of forms: Enquiries and Submitting documents.

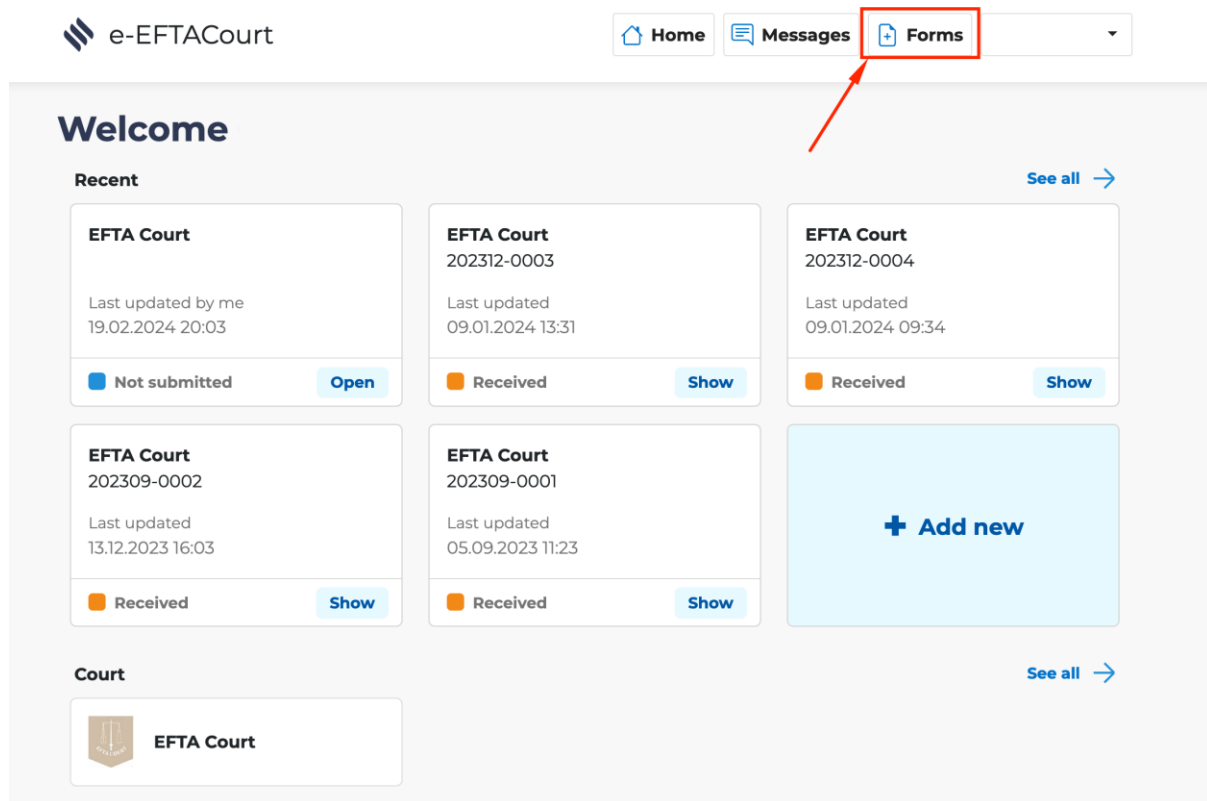
The Enquiries Form is used to forward questions to the EFTA Court. The Submit Documents Form is used to send documents that are usually related to a Court Case. Follow the guide below to learn how to submit a form.

How to Submit a Document to the EFTA Court

1. Login to <https://selfservice.eftacourt.int/web/portal/index.html> with your credentials.

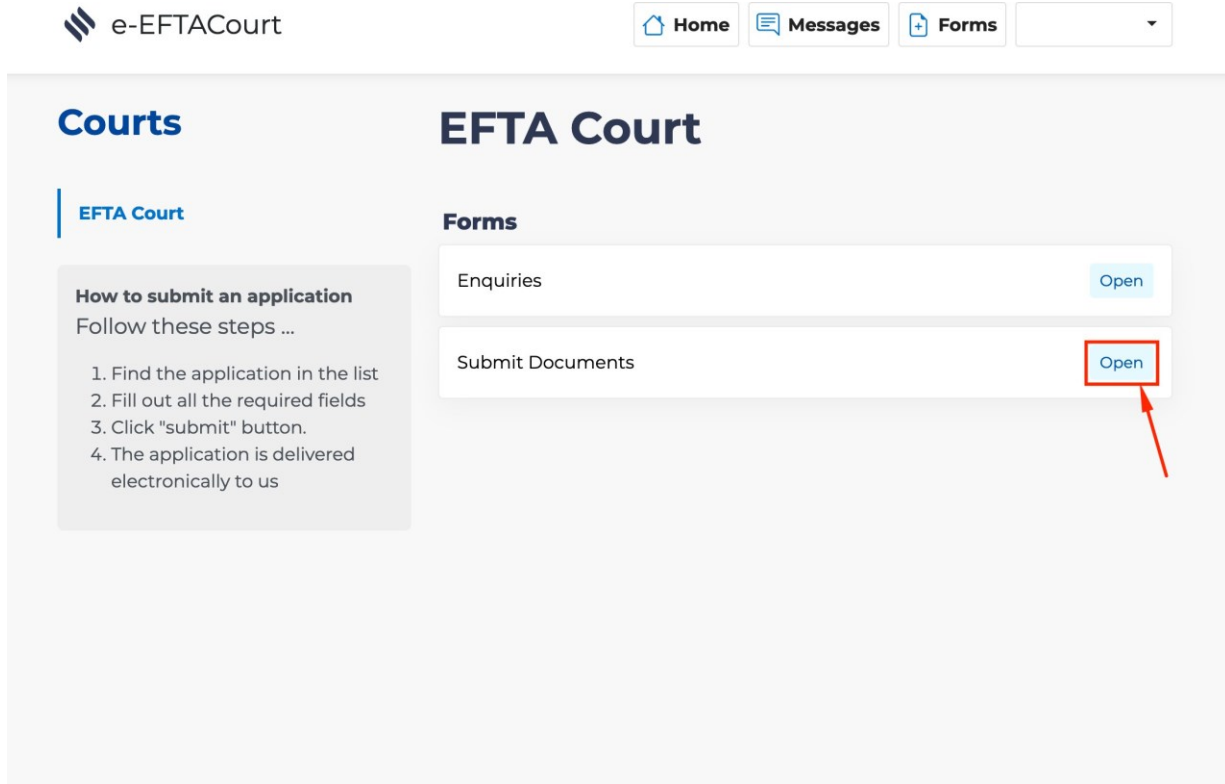


2. Click on “Forms”.



The screenshot shows the e-EFTACourt dashboard. At the top left is the logo and name 'e-EFTACourt'. To the right is a navigation bar with three items: 'Home' (with a house icon), 'Messages' (with a speech bubble icon), and 'Forms' (with a document icon). The 'Forms' item is highlighted with a red rectangular box, and a red arrow points from the bottom right towards it. Below the navigation bar is a 'Welcome' section. Under 'Welcome', there is a 'Recent' section with a 'See all' link and an arrow. This section contains five cards for 'EFTA Court' cases, each with a status (e.g., 'Not submitted', 'Received') and a button ('Open', 'Show'). A large light blue button with a plus sign and the text '+ Add new' is also present. At the bottom, there is a 'Court' section with a 'See all' link and an arrow, containing one card for 'EFTA Court' with a logo.

3. Open the “Submit Documents” form.



The screenshot shows the e-EFTACourt web interface. At the top, there is a navigation bar with the e-EFTACourt logo on the left and three menu items: 'Home', 'Messages', and 'Forms'. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Courts' and contains a sub-section for 'EFTA Court' with a 'How to submit an application' guide. The right column is titled 'EFTA Court' and contains a 'Forms' section. In the 'Forms' section, there are two items: 'Enquiries' and 'Submit Documents'. The 'Submit Documents' item has an 'Open' button next to it, which is highlighted with a red rectangular box and a red arrow pointing to it.

e-EFTACourt Home Messages Forms

Courts

EFTA Court

How to submit an application
Follow these steps ...

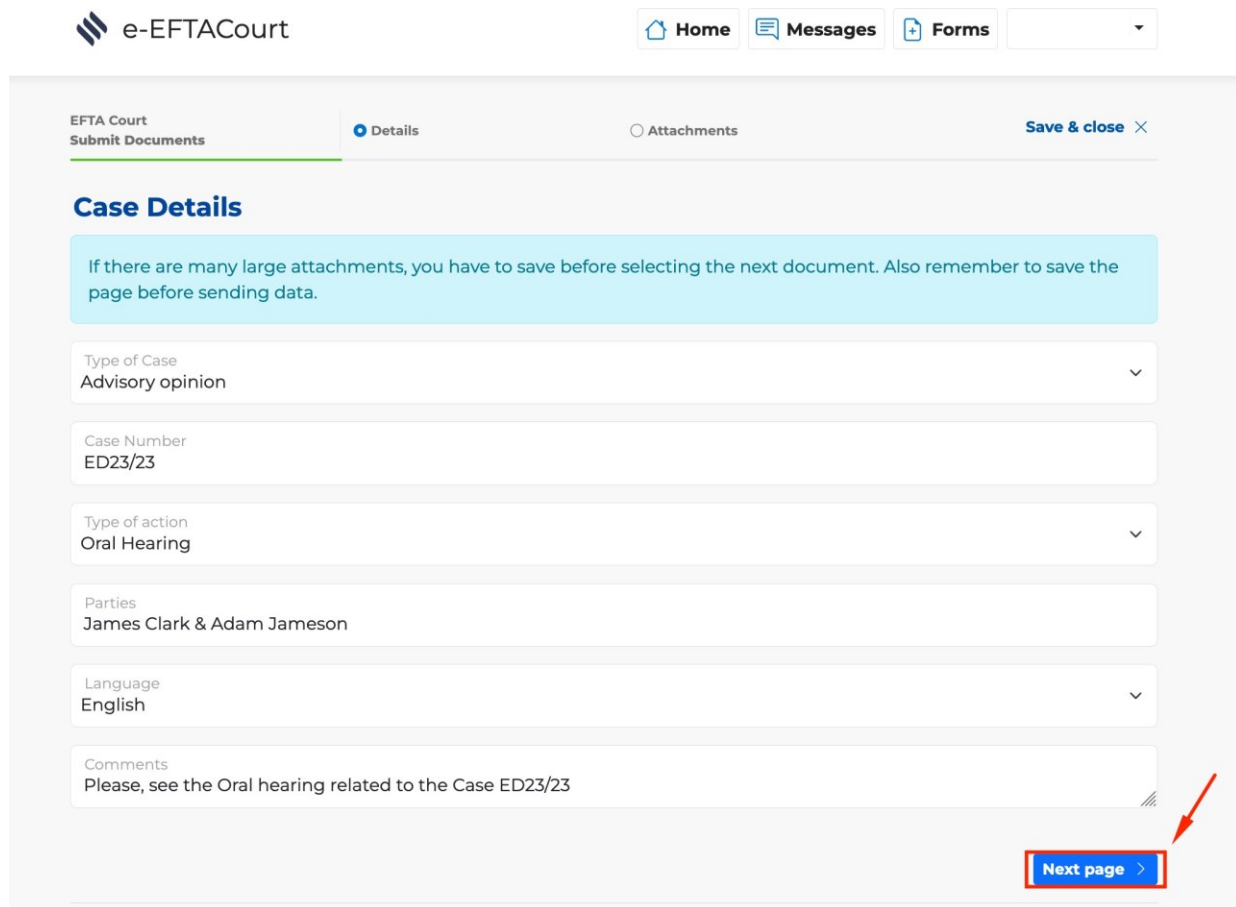
1. Find the application in the list
2. Fill out all the required fields
3. Click "submit" button.
4. The application is delivered electronically to us

EFTA Court

Forms

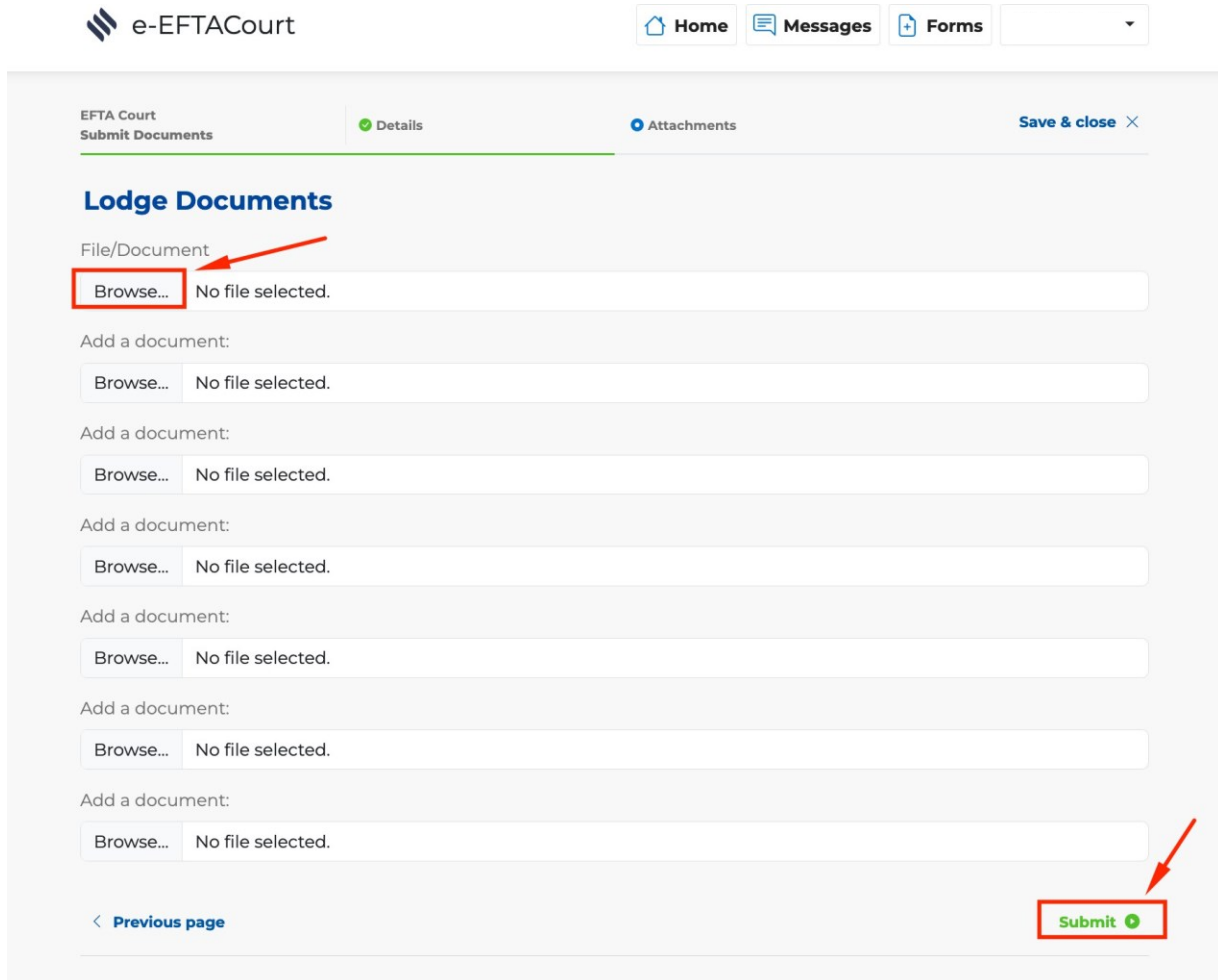
Enquiries	Open
Submit Documents	Open


4. Enter the known Case Details and any Comments. None of these details are mandatory; documents can be sent to the EFTA Court even if you have partial information on the Case. Click on “Next page”.



The screenshot shows the 'Submit Documents' interface in the e-EFTACourt system. At the top, there is a navigation bar with 'Home', 'Messages', and 'Forms' buttons. Below this, the page title is 'EFTA Court Submit Documents'. The main content area is titled 'Case Details' and contains several input fields: 'Type of Case' (Advisory opinion), 'Case Number' (ED23/23), 'Type of action' (Oral Hearing), 'Parties' (James Clark & Adam Jameson), 'Language' (English), and 'Comments' (Please, see the Oral hearing related to the Case ED23/23). A blue informational box at the top of the form area states: 'If there are many large attachments, you have to save before selecting the next document. Also remember to save the page before sending data.' At the bottom right of the form, there is a blue button labeled 'Next page' with a right-pointing arrow, which is highlighted with a red box and a red arrow pointing to it.

5. Click on “Browse...” to upload documents to the form. You can upload multiple documents in the same form by repeating this process. Documents may be uploaded in pdf, Word or Excel format. Once you have uploaded all documents, click on “Submit”. Note, each submission can have a maximum of seven documents attached. Should more than seven documents need to be lodged this must be done using several separate form submissions.



 e-EFTACourt

[Home](#) [Messages](#) [Forms](#) ▼

EFTA Court
Submit Documents

[Details](#) [Attachments](#) [Save & close](#) ×

Lodge Documents

File/Document

Browse... No file selected.

Add a document:

Browse... No file selected.

Add a document:

Browse... No file selected.

Add a document:

Browse... No file selected.

Add a document:

Browse... No file selected.

Add a document:

Browse... No file selected.

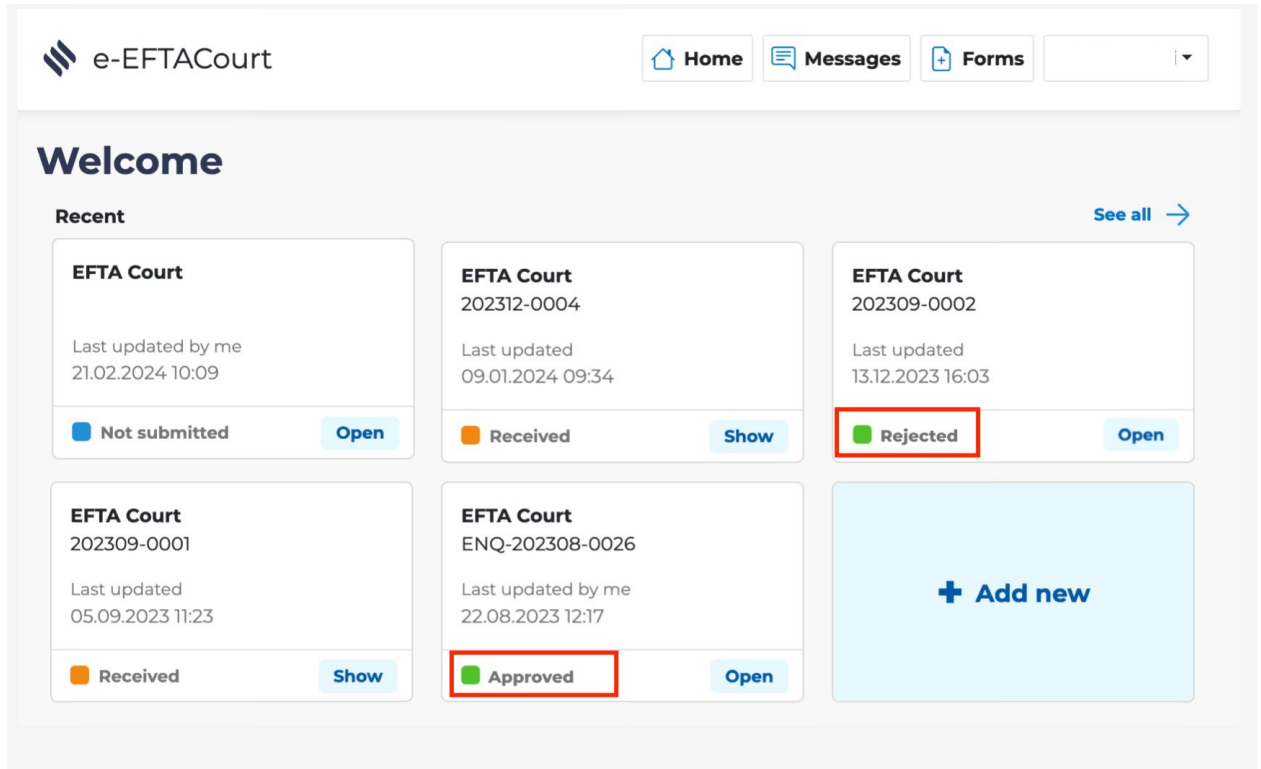
Add a document:

Browse... No file selected.

[< Previous page](#)

Submit +

- The EFTA Court will be notified that a new submission has been received. The EFTA Court Registry will review the submission to either approve or reject it. In either of these cases, you will receive a notification e-mail to inform you. The form status will be reflected in the e-EFTACourt portal. You can open the form to check the details by clicking on “Open”.



The screenshot displays the e-EFTACourt user interface. At the top, there is a navigation bar with the logo, 'Home', 'Messages', and 'Forms' buttons. Below this is a 'Welcome' section followed by a 'Recent' list of submissions. Each submission card includes the title 'EFTA Court', a unique ID, the last update time, and a status indicator with a corresponding button to view details. The 'Rejected' and 'Approved' statuses are highlighted with red boxes.

EFTA Court ID	Last updated	Status	Action
202312-0004	09.01.2024 09:34	Received	Show
202309-0002	13.12.2023 16:03	Rejected	Open
202309-0001	05.09.2023 11:23	Received	Show
ENQ-202308-0026	22.08.2023 12:17	Approved	Open

[+ Add new](#)

- If a form has been rejected, the EFTA Court will provide you with more details by e-mail. If a form has been rejected for missing information or incorrect documents have been submitted, you should submit a new form with the correct information.

How to Submit an Enquiry to the EFTA Court

1. Login to <https://selfservice.eftacourt.int/web/portal/index.html> with your credentials.

Welcome to Court Portal

This is a secure online platform that allows you to access and manage your court-related matters. You can use this portal to apply for various types of cases, and view the status and details of your existing applications.



Login

Email address
casedoc@casedoc.com

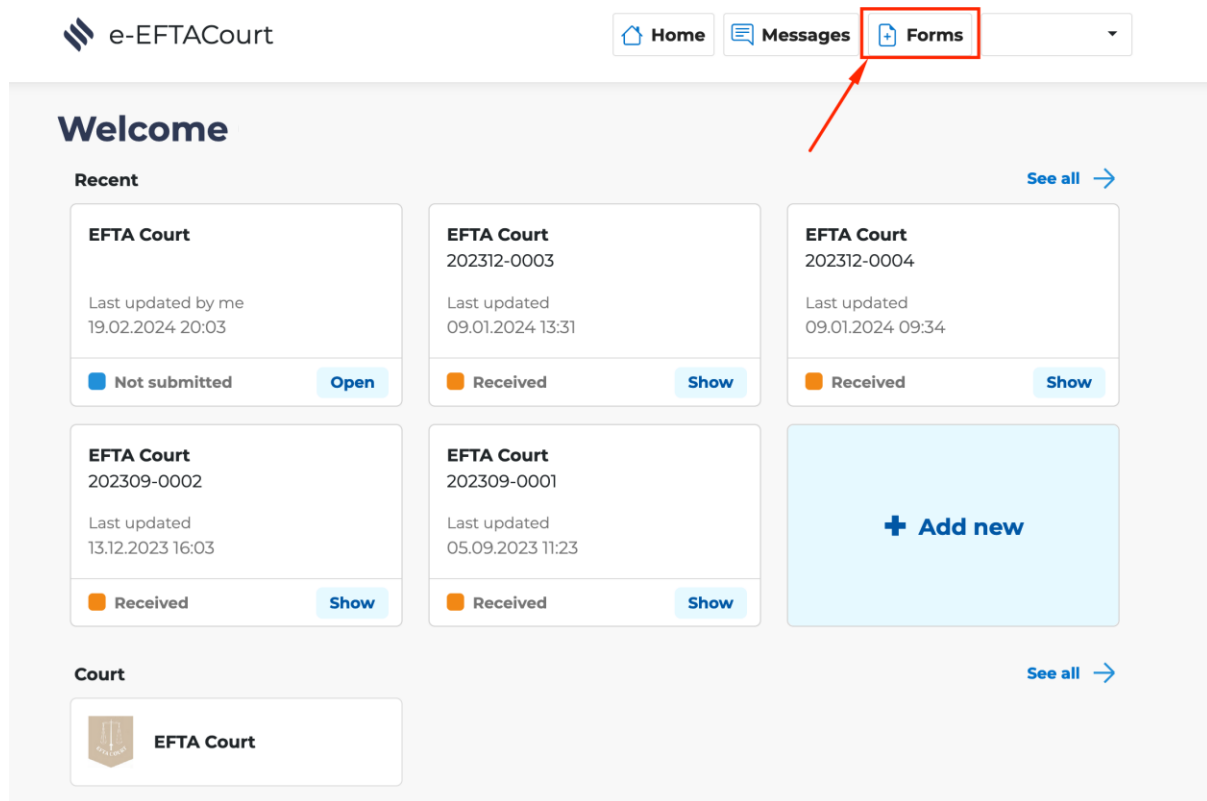
Password

[Forgot password?](#)

Login

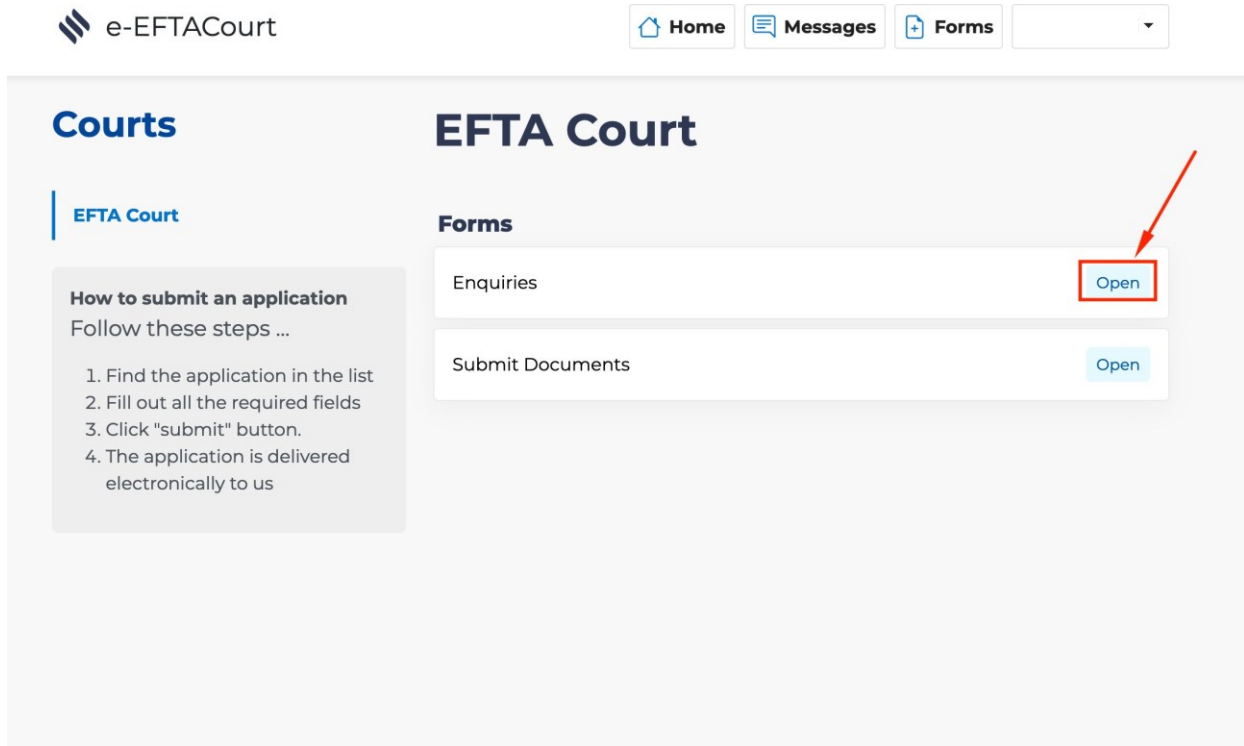
Don't have an account ? [Sign up](#)

2. Click on “Forms”.



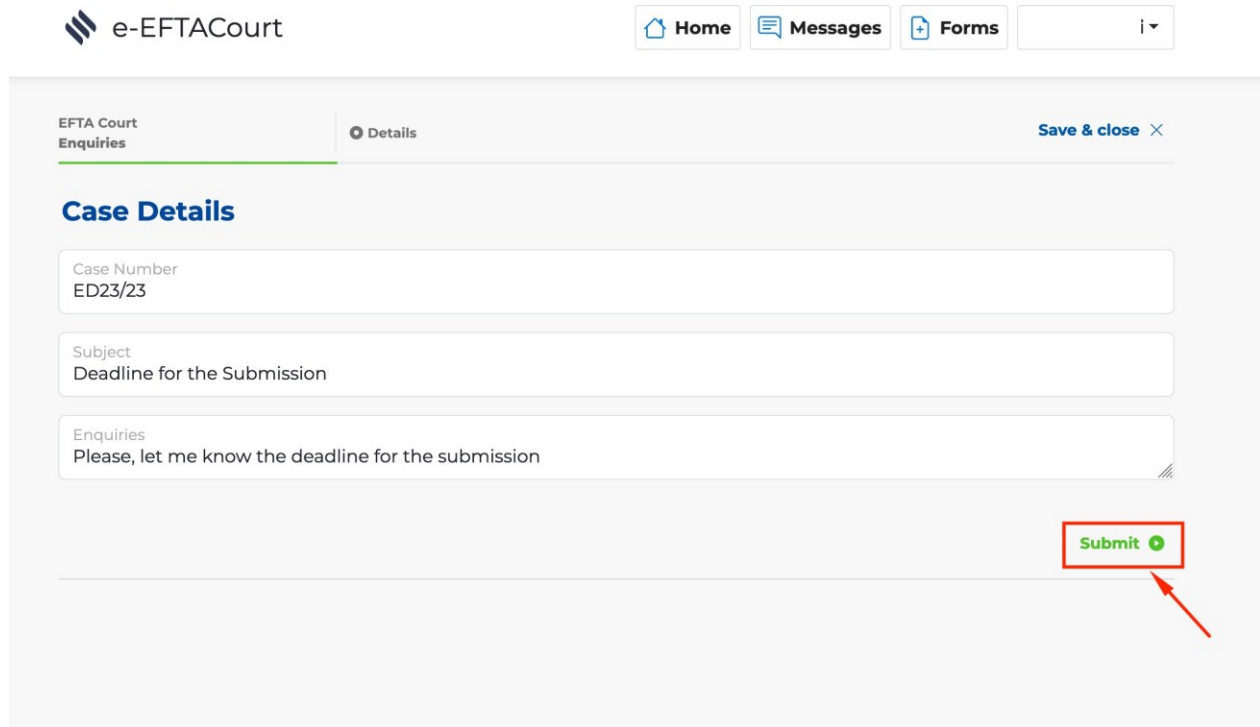
The screenshot shows the e-EFTACourt dashboard. At the top left is the logo and name 'e-EFTACourt'. To the right is a navigation bar with three items: 'Home' (with a house icon), 'Messages' (with a speech bubble icon), and 'Forms' (with a document icon). The 'Forms' item is highlighted with a red rectangular box, and a red arrow points to it from below. Below the navigation bar is a 'Welcome' section. Under 'Welcome', there is a 'Recent' section with a 'See all' link and an arrow. This section contains five cards for 'EFTA Court' cases, each with a status (e.g., 'Not submitted', 'Received') and a button ('Open', 'Show'). A large light blue button with a plus sign and the text '+ Add new' is also present. At the bottom, there is a 'Court' section with a 'See all' link and an arrow, containing one card for 'EFTA Court' with a logo.


3. Open the “Enquiries” form.



The screenshot shows the e-EFTACourt website interface. At the top, there is a navigation bar with the e-EFTACourt logo on the left and three menu items: 'Home' (with a house icon), 'Messages' (with a speech bubble icon), and 'Forms' (with a plus icon). To the right of these is a dropdown menu. Below the navigation bar, the page is divided into two main sections. On the left, under the heading 'Courts', there is a sub-section for 'EFTA Court'. Below this, a grey box titled 'How to submit an application' contains the text 'Follow these steps ...' and a numbered list: 1. Find the application in the list, 2. Fill out all the required fields, 3. Click "submit" button, 4. The application is delivered electronically to us. On the right, under the heading 'EFTA Court', there is a 'Forms' section. It contains two items: 'Enquiries' and 'Submit Documents'. Each item has an 'Open' button to its right. The 'Open' button for 'Enquiries' is highlighted with a red rectangular box, and a red arrow points to it from the top right.

4. Enter the Case Number (if applicable), the Subject of the Enquiry and the text. Click on "Submit".



 e-EFTACourt

[Home](#) [Messages](#) [Forms](#) i ▾


EFTA Court Enquiries Details [Save & close](#) ×

Case Details

Case Number
ED23/23

Subject
Deadline for the Submission

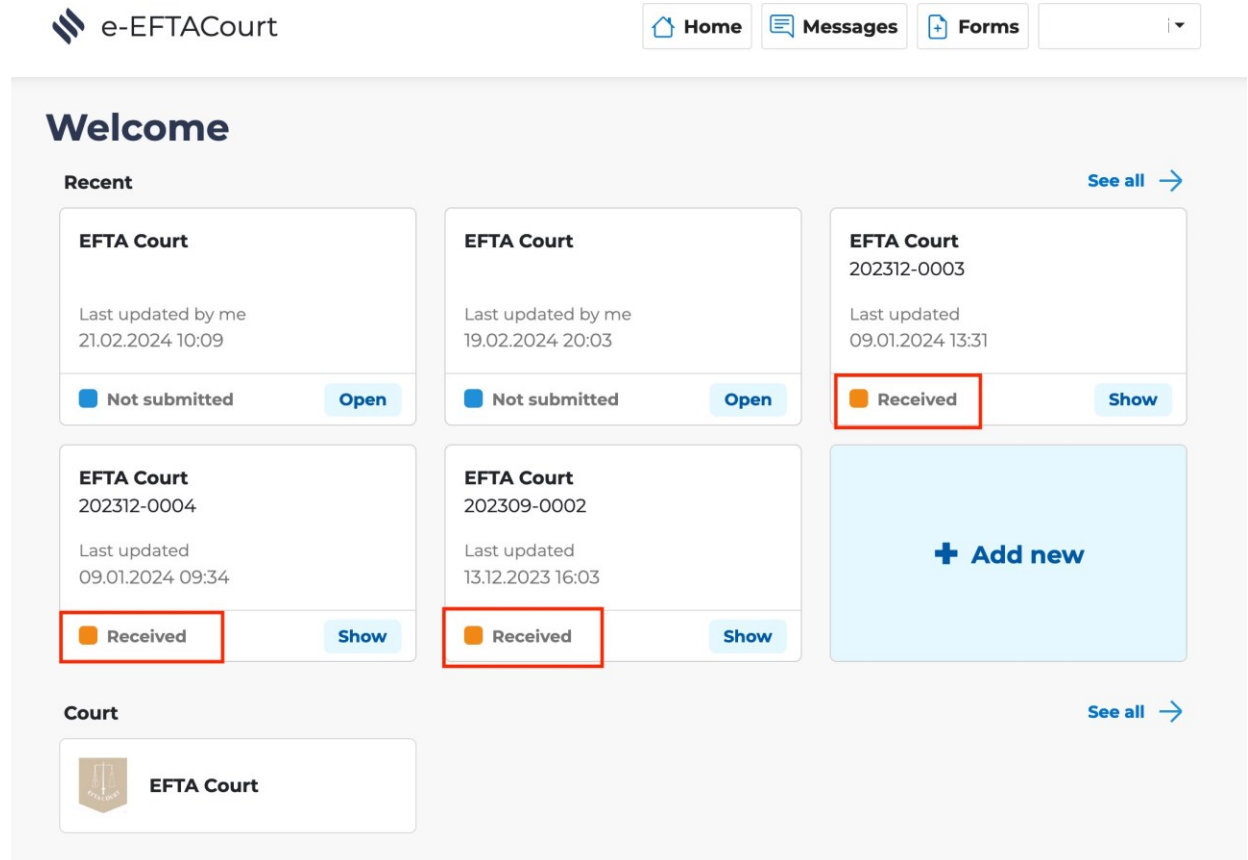
Enquiries
Please, let me know the deadline for the submission

[Submit](#) 

5. Your Enquiry has now been received by the EFTA Court. The EFTA Court will respond to your query by e-mail.

How to Receive a Form from the EFTA Court

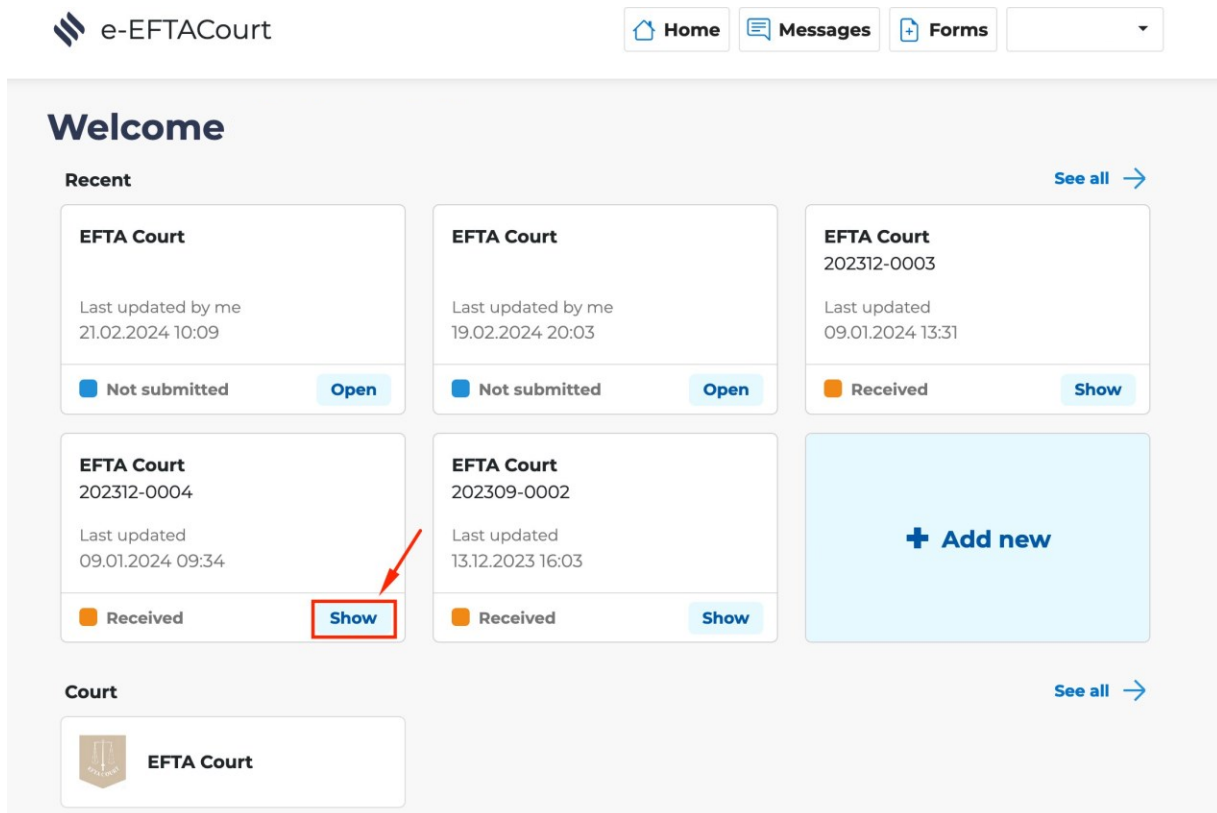
The EFTA Court can securely serve documents through the e-EFTACourt Portal. The e-EFTACourt Portal homepage shows a summary of the most recently served forms. To see all forms, the User can click on the “See all →” button.



The screenshot displays the e-EFTACourt portal interface. At the top, there is a navigation bar with the e-EFTACourt logo, a search bar, and buttons for Home, Messages, and Forms. Below the navigation bar, the main content area is titled "Welcome". Underneath, there is a "Recent" section with a "See all →" link. This section contains five form cards. The first two cards are marked "Not submitted" and have "Open" buttons. The third, fourth, and fifth cards are marked "Received" and have "Show" buttons. The "Received" status is highlighted with a red box in each card. A large blue button with a plus sign and the text "+ Add new" is located to the right of the "Received" cards. Below the "Recent" section, there is a "Court" section with a "See all →" link, containing a single card for "EFTA Court" with a shield icon.


How to Download a Document Received from the EFTA Court

1. When Case Documents are shared by the EFTA Court, a notification e-mail is sent to the recipient. Follow the link in the notification e-mail to access the e-EFTACourt Portal. If you are an existing user, log in with your credentials. If not, a new user account with your e-mail address will be automatically created in the e-EFTACourt Portal. Use the credentials received by e-mail and remember to change them as soon as you log in.
2. Once you have logged into the e-EFTACourt portal, click on the “Show” button on the received form to see its details.



The screenshot shows the e-EFTACourt portal interface. At the top, there is a navigation bar with the e-EFTACourt logo, a 'Home' button, a 'Messages' button, a 'Forms' button, and a dropdown menu. Below the navigation bar is a 'Welcome' section. Under 'Welcome', there is a 'Recent' section with a 'See all' link. The 'Recent' section contains a grid of six document cards. The first two cards are 'Not submitted' and have 'Open' buttons. The third card is 'Received' and has a 'Show' button. The fourth card is 'Received' and has a 'Show' button. The fifth card is 'Received' and has a 'Show' button. The sixth card is a large blue box with a '+ Add new' button. A red box highlights the 'Show' button on the fourth card, with a red arrow pointing to it. Below the 'Recent' section is a 'Court' section with a 'See all' link. The 'Court' section contains a single card with a shield icon and the text 'EFTA Court'.

- The form is now open. It shows the Case name, the created date, the modified date, and the number of documents attached. The documents are listed below the Case name. To expand the list of documents, click on the Case name. Click on the document name to download the files.

 e-EFTACourt [Home](#) [Messages](#) [Forms](#)

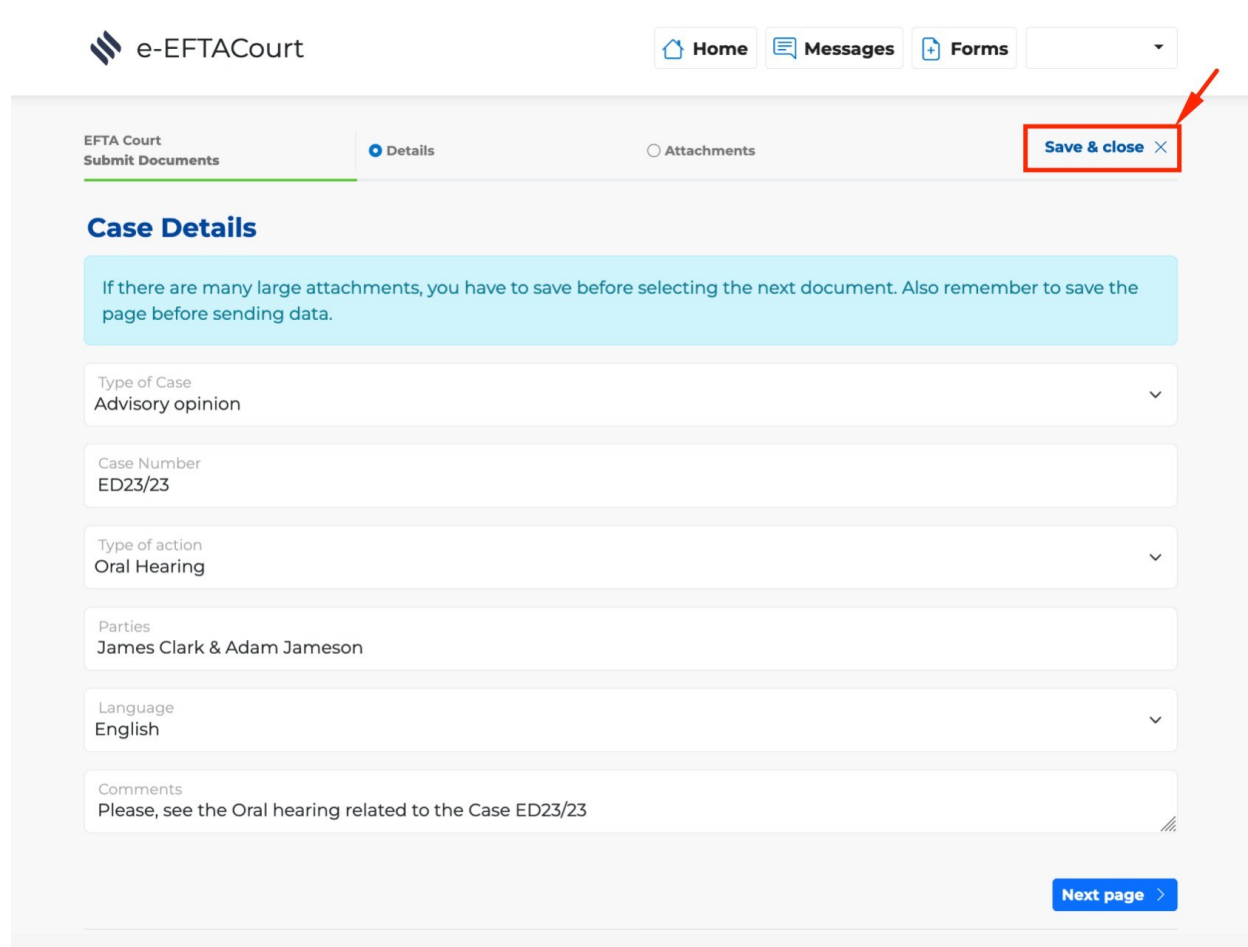
My Cases

Case	Reference	Docs	Status	Created	Modified
Submit Documents	S2402-0020	0	Not submitted	21.02.2024	21.02.2024
Submit Documents	S2402-0017	0	Not submitted	19.02.2024	19.02.2024
E-23/23 Eva Smith vs Norway	S2401-0005	2	Received	09.01.2024	09.01.2024
E-1/24 Jon Thompson vs Norway	S2401-0004	1	Received	09.01.2024	09.01.2024
DataPackage - 09/01/2024 08:34:39		0	Active	09.01.2024	09.01.2024
Test Case 1	S2312-0001	2	Received	05.12.2023	13.12.2023
Sample Advisory Opinion	S2309-0001	5	Received	04.09.2023	05.09.2023
Submit Documents	S2308-0034	2	Submitted	22.08.2023	22.08.2023
Ivan Ivanov v. Defendant	S2307-0001	4	Received	20.07.2023	17.08.2023
Submit Documents	S2308-0023	4	Approved	16.08.2023	16.08.2023

Managing your Forms

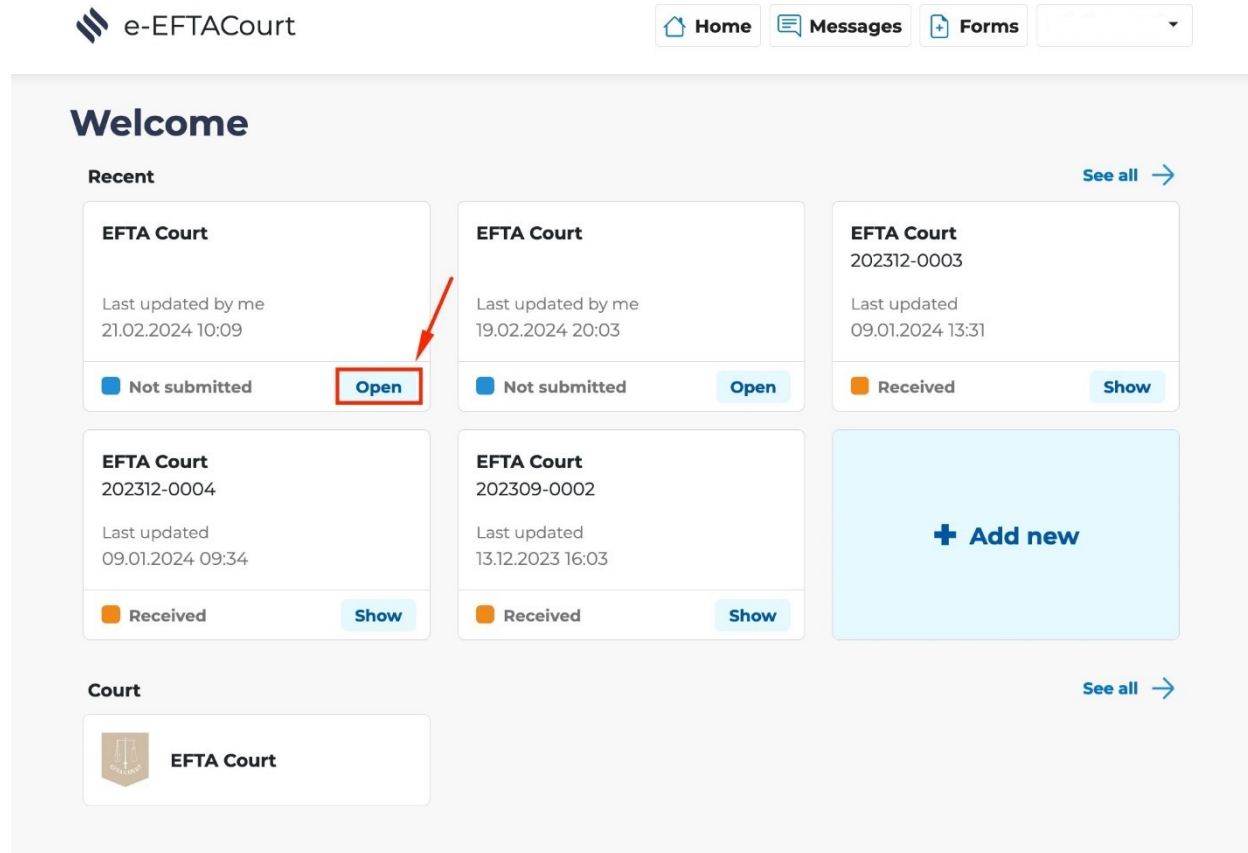
How to save a Form

Incomplete Forms can be saved in the e-EFTACourt Portal and sent at a later stage. To save a Form, just click on the “save and close” button at the top of the screen.



The screenshot shows the e-EFTACourt portal interface. At the top, there is a navigation bar with the e-EFTACourt logo, a 'Home' button, a 'Messages' button, a 'Forms' button, and a dropdown menu. Below this, there is a sub-header with 'EFTA Court Submit Documents' and two tabs: 'Details' (selected) and 'Attachments'. A red box highlights the 'Save & close' button in the top right corner, with a red arrow pointing to it. The main content area is titled 'Case Details' and contains a light blue informational message: 'If there are many large attachments, you have to save before selecting the next document. Also remember to save the page before sending data.' Below this are several form fields: 'Type of Case' (Advisory opinion), 'Case Number' (ED23/23), 'Type of action' (Oral Hearing), 'Parties' (James Clark & Adam Jameson), 'Language' (English), and 'Comments' (Please, see the Oral hearing related to the Case ED23/23). A 'Next page' button is located at the bottom right of the form area.

Non-submitted forms can be accessed from both the Homepage and the “see all” view. They appear with status “not submitted”. To carry on working on unsubmitted forms, click on “Open”.



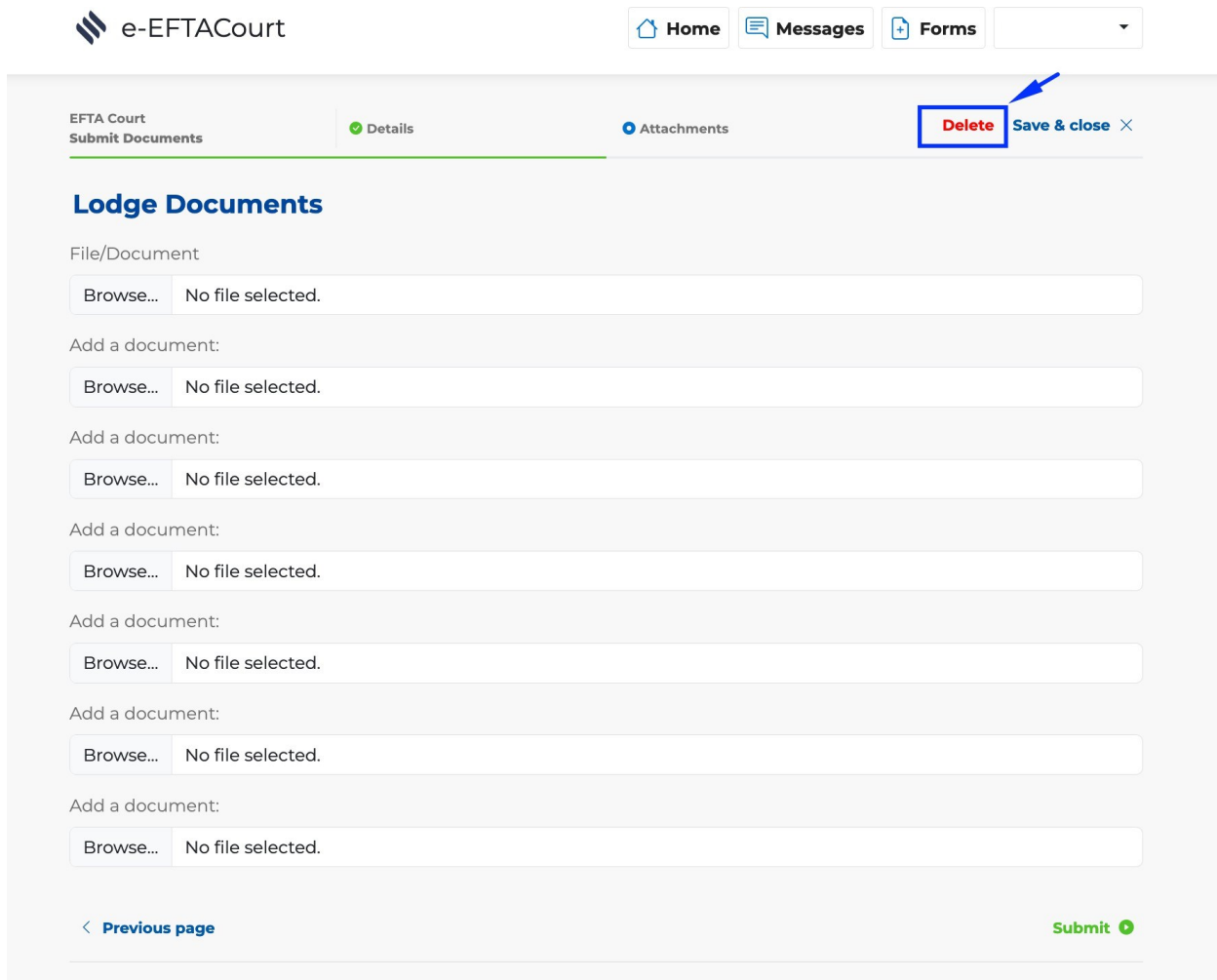
The screenshot shows the e-EFTACourt homepage. At the top, there is a navigation bar with 'Home', 'Messages', and 'Forms' buttons. Below this is a 'Welcome' section with a 'Recent' heading and a 'See all' link. The 'Recent' section contains a grid of form cards. The first card is for 'EFTA Court' with ID '202312-0003', last updated '21.02.2024 10:09', and status 'Not submitted'. The 'Open' button on this card is highlighted with a red box and a red arrow. Other cards include 'EFTA Court 202312-0004' (Received), 'EFTA Court 202309-0002' (Received), and 'EFTA Court 202312-0003' (Received). A '+ Add new' button is also visible. At the bottom, there is a 'Court' section with a 'See all' link and a card for 'EFTA Court' with a logo.

My Cases

Case	Reference	Docs	Status	Created	Modified
Submit Documents	S2402-0020	0	Not submitted	21.02.2024	21.02.2024
Submit Documents	S2402-0017	0	Not submitted	19.02.2024	19.02.2024
E-23/23 Eva Smith vs Norway	S2401-0005	2	Received	09.01.2024	09.01.2024
E-1/24 Jon Thompson vs Norway	S2401-0004	1	Received	09.01.2024	09.01.2024
Test Case 1	S2312-0001	2	Received	05.12.2023	13.12.2023
Sample Advisory Opinion	S2309-0001	5	Received	04.09.2023	05.09.2023
Submit Documents	S2308-0034	2	Submitted	22.08.2023	22.08.2023
Ivan Ivanov v. Defendant	S2307-0001	4	Received	20.07.2023	17.08.2023
Submit Documents	S2308-0023	4	Approved	16.08.2023	16.08.2023
Advisory Opinion	S2308-0022	1	Received	16.08.2023	16.08.2023
Ivan Ivanov v. Defendant	S2306-0004	1	Received	15.06.2023	16.08.2023

How to Delete a Form

Saved forms can be deleted at any time before their submission. To delete a form, just open it and click on “Delete”. Important: only unsubmitted forms can be deleted. Submitted forms are saved to keep a proper audit trail.

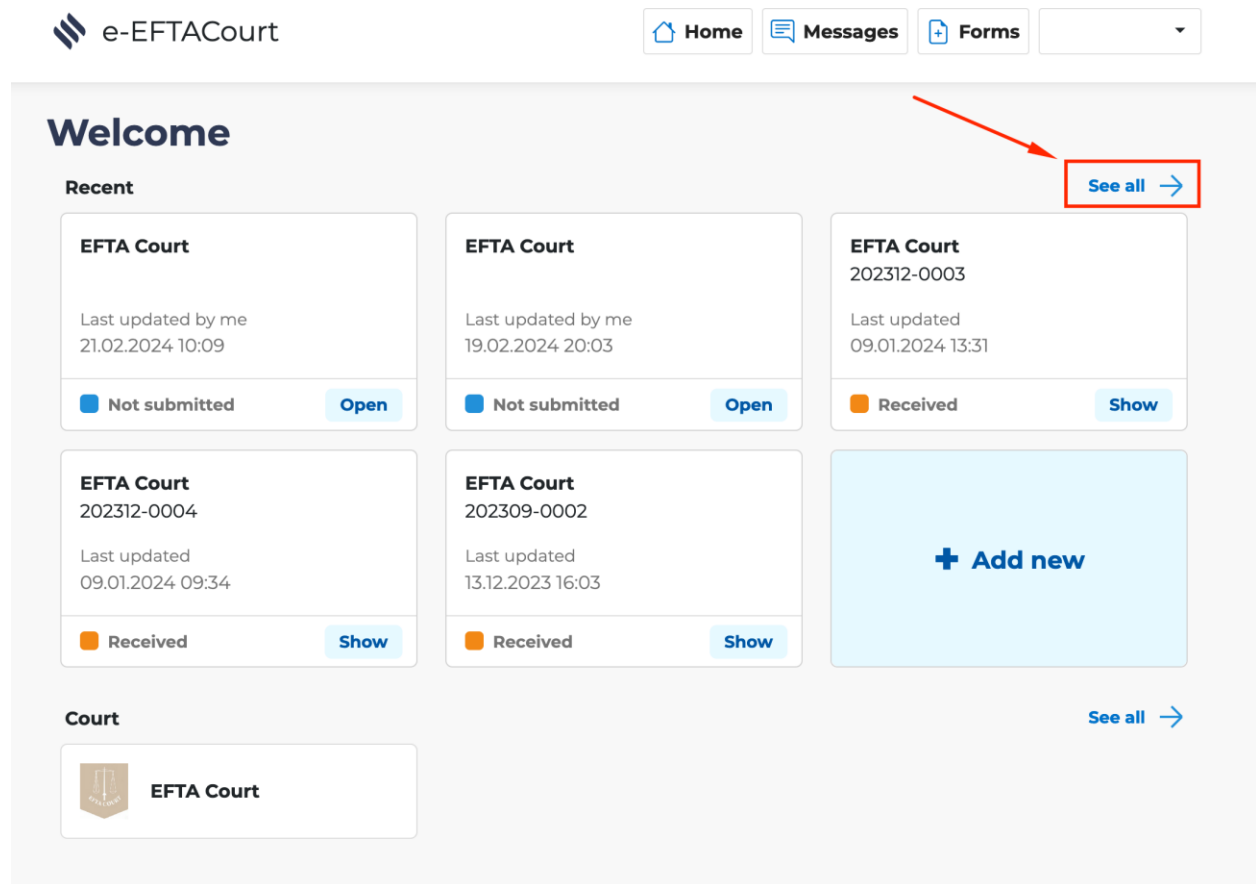


The screenshot shows the e-EFTACourt interface. At the top, there is a navigation bar with 'Home', 'Messages', and 'Forms' buttons. Below this is a breadcrumb trail: 'EFTA Court Submit Documents' > 'Details' > 'Attachments'. A 'Delete' button is highlighted with a red box and a blue arrow. To its right is a 'Save & close' button with a close icon. The main content area is titled 'Lodge Documents' and contains a 'File/Document' section with a 'Browse...' button and the text 'No file selected.'. Below this are seven 'Add a document:' sections, each with a 'Browse...' button and 'No file selected.' text. At the bottom left is a '< Previous page' link, and at the bottom right is a 'Submit' button with a green arrow icon.

How to Access a Submitted Form


Once a form is sent, a PDF summary is generated and saved under the form to keep an audit trail of all the information exchanged with the Court. The EFTA Court will receive the same PDF summary when the submission is sent.

1. To access a PDF summary, go to the “see all” view of the Homepage.



The screenshot shows the e-EFTACourt homepage. At the top, there is a navigation bar with 'Home', 'Messages', and 'Forms' buttons. Below this is a 'Welcome' section. On the right side of the 'Welcome' section, there is a 'See all' link with a right-pointing arrow, which is highlighted with a red box and a red arrow pointing to it from the left. Below the 'Welcome' section, there is a 'Recent' section containing a grid of form cards. Each card displays the form title, last updated date and time, and a status indicator (Not submitted or Received) with an 'Open' or 'Show' button. At the bottom of the 'Recent' section, there is a '+ Add new' button. Below the 'Recent' section, there is a 'Court' section with a single card for 'EFTA Court' featuring a logo. To the right of the 'Court' section, there is another 'See all' link with a right-pointing arrow.

- Click on the form to download the PDF summary (note: to see drop down list of documents submitted click on the Case name).

 e-EFTACourt

[Home](#)
[Messages](#)
[Forms](#)

My Cases

Case	Reference	Docs	Status	Created	Modified
Submit Documents	S2402-0020	0	Not submitted	21.02.2024	21.02.2024
Submit Documents	S2402-0017	0	Not submitted	19.02.2024	19.02.2024
E-23/23 Eva Smith vs Norway	S2401-0005	2	Received	09.01.2024	09.01.2024
E-1/24 Jon Thompson vs Norway	S2401-0004	1	Received	09.01.2024	09.01.2024
Test Case 1	S2312-0001	2	Received	05.12.2023	13.12.2023
Sample Advisory Opinion	S2309-0001	5	Received	04.09.2023	05.09.2023
Submit Documents	S2308-0034	2	Submitted	22.08.2023	22.08.2023
Ivan Ivanov v. Defendant	S2307-0001	4	Received	20.07.2023	17.08.2023
Submit Documents	S2308-0023	4	Approved	16.08.2023	16.08.2023
Advisory Opinion	S2308-0022	1	Received	16.08.2023	16.08.2023

3. The form PDF summary is now generated. It can be downloaded and saved to your personal folders.



Electronic Data Submission

EFTA Court / 22-Aug-2023 12:17

Case Details

If there are many large attachments, you have to save before selecting the next document. Also remember to save the page before sending data.

Type of Case	Advisory opinion
Case Number	
Type of action	Oral Hearing
Parties	not applicable
Language	English
Comments	none
Sender email	
Sender name	

Lodge Documents

File/Document	Test_doc_3.docx
Add a document:	Test_doc_3 (1).docx
Add a document:	
Add a document:	
Add a document:	
Add a document:	
Add a document:	

For any queries or assistance on the e-EFTACourt Portal please contact the Registry at:
registry@eftacourt.int.