e-EFTACourt Portal User Guide

2024

e-EFTACourt Portal User Guide

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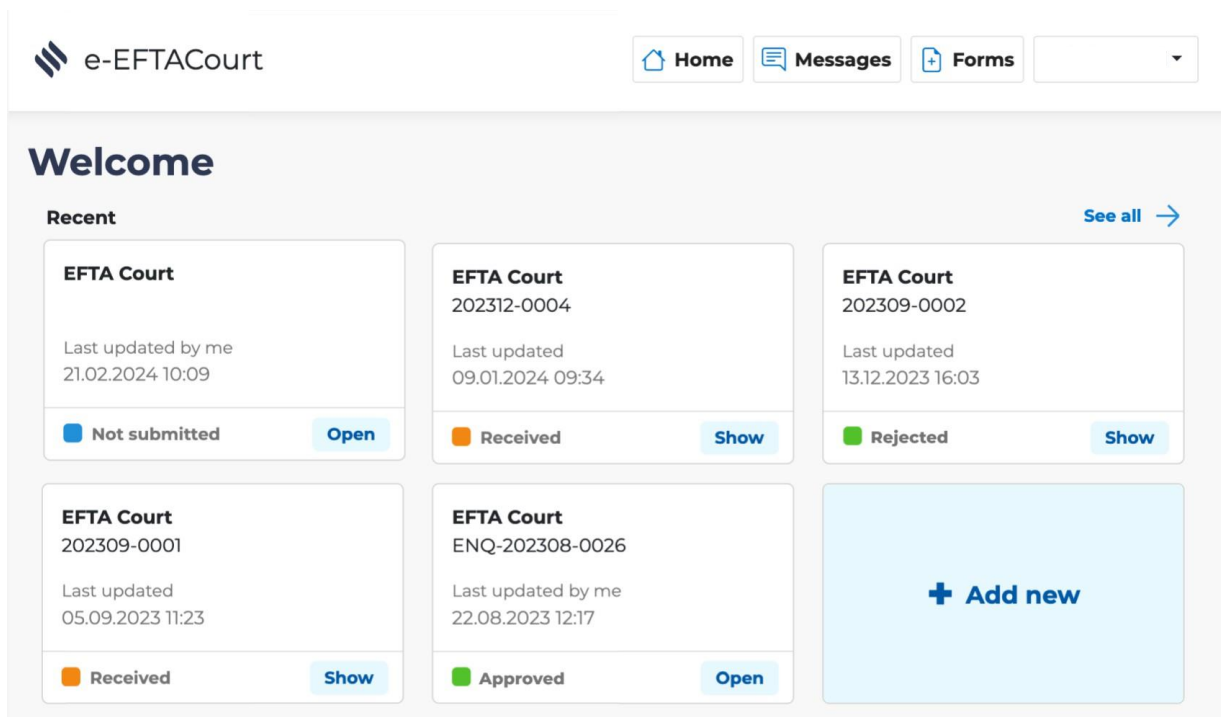
Overview

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.

e-EFTACourt

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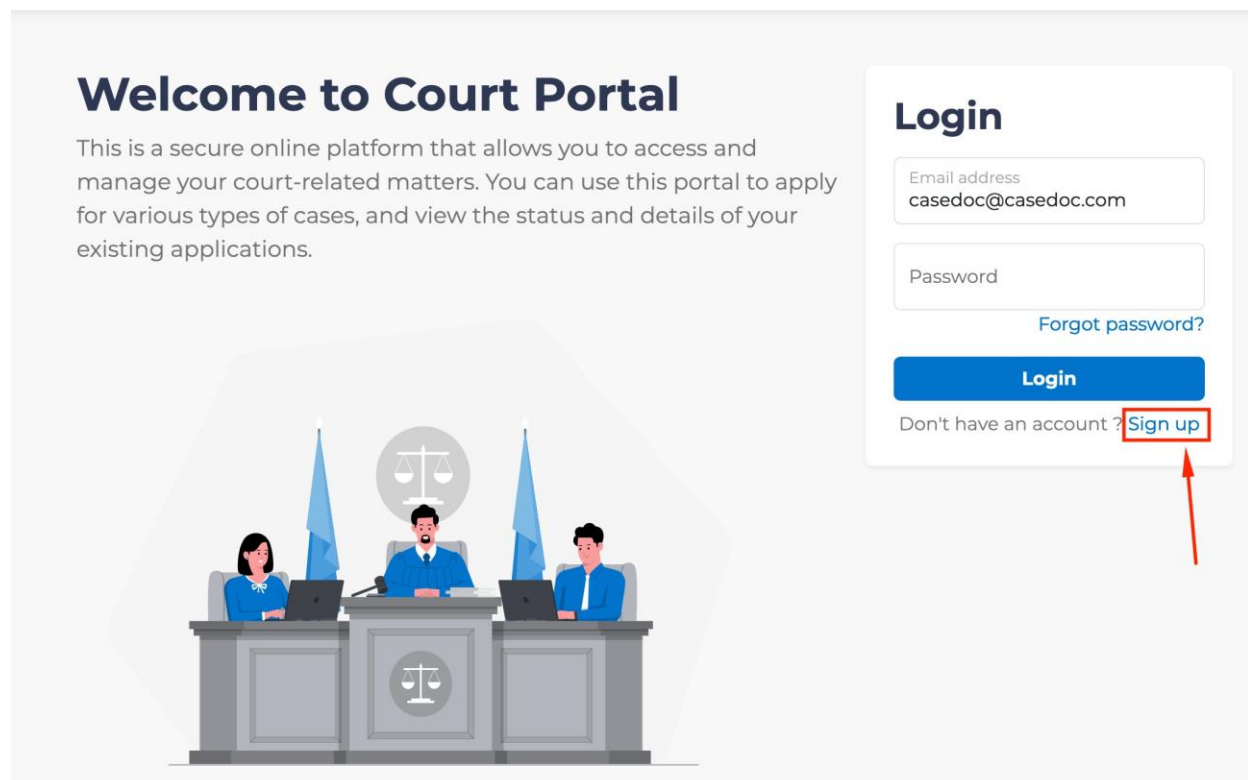
2. Enter your e-mail address and click on "Continue" (Please note that only account users with professional email addresses will be accepted).

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

4. Enter your Country, Organisation or Law Firm's details first and click on "Continue".
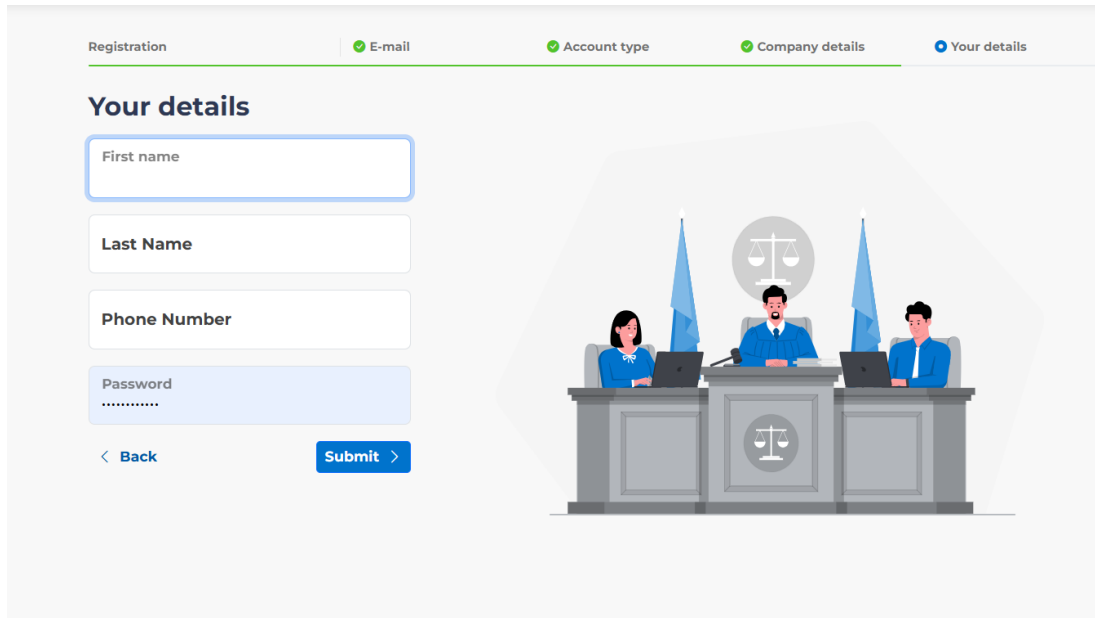
5. Enter your details, choose a password (it should be at least 8 characters long, to include one uppercase letter, one number and one special character) and click on "Submit".

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.
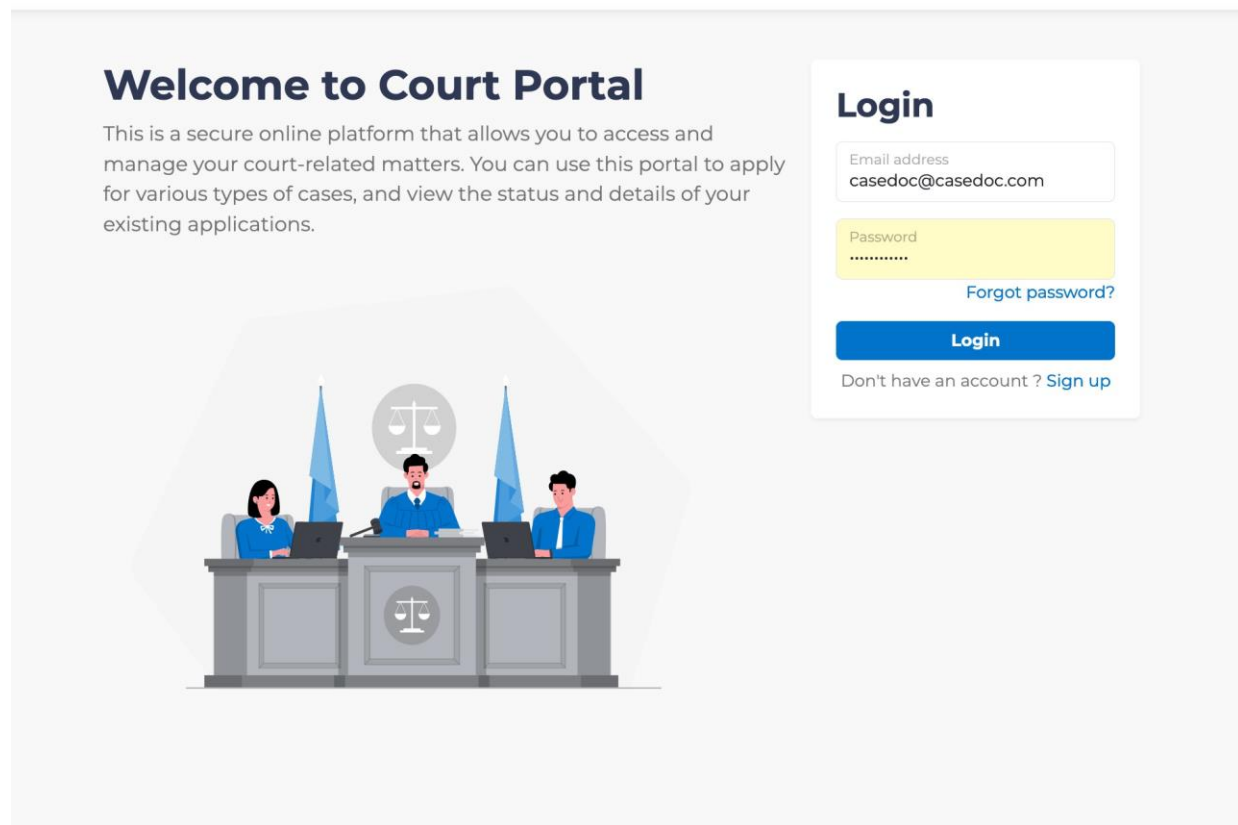
Submit a Form to the EFTA Court

The e-EFTACourt Portal can be used for sending two types of forms: Enquiries and Submitting documents.
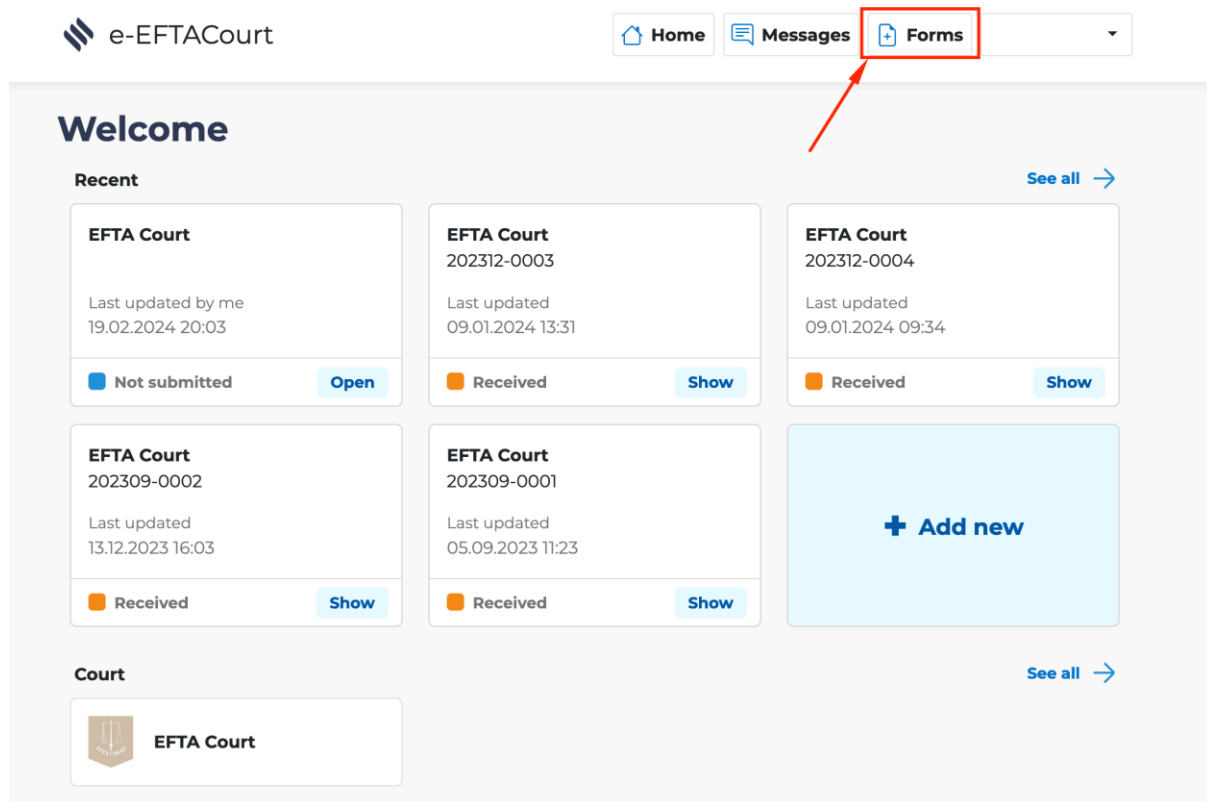
The Enquiries Form is used to forward questions to the EFTA Court. The Submit Documents Form is used to send documents that are usually related to a Court Case. Follow the guide below to learn how to submit a form.

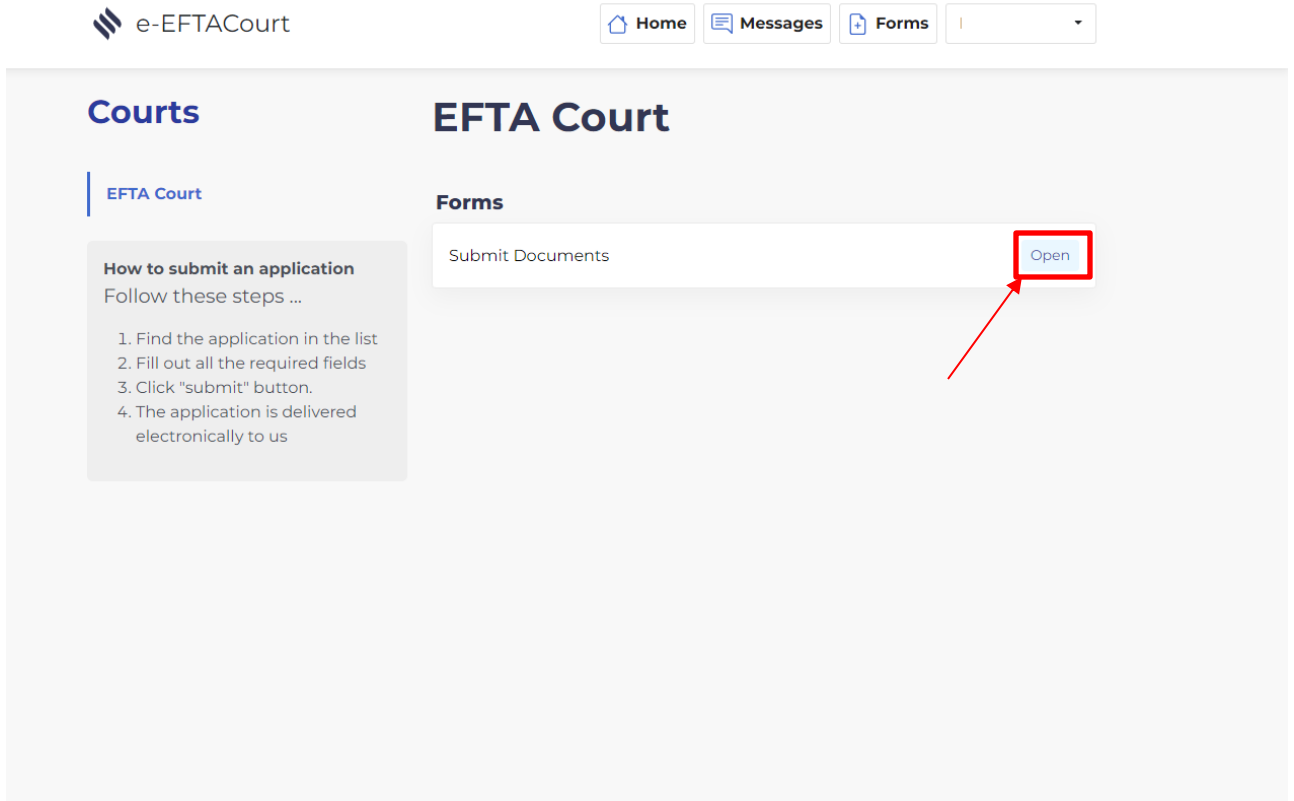### How to Submit a Document to the EFTA Court

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

2. Click on "Forms".

3. Open the "Submit Documents" form.

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".

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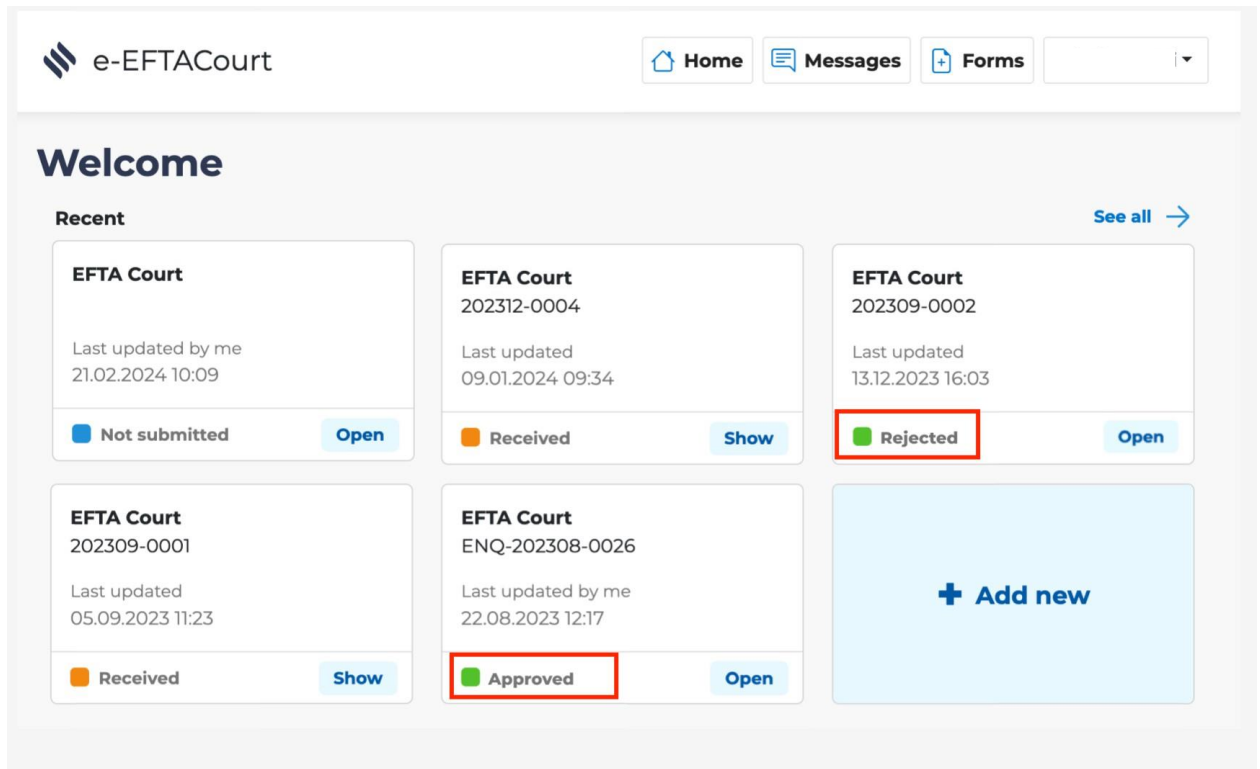
6. The EFTA Court will be notified that a new submission has been received. The EFTA Court Registry will review the submission to either approve or reject it. In either of these cases, you will receive a notification e-mail to inform you. The form status will be reflected in the e-EFTACourt portal. You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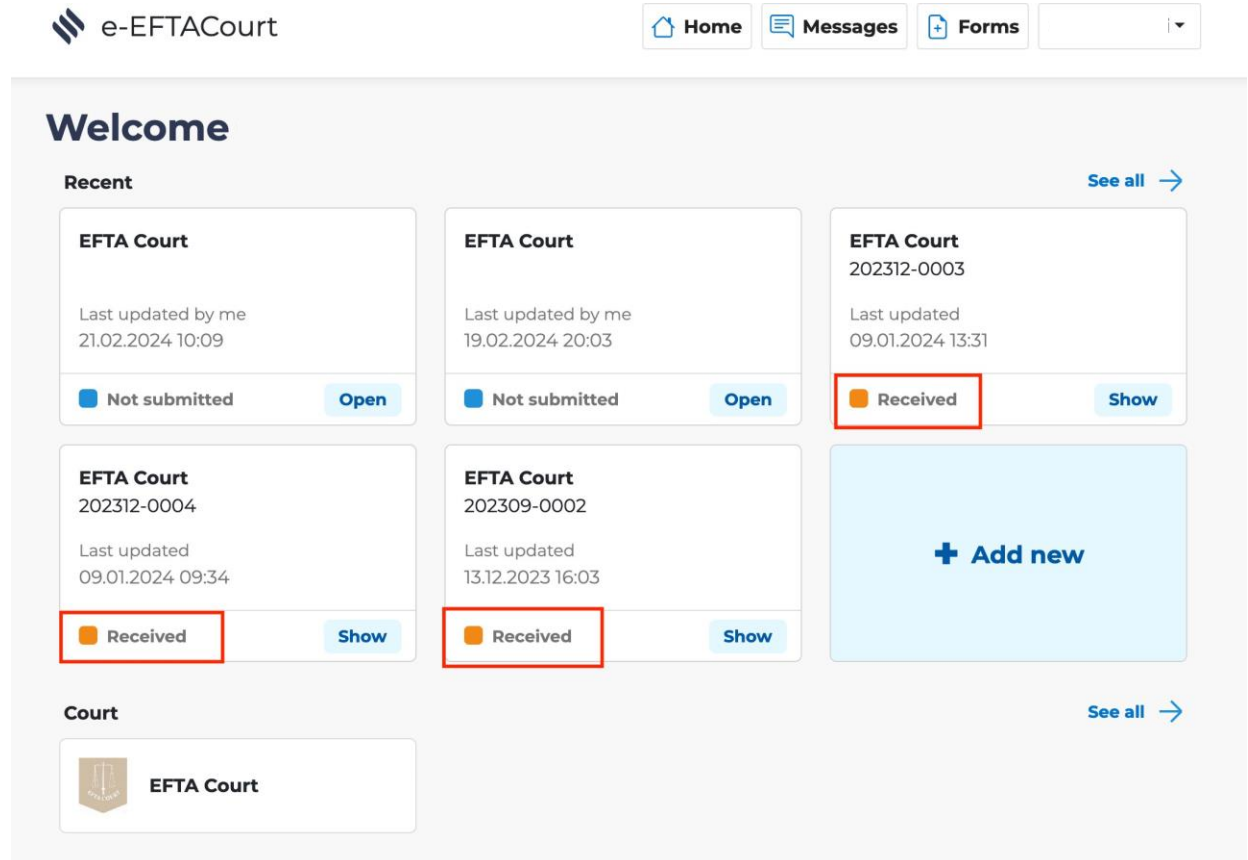

7. If a form has been rejected, the EFTA Court will provide you with more details by e-mail. If a form has been rejected for missing information or incorrect documents have been
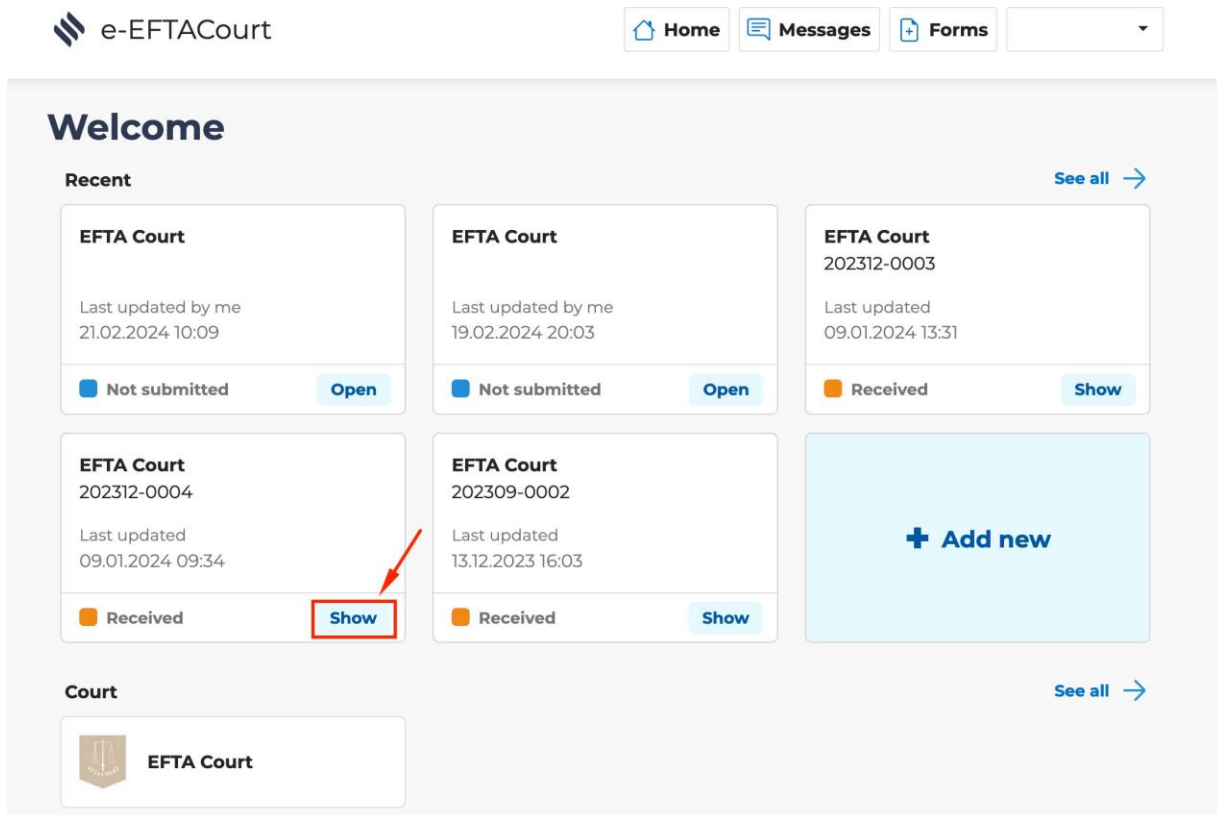
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How to Receive a Form from the EFTA Court

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.

e-EFTACourt

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.

3. 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.

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.

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".

e-EFTACourt

Home | Messages | Forms | ▼
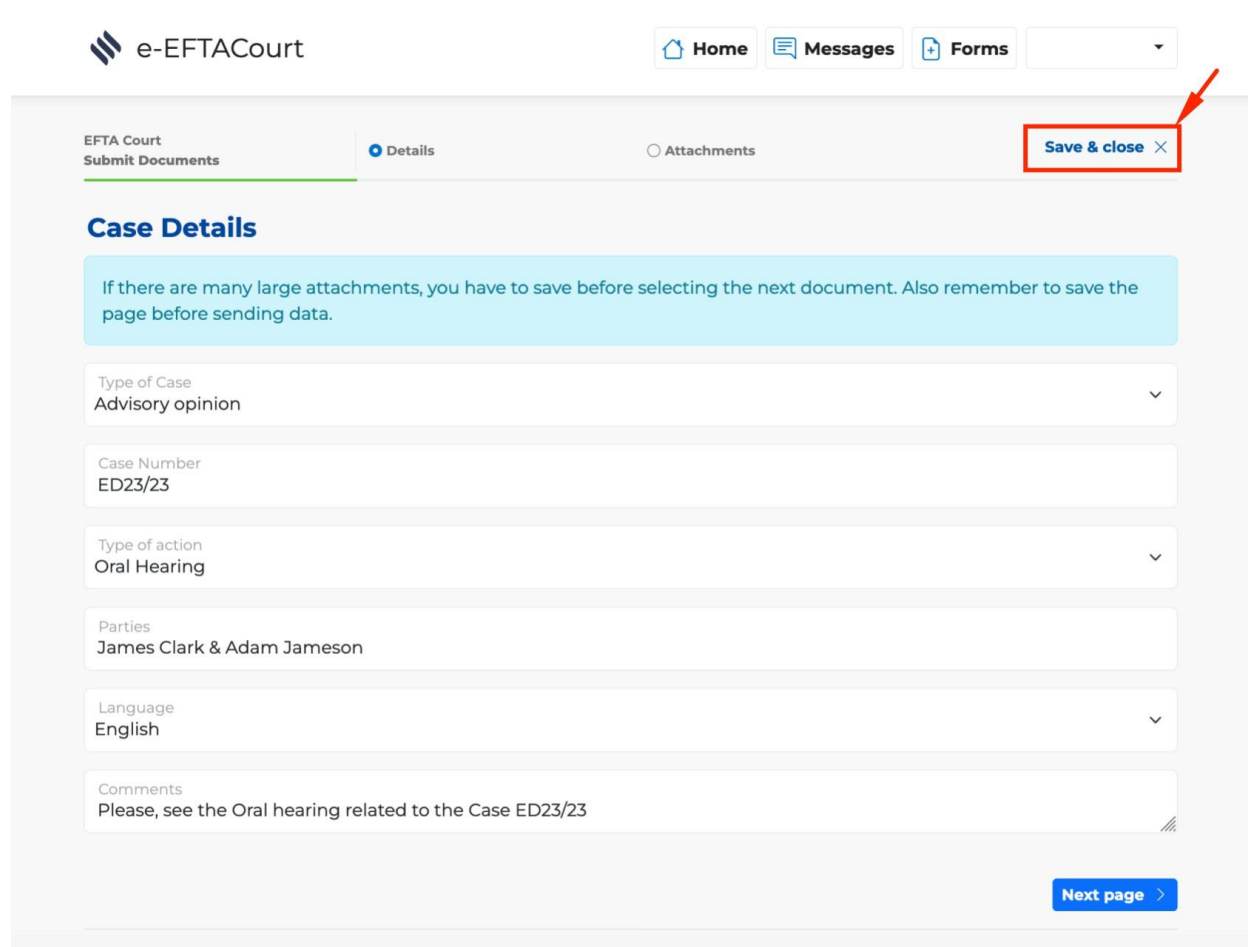
My Cases

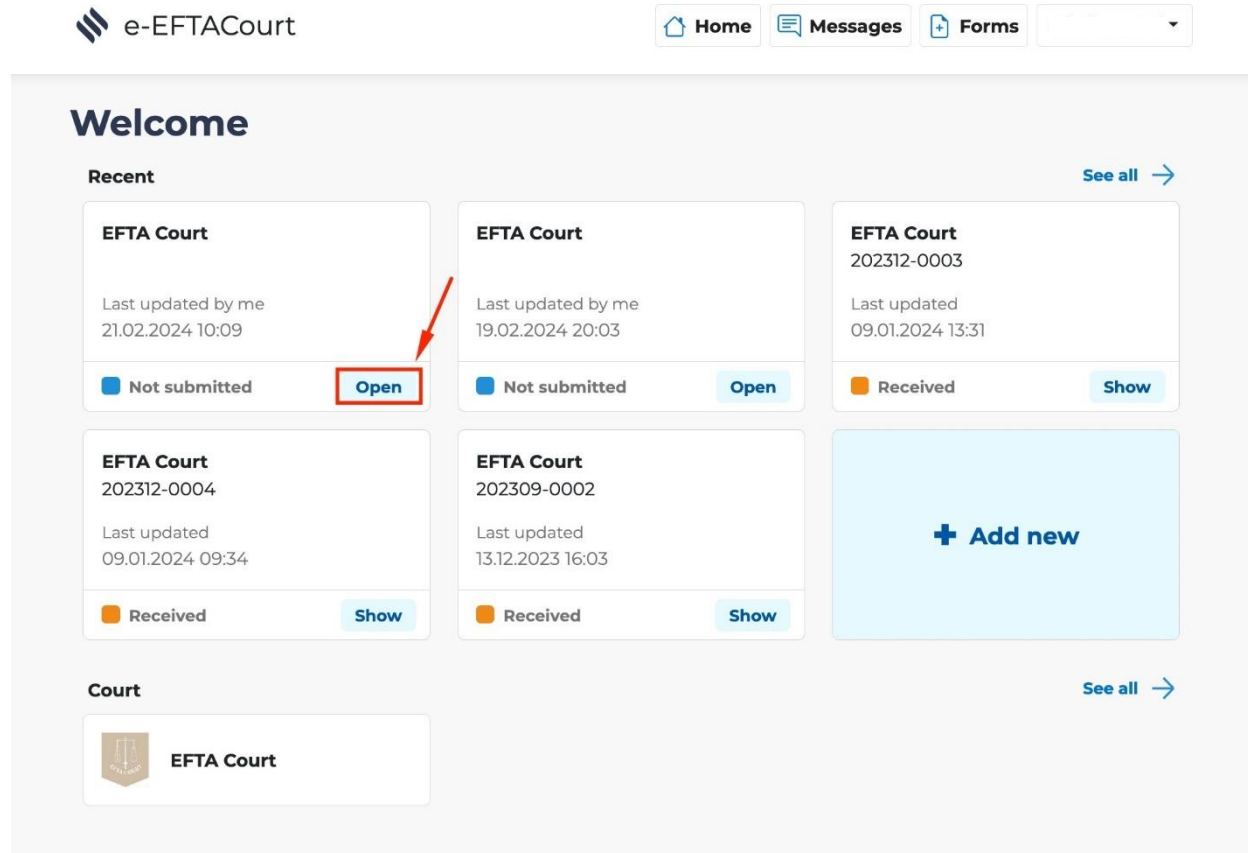| Case	Reference	Docs	Status	Created	Modified
Submit Documents	S2402-0020	0	Not submitted	21.02.2024	21.02.2024
Submit Documents	S2402-0017	0	Not submitted	19.02.2024	19.02.2024
E-23/23 Eva Smith vs Norway	S2401-0005	2	Received	09.01.2024	09.01.2024
E-1/24 Jon Thompson vs Norway	S2401-0004	1	Received	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
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.

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.

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

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:	
Add a document:	

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