



e-EFTACourt Portal User Guide

2024

e-EFTACourt Portal User Guide

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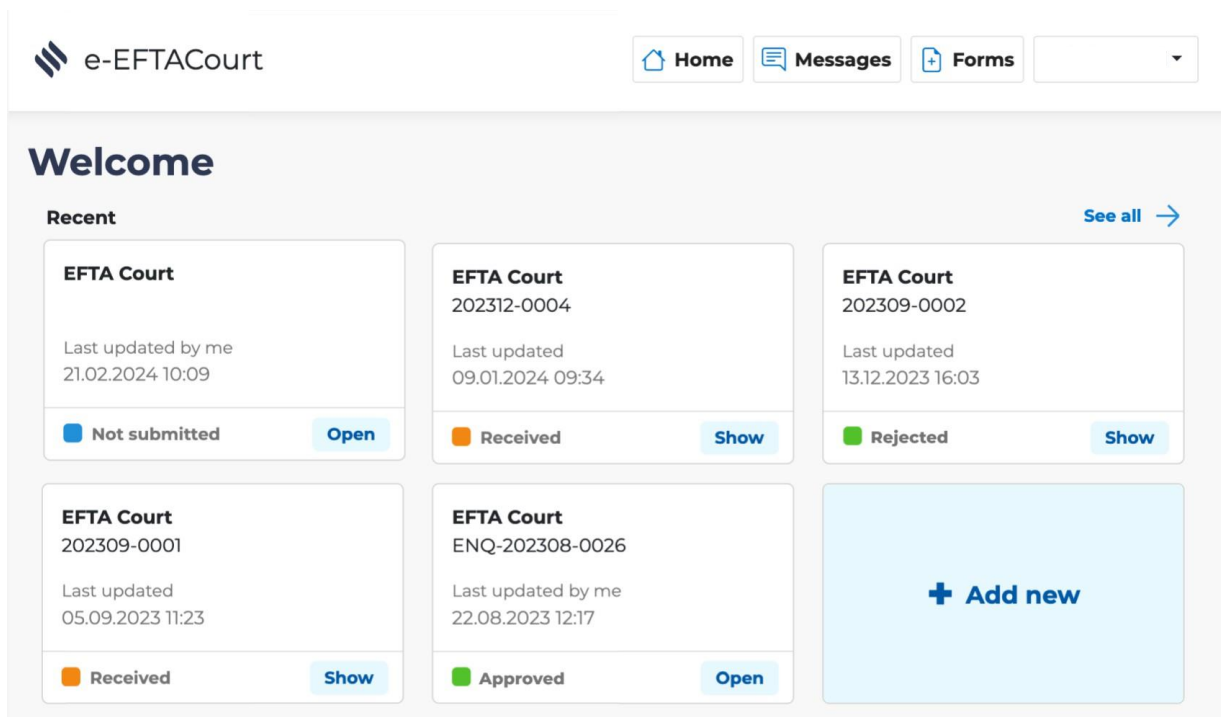
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Overview

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 displays 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, the main content area is titled 'Welcome' and features a 'Recent' section. This section contains a grid of form cards, each representing a submission. The cards are organized into two rows. The first row contains three cards: the first is 'Not submitted' (blue icon) with an 'Open' button; the second is 'Received' (orange icon) with a 'Show' button; the third is 'Rejected' (green icon) with a 'Show' button. The second row contains two cards: the first is 'Received' (orange icon) with a 'Show' button; the second is 'Approved' (green icon) with an 'Open' button. To the right of the 'Recent' section, there is a 'See all' link with a right-pointing arrow. At the bottom right of the grid, there is a large light blue button with a plus sign and the text '+ Add new'.

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

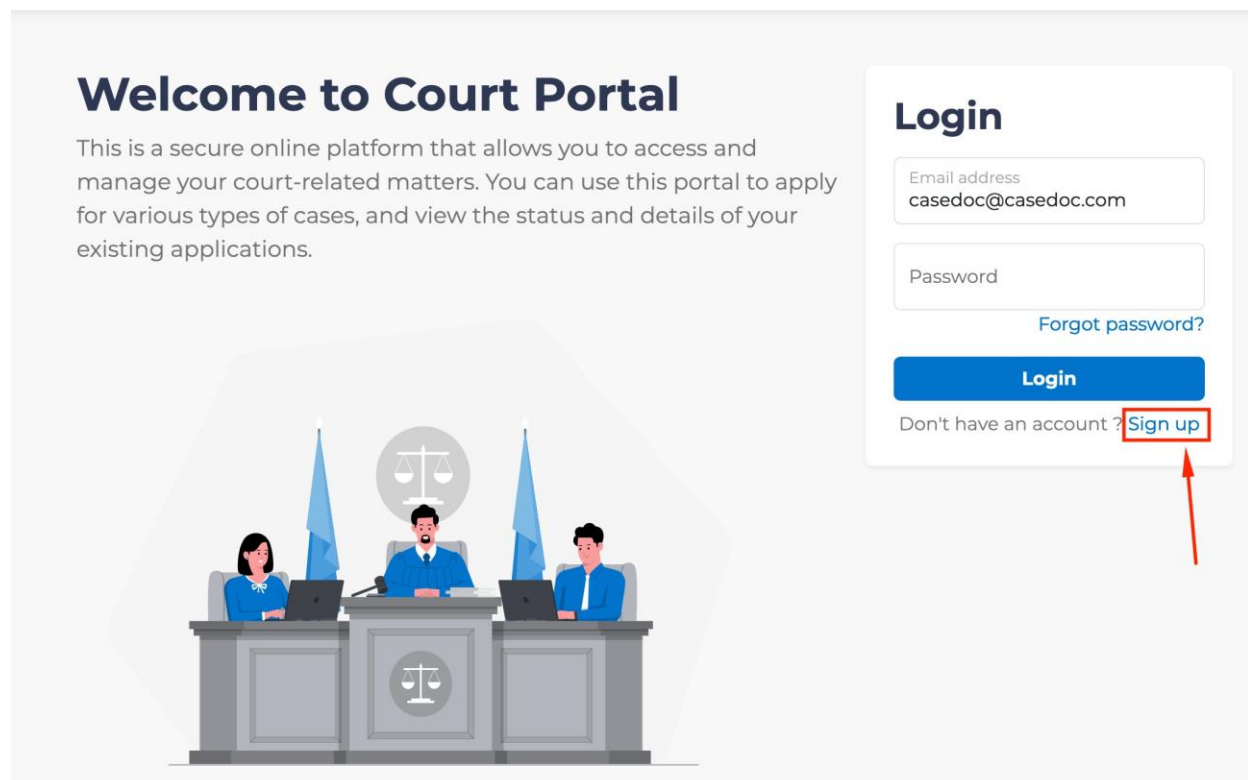
Creating a New User

To start using the e-EFTACourt Portal, you need to complete the registration process. The e-EFTACourt Portal allows you to register as on behalf of a Country or Organisation. Please note that only account users with professional email addresses will be accepted. 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”.




2. Enter your e-mail address and click on “Continue” (Please note that only account users with professional email addresses will be accepted).

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

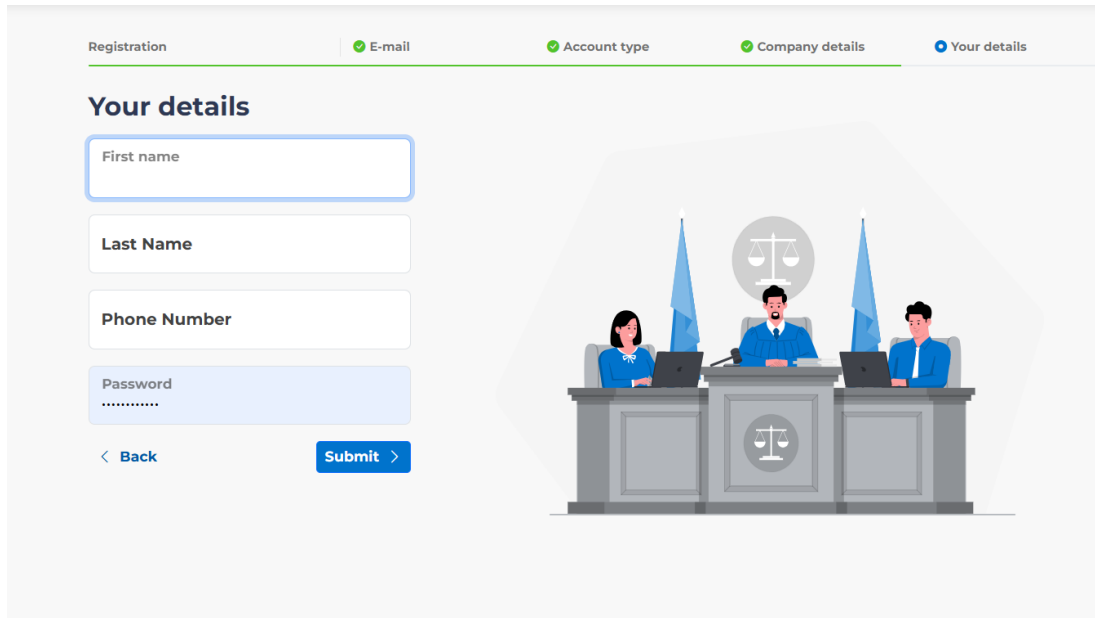
Postcode

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. 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 in blue and shows a masked password '.....'. 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 (two men and one woman) sitting at a desk with laptops, with a scale of justice icon 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.

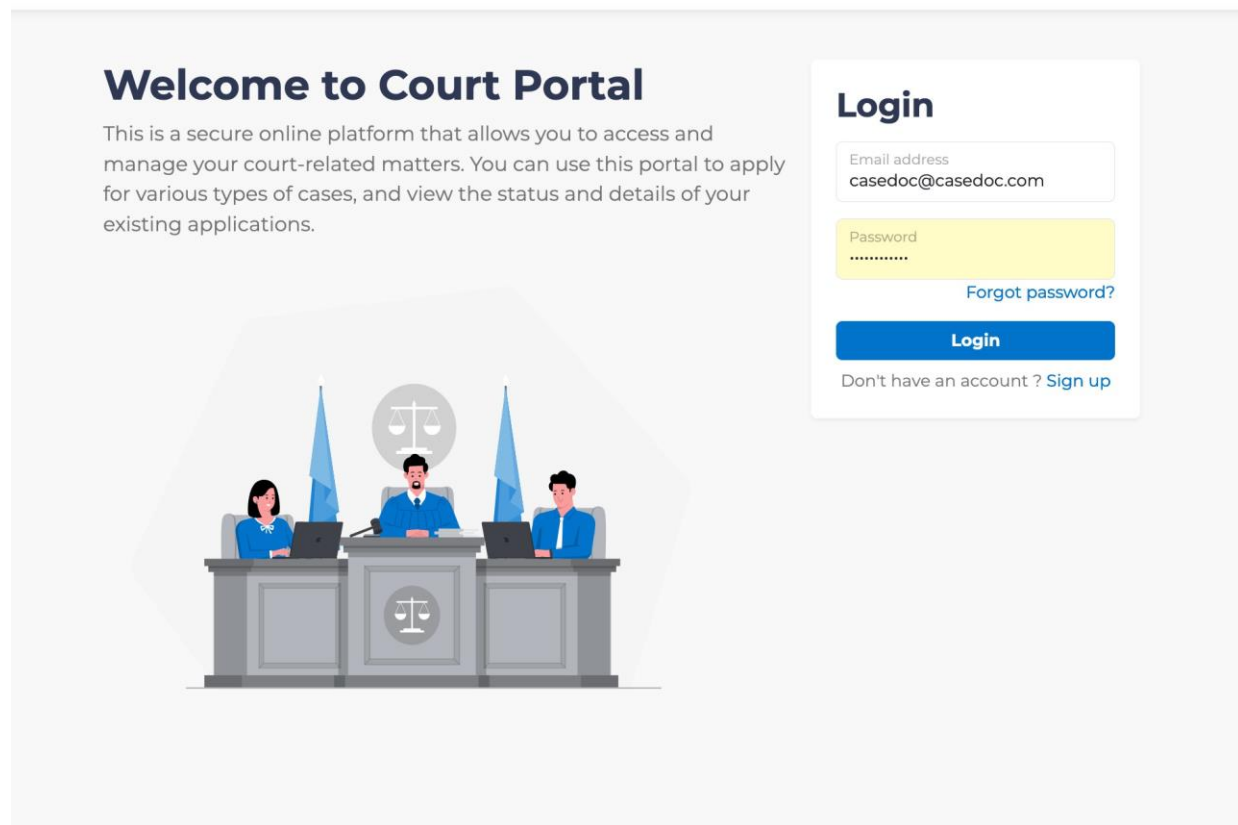
Submit a Form to the EFTA Court

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

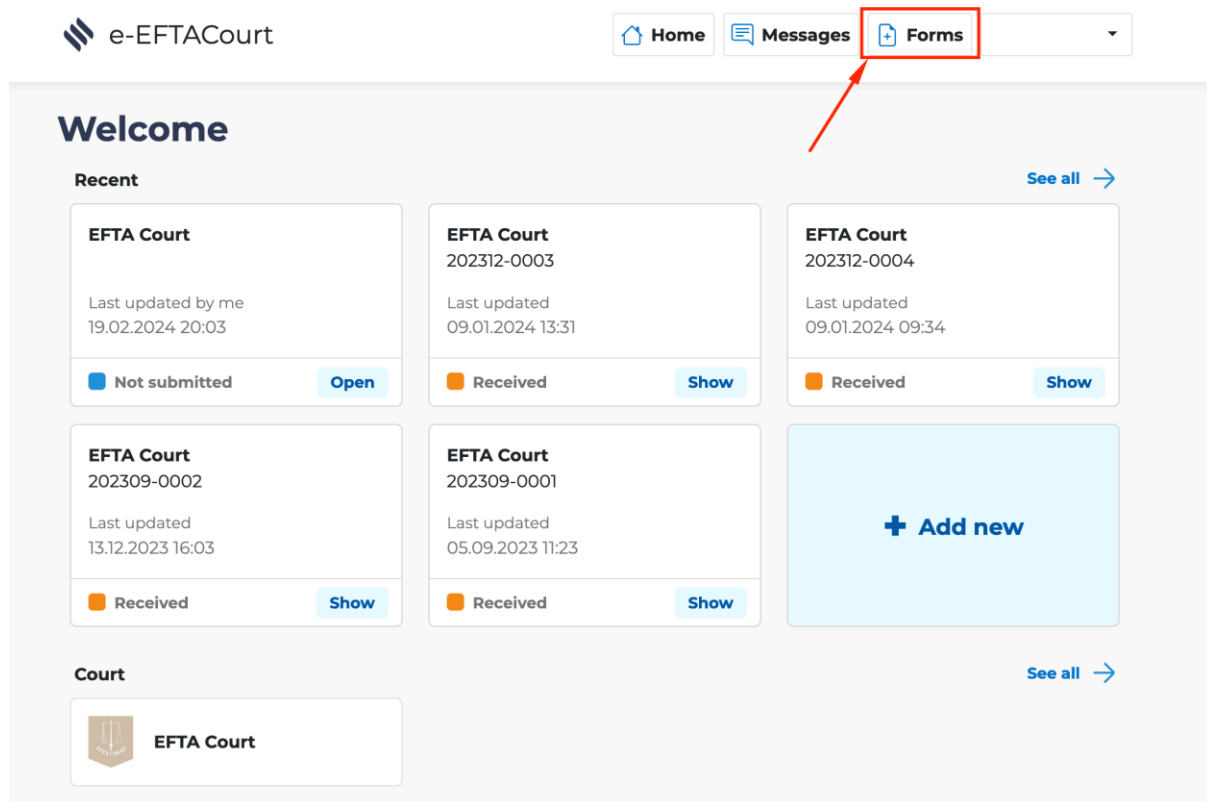
The Enquiries Form is used to forward questions to the EFTA Court. The Submit Documents Form is used to send documents that are usually related to a Court Case. Follow the guide below to learn how to submit a form.

How to Submit a Document to the EFTA Court

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

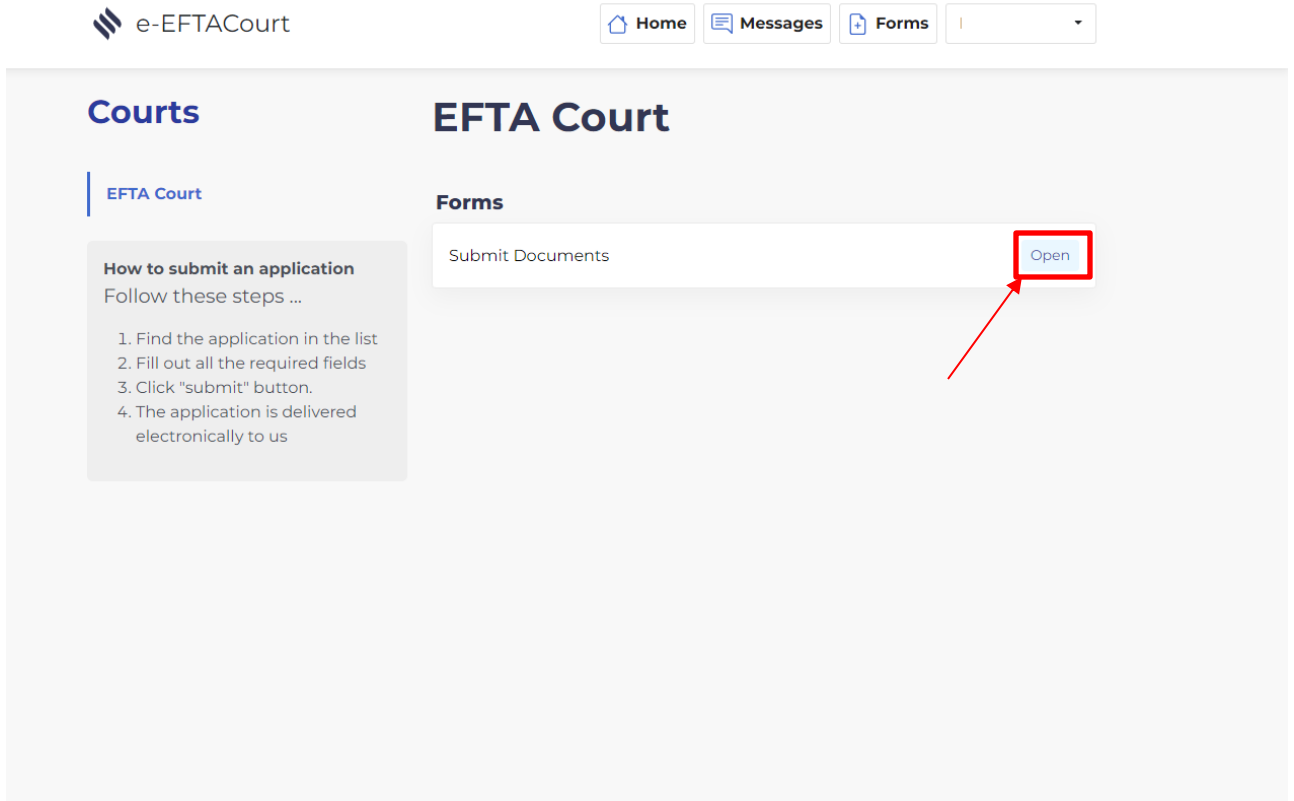


2. Click on “Forms”.



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 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 “Submit Documents” form.



The screenshot displays the e-EFTACourt web application interface. At the top left is the logo and name 'e-EFTACourt'. To the right are navigation buttons for 'Home', 'Messages', and 'Forms', followed by a search 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 with a list of forms. The 'Submit Documents' form is highlighted, and its 'Open' button is enclosed in a red box with 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

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”.

 e-EFTACourt

[Home](#) [Messages](#) [Forms](#) ▼

EFTA Court **Submit Documents** ● Details ○ Attachments [Save & close](#) ×

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
ED23/23

Type of action
Oral Hearing ▼

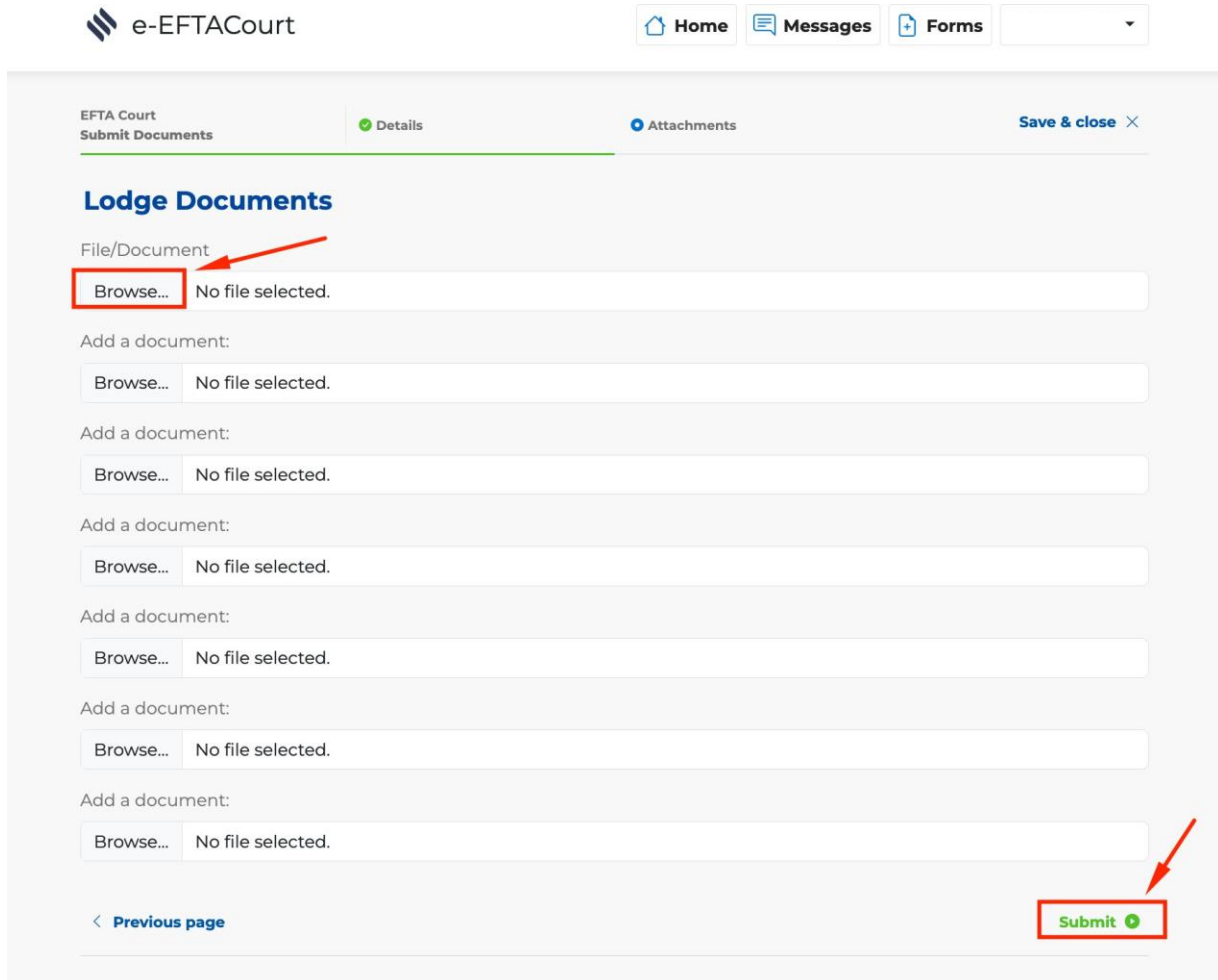
Parties
James Clark & Adam Jameson


Language
English ▼

Comments
Please, see the Oral hearing related to the Case ED23/23

[Next page](#) >

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.

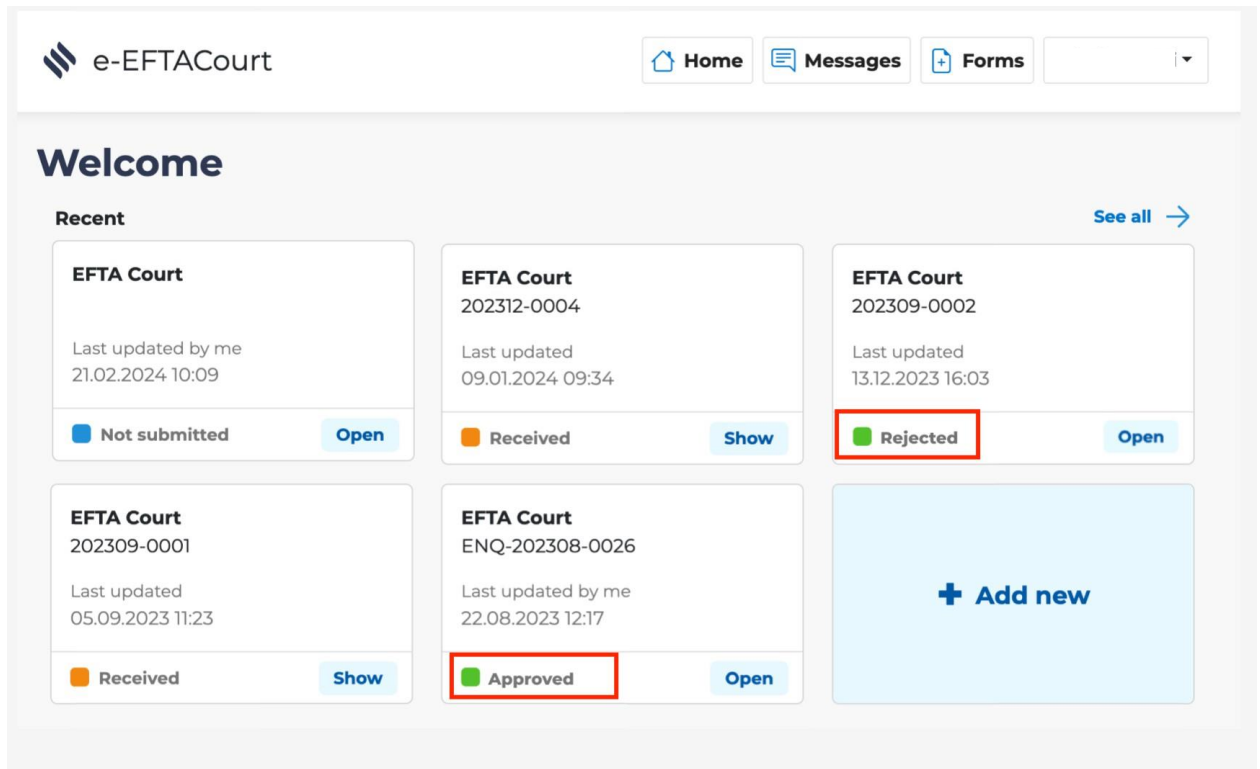
Add a document:

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”.



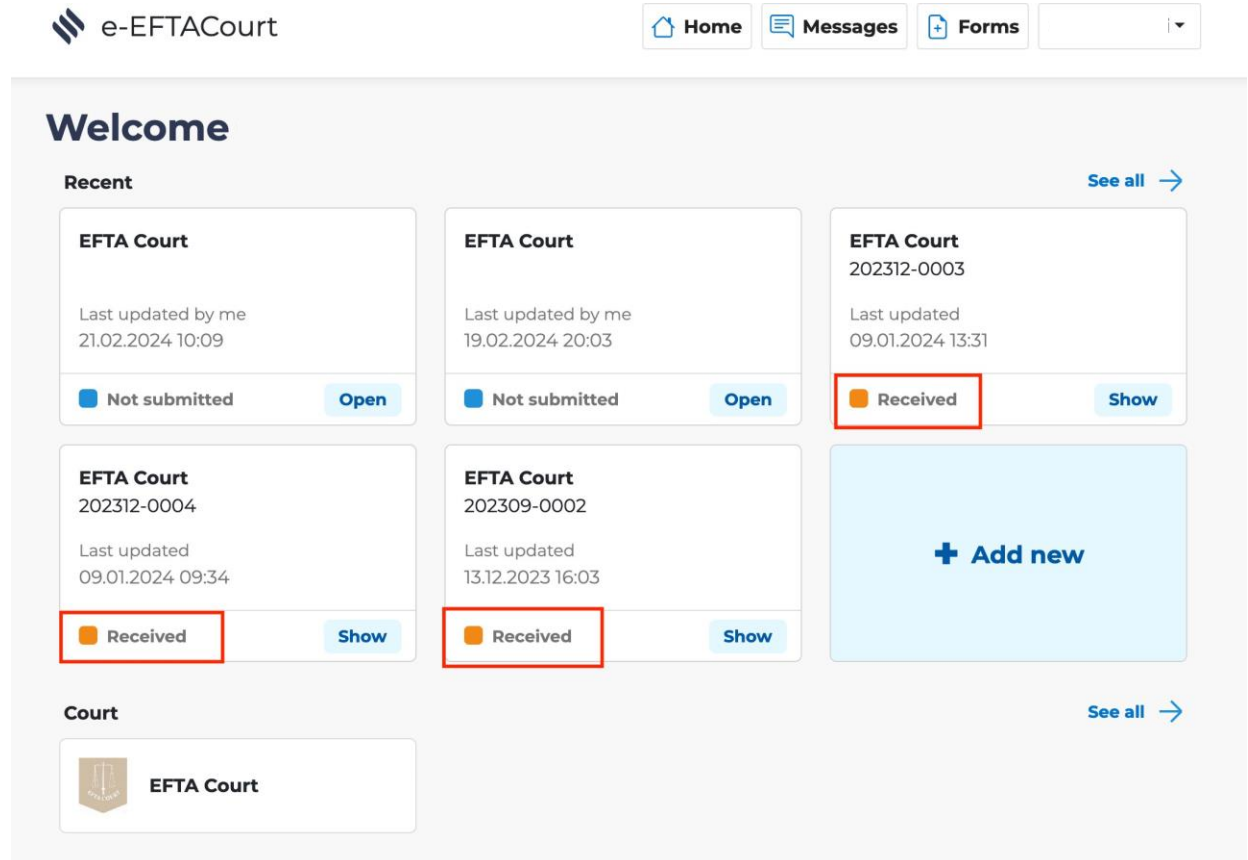
The screenshot displays the e-EFTACourt user interface. At the top, there is a navigation bar with the logo and the text 'e-EFTACourt', and three menu items: 'Home', 'Messages', and 'Forms'. Below this is a 'Welcome' section with a 'Recent' list of submissions. The list contains five items, each with a title, ID, last updated time, and a status indicator. The status indicators are: 'Not submitted' (blue square), 'Received' (orange square), 'Rejected' (green square), and 'Approved' (green square). The 'Rejected' and 'Approved' status indicators are highlighted with red boxes. There are 'Open' buttons next to the 'Not submitted', 'Rejected', and 'Approved' items, and a 'Show' button next to the 'Received' item. A '+ Add new' button is located at the bottom right of the list. A 'See all' link with a right arrow is located at the top right of the 'Recent' section.

Title	ID	Last updated	Status	Action
EFTA Court		Last updated by me 21.02.2024 10:09	Not submitted	Open
EFTA Court	202312-0004	Last updated 09.01.2024 09:34	Received	Show
EFTA Court	202309-0002	Last updated 13.12.2023 16:03	Rejected	Open
EFTA Court	202309-0001	Last updated 05.09.2023 11:23	Received	Show
EFTA Court	ENQ-202308-0026	Last updated by me 22.08.2023 12:17	Approved	Open

- 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

How to Receive a Form from the EFTA Court

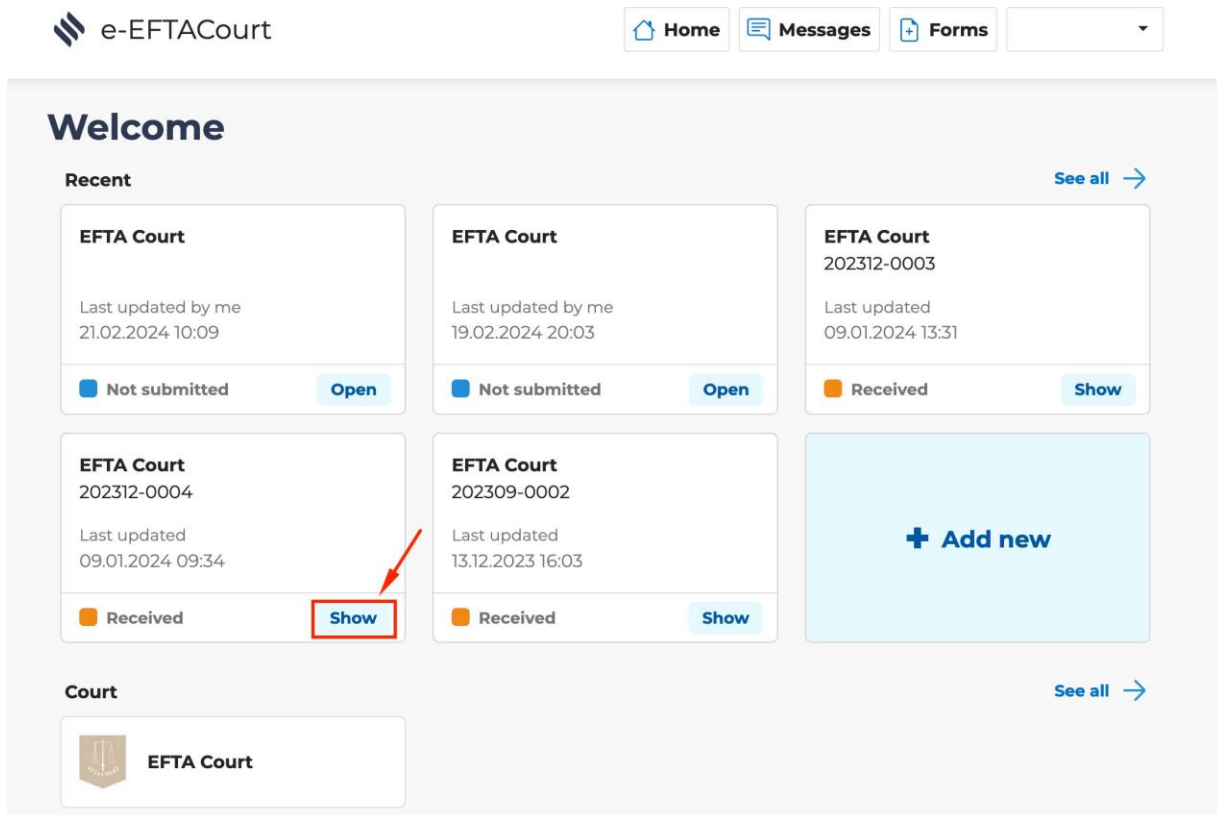
The EFTA Court can securely serve documents through the e-EFTACourt Portal. The e-EFTACourt Portal homepage shows a summary of the most recently served forms. To see all forms, the User can click on the “See all →” button.



The screenshot displays the e-EFTACourt portal interface. At the top, there is a navigation bar with the e-EFTACourt logo, a 'Home' button, a 'Messages' button, and a 'Forms' button. 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 three cards are marked 'Not submitted' and have 'Open' buttons. The last three cards (the second, third, and fourth) are marked 'Received' and have 'Show' buttons. The 'Received' status is highlighted with a red box in each card. The fifth card is a large light blue button with a plus sign and the text '+ Add new'. Below the 'Recent' section 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 displays the e-EFTACourt portal interface. At the top, there is a navigation bar with the e-EFTACourt logo, a home icon, and buttons for 'Home', 'Messages', and 'Forms'. Below the navigation bar, the main content area is titled 'Welcome'. Under 'Welcome', there is a 'Recent' section with a 'See all' link. The 'Recent' section contains a grid of document cards. Each card displays the document title 'EFTA Court', the case number, the last updated date and time, and the status (Not submitted or Received). The 'Received' status cards have a 'Show' button. A red box highlights the 'Show' button on the card for case 202312-0004. To the right of the 'Recent' section is a large blue button labeled '+ Add new'. Below the 'Recent' section is a 'Court' section with a 'See all' link and a card for 'EFTA Court' with a logo.

- 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](#) ▼

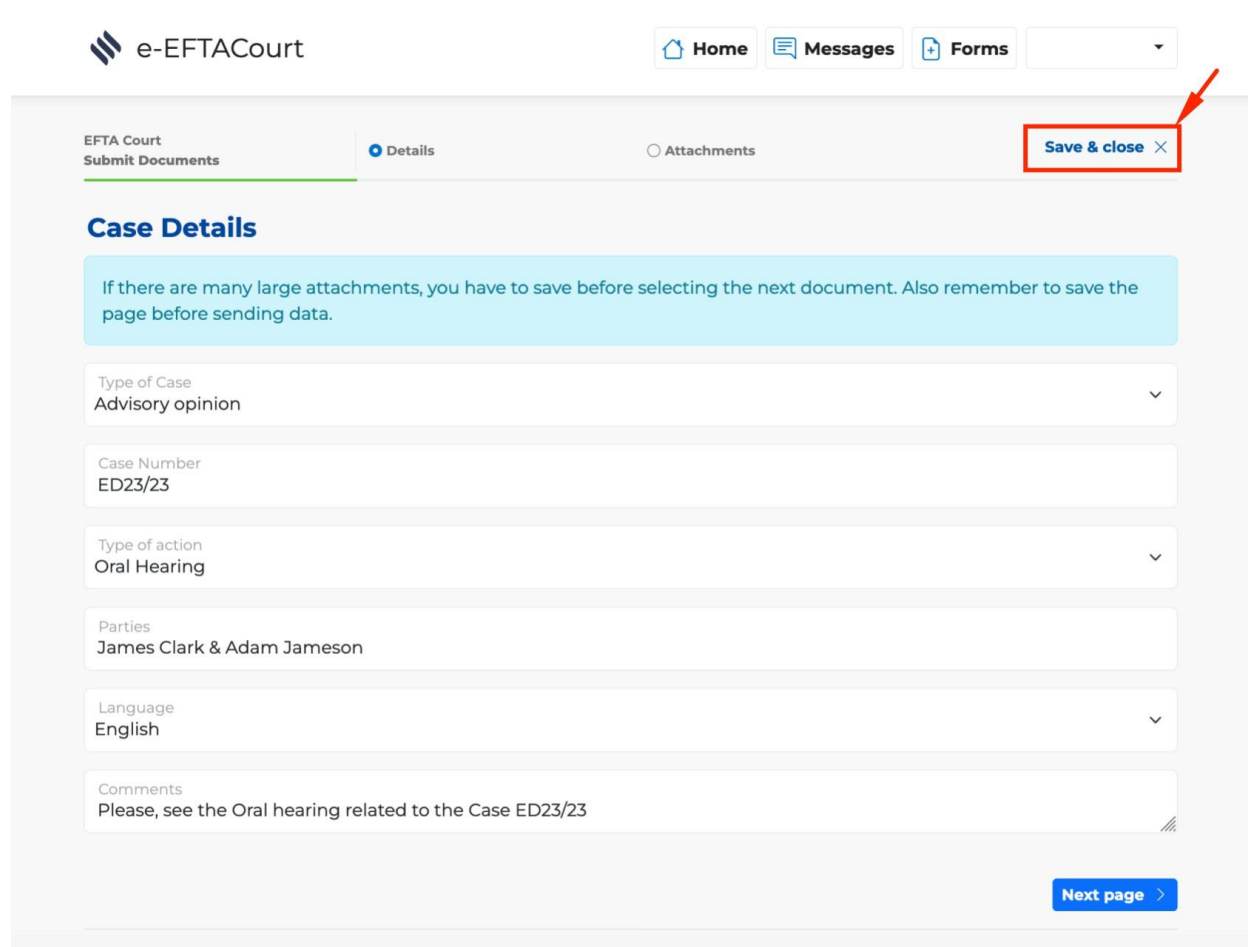
My Cases

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

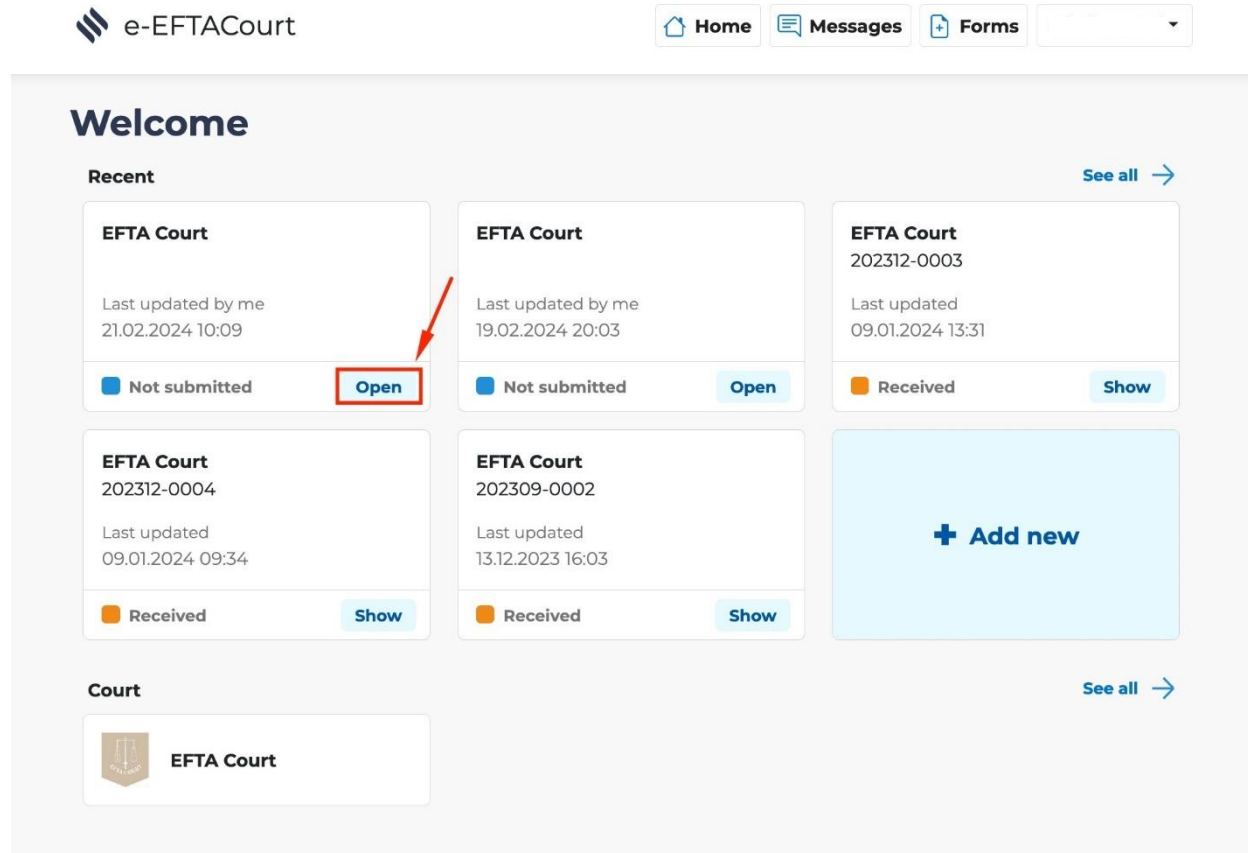
How to save a Form

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 displays the e-EFTACourt 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, the main content area is titled 'EFTA Court Submit Documents' and has two tabs: 'Details' (selected) and 'Attachments'. A red box highlights the 'Save & close' button in the top right corner of the form area, with a red arrow pointing to it. The form content includes a 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 input fields: 'Type of Case' (Advisory opinion), 'Case Number' (ED23/23), 'Type of action' (Oral Hearing), 'Parties' (James Clark & Adam Jameson), and 'Language' (English). A 'Comments' field contains the text 'Please, see the Oral hearing related to the Case ED23/23'. A 'Next page' button is located at the bottom right of the form.

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. Under the 'Recent' heading, there are five cards. The first card is titled 'EFTA Court' and has a status of 'Not submitted'. A red box highlights the 'Open' button on this card, with a red arrow pointing to it. The second card is also titled 'EFTA Court' and has a status of 'Not submitted', with an 'Open' button. The third card is titled 'EFTA Court 202312-0003' and has a status of 'Received', with a 'Show' button. The fourth card is titled 'EFTA Court 202312-0004' and has a status of 'Received', with a 'Show' button. The fifth card is titled 'EFTA Court 202309-0002' and has a status of 'Received', with a 'Show' button. To the right of the 'Recent' section is a large light blue box with a '+ Add new' button. At the bottom, there is a 'Court' section with a 'See all' link and a card for 'EFTA Court' with a logo.

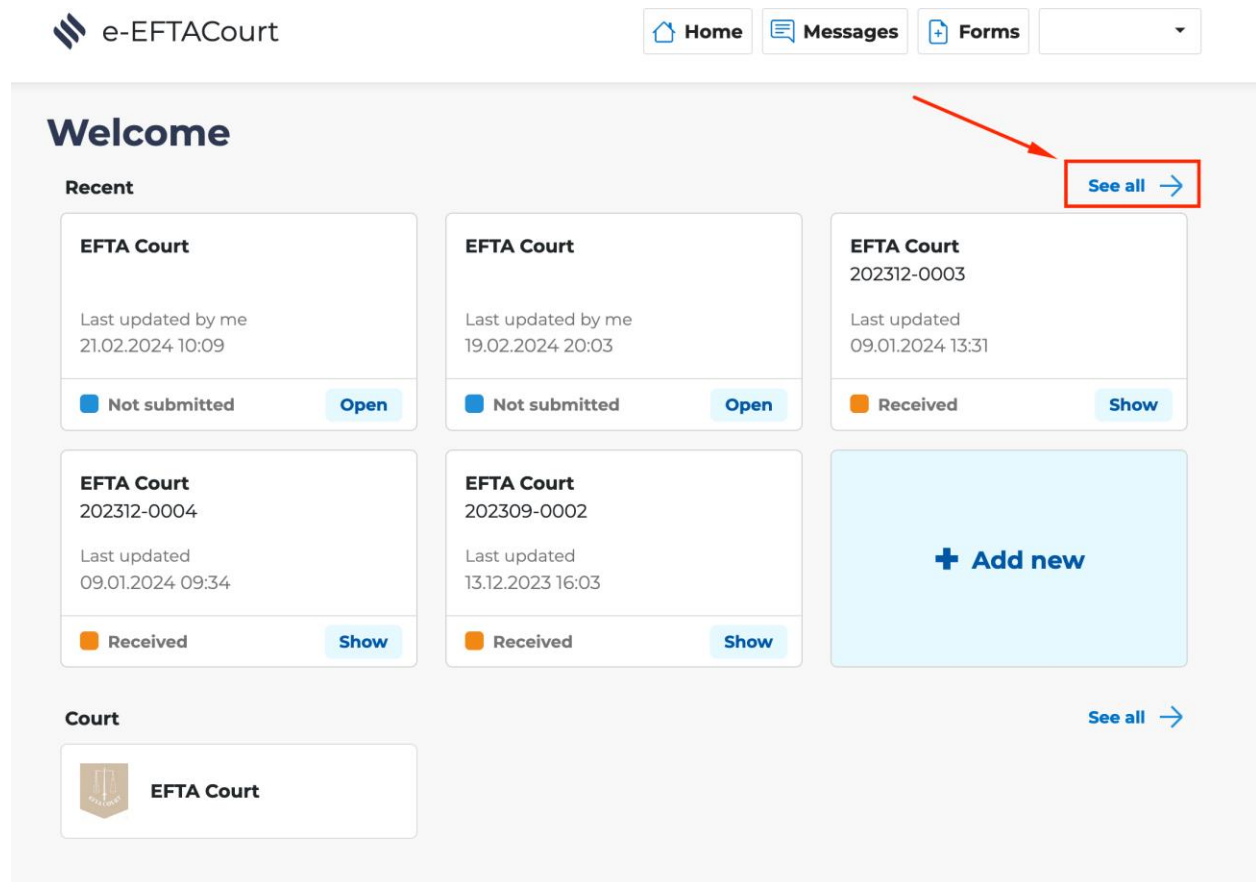
My Cases

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 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. A red arrow points to a 'See all' link with a right-pointing arrow, which is enclosed in a red rectangular box. The main content area is divided into two sections: 'Recent' and 'Court'. The 'Recent' section contains a grid of six cards. The first two cards are 'Not submitted' and have 'Open' buttons. The next two cards are 'Received' and have 'Show' buttons. The last card in the grid is a large light blue box with a '+ Add new' button. The 'Court' section at the bottom shows a single card for 'EFTA Court' with a court icon.

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

 Home Messages Forms i

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

- 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.