



# e-EFTACourt Portal User Guide

2025

# 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.

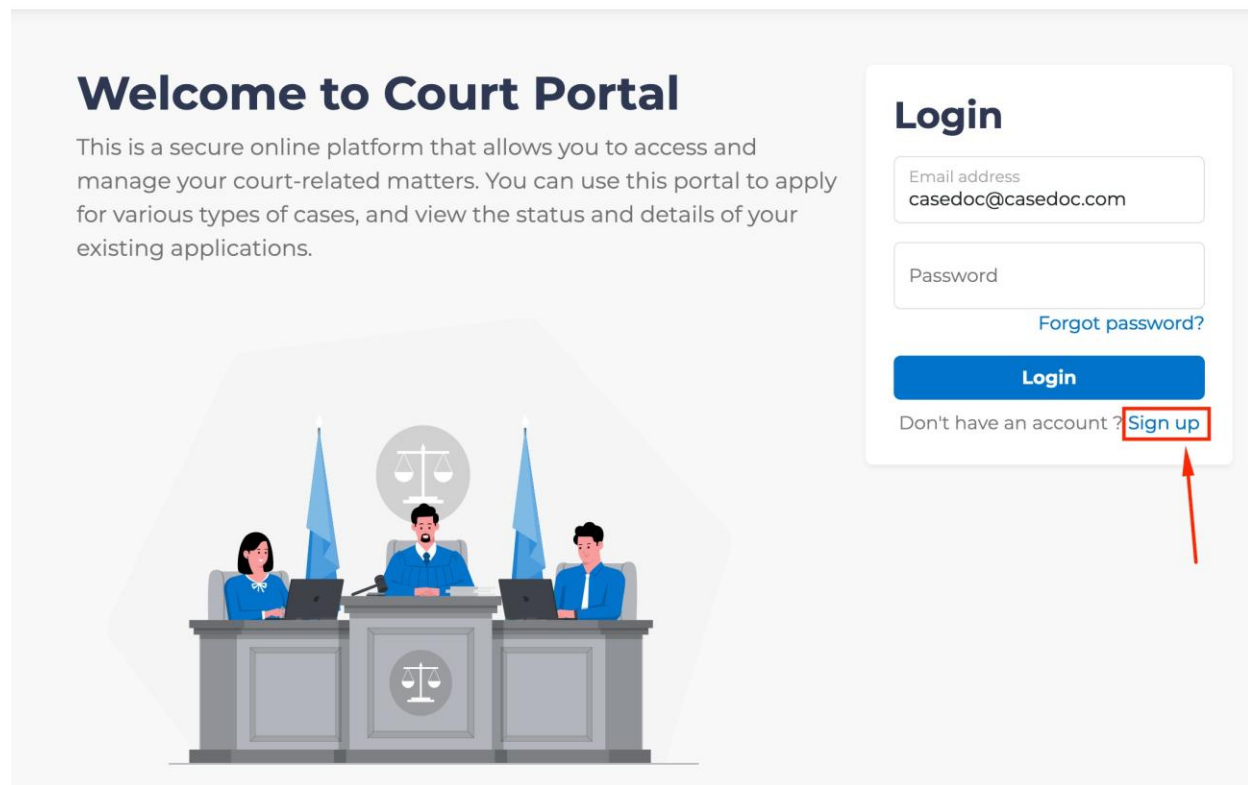
## Creating a New User

To start using the e-EFTACourt Portal, you need to complete the registration process. Users must register on behalf of an organisation (such as an Embassy, Law Firm or Agency). 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 in 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".



The screenshot shows the e-EFTACourt Portal homepage. On the left, there is a large illustration of a courtroom with three judges seated at a bench. The text "Welcome to Court Portal" is prominently displayed. Below this, a paragraph describes the portal as a secure online platform for accessing and managing court-related matters. On the right side, there is a "Login" section with input fields for "Email address" (containing "casedoc@casedoc.com") and "Password". Below these fields are links for "Forgot password?" and a blue "Login" button. At the bottom of the login section, 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.

## 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. 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”.

Registration

☒ E-mail

☒ Account type

☐ Your details

## Account type

Are you registering on behalf of

☐ An organisation

[< Back](#)

[Continue >](#)



4. Enter your Organisation's details 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".

Registration ✔ E-mail ✔ Account type ● Your details

### Your details

Tell us a little bit about yourself

First name  
Jennifer

Last Name  
Jameson

Phone Number  
531212

Job Title  
Lawyer

Password  
.....

Address  
Green Lanes Road

City  
London

Postcode  
ED453DF

Country  
United Kingdom



[< Back](#) [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 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 submitting documents.

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.

## 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”.

 e-EFTACourt

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

## My Cases

| ▼ Case                                                                         | ▲ Case number | Reference  | Docs | Status   | Created    |
|--------------------------------------------------------------------------------|---------------|------------|------|----------|------------|
| <b>Elva Dögg Sverrisdóttir and Ólafur Viggó Sigurðsson v. Íslandsbanki hf.</b> | E-1/23        | S2402-0027 | 7    | Received | 22.02.2024 |
| <b>Valair AG</b>                                                               | E-1/25        | S2502-0006 | 2    | Received | 10.02.2025 |
| <b>X v Finanzmarktaufsicht</b>                                                 | E-10/23       | S2401-0003 | 2    | Received | 08.01.2024 |
| <b>EFTA Surveillance Authority v Iceland</b>                                   | E-10/24       | S2407-0023 | 2    | Received | 22.07.2024 |

3. Open the “Submit Documents” form.



The screenshot displays the e-EFTACourt web application. At the top, there is a navigation bar with the e-EFTACourt logo on the left and three buttons: 'Home', 'Messages', and 'Forms'. Below the navigation bar, the main content area is divided into two sections. On the left, under the heading 'Courts', there is a sub-section for 'EFTA Court' which includes a box titled 'How to submit an application' with a list of four steps. On the right, under the heading 'EFTA Court', there is a 'Forms' section containing a single entry 'Submit Documents'. To the right of this entry is a light blue button labeled 'Open', which is highlighted by a red rectangular box. A red arrow points from the bottom right corner of the 'Open' button towards the bottom right of the page.

**e-EFTACourt**

**Courts**

**EFTA Court**

**Forms**

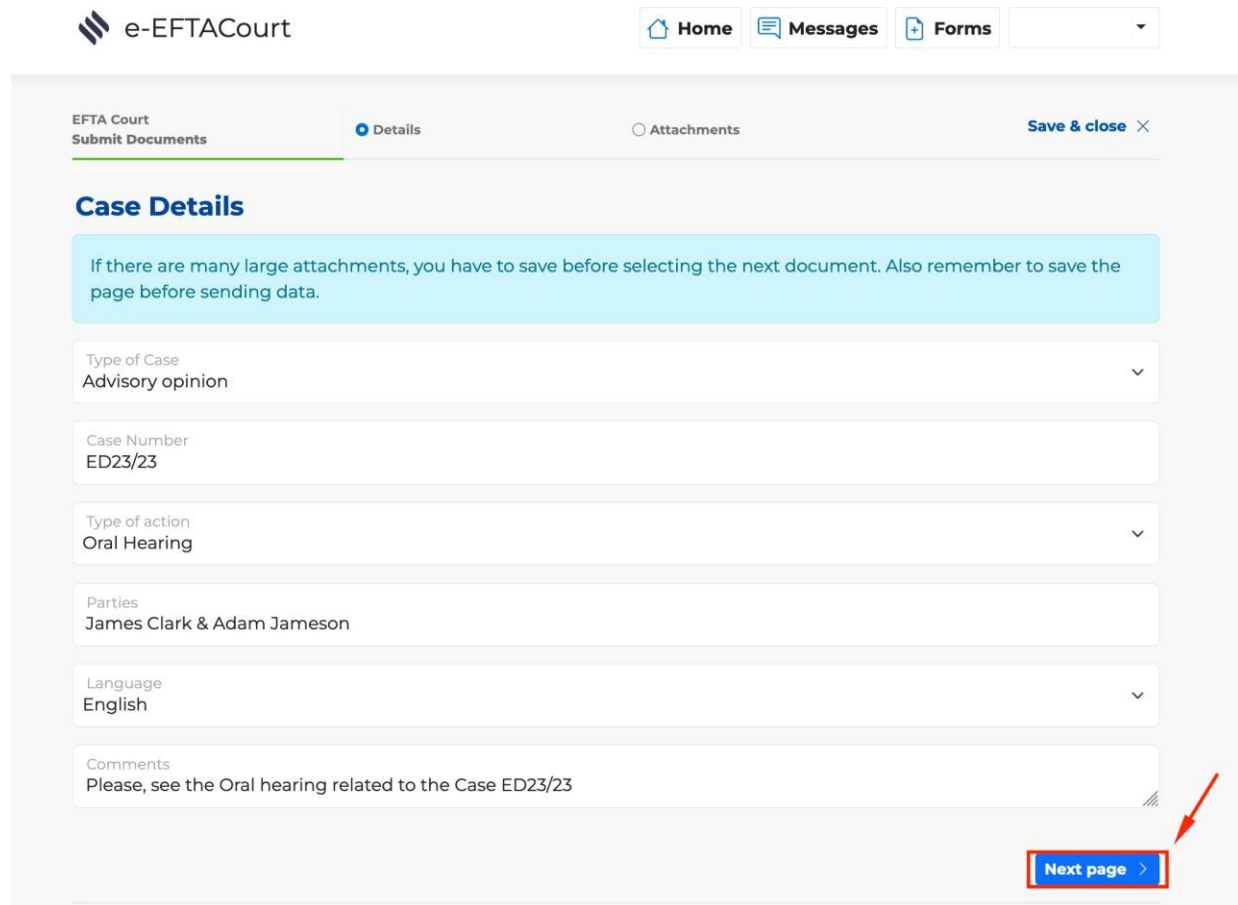
Submit Documents

Open

**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

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. If you do not know the case number please leave the field blank. 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

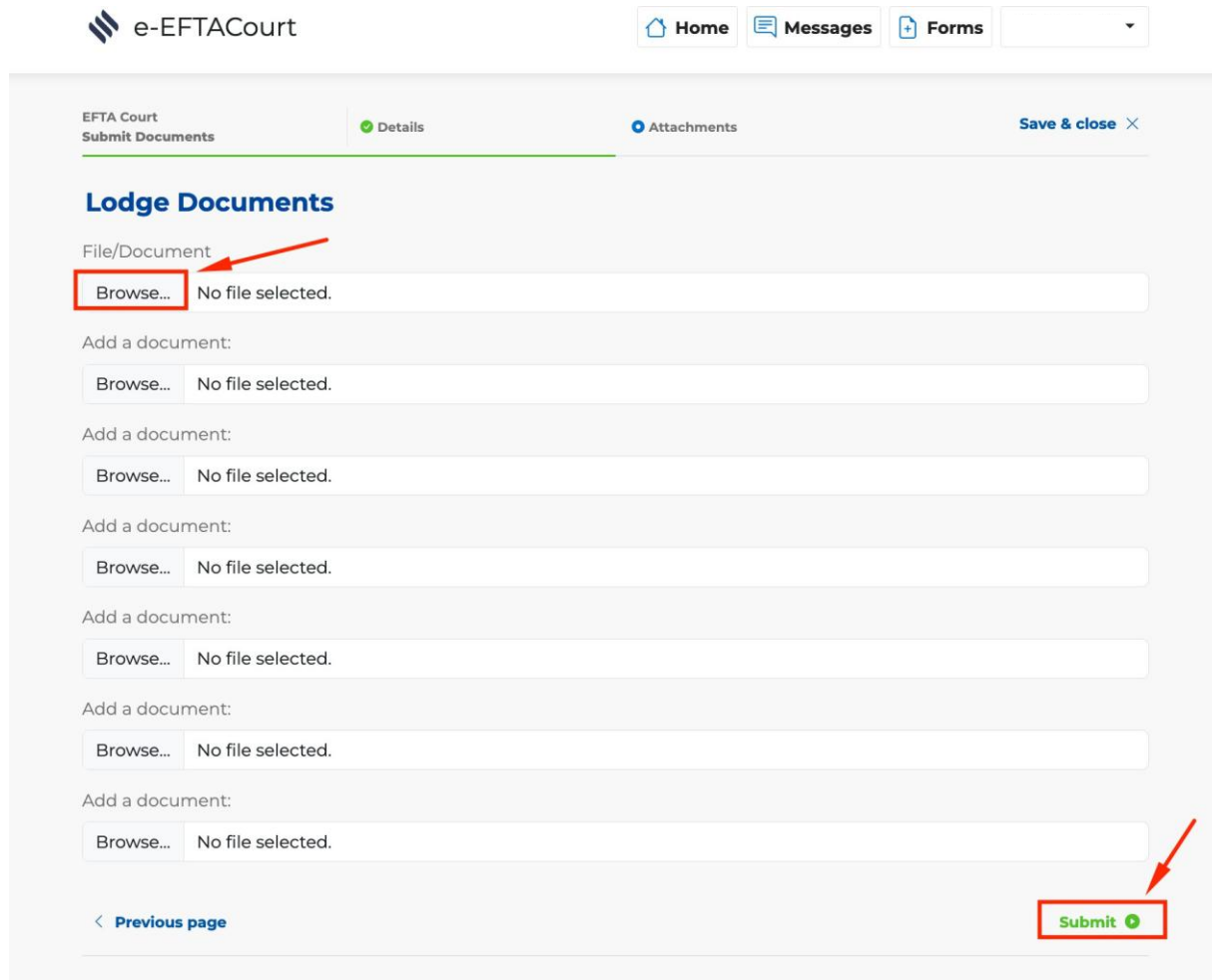
Parties  
James Clark & Adam Jameson

Language  
English

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

**Next page**

- Click on “Browse...” to upload documents to the form. You can upload multiple documents in the same form by repeating this process. Once you have uploaded all documents, click on “Submit”. Note, each submission can have a **maximum of seven** documents attached. **Files should not exceed 30MB**. 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** +

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 download a submission confirmation by clicking on the PDF logo. You can also check the document submitted by clicking on "Submit Documents" and downloading the file.

 e-EFTACourt

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

## My Cases

| ▼ Case                                                     | ▼ Case number   | Reference  | Docs | Status        | Created                                                                                          |
|------------------------------------------------------------|-----------------|------------|------|---------------|--------------------------------------------------------------------------------------------------|
| <a href="#">Submit Documents</a>                           |                 | S2501-0010 | 7    | Not submitted | 13.01.2025                                                                                       |
| <a href="#">Joined Cases E-1/24 - TC &amp; E-7/24 - AA</a> | J-1/25          | S2504-0003 | 4    | Received      | 03.04.2025                                                                                       |
| <a href="#">Submit Documents</a>                           | ENQ-202509-0167 | S2509-0003 | 1    | Submitted     | 01.09.2025   |
| <a href="#">Submit Documents</a>                           | ENQ-202504-0051 | S2504-0008 | 1    | Approved      | 11.04.2025  |

[Click to show documents](#)

### 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: |                     |

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 submitted, you should submit a new form with the correct information.

## How to Receive a Document from the EFTA Court

The EFTA Court can securely serve documents through the e-EFTACourt Portal. The e-EFTACourt Portal homepage shows all served forms. The forms can be ordered by case number or name by clicking the heading at the top of the column.

 e-EFTACourt
 

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

### My Cases

| ▼ Case                                                                  | ▲ Case number | Reference  | Docs | Status   | Created    |
|-------------------------------------------------------------------------|---------------|------------|------|----------|------------|
| Elva Dögg Sverrisdóttir and Ólafur Viggó Sigurðsson v. Íslandsbanki hf. | E-1/23        | S2402-0027 | 7    | Received | 22.02.2024 |
| Valair AG                                                               | E-1/25        | S2502-0006 | 2    | Received | 10.02.2025 |
| X v Finanzmarktaufsicht                                                 | E-10/23       | S2401-0003 | 2    | Received | 08.01.2024 |
| EFTA Surveillance Authority v Iceland                                   | E-10/24       | S2407-0023 | 2    | Received | 22.07.2024 |
| EFTA Surveillance Authority v Iceland                                   | E-10/25       | S2506-0019 | 1    | Received | 13.06.2025 |
| Låssenteret AS v Assa Abloy Opening Solutions Norway AS                 | E-11/23       | S2401-0002 | 1    | Received | 04.01.2024 |
| EFTA Surveillance Authority v Iceland                                   | E-11/24       | S2406-0008 | 2    | Received | 28.06.2024 |
| EFTA Surveillance Authority v Iceland                                   | E-11/25       | S2506-0020 | 1    | Received | 13.06.2025 |

## 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 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.

e-EFTACourt Portal: documents have been shared with you (E-8/25)

---



Efta Court Cases <cases@eftacourt.int>

To: You

Dear Sir/Madam, Efta Court has shared documents related to Case "E-8/25 - Dommages Aréas v Gable Insurance AG in Konkurs". Follow this link to log into the [e-EFTACourt Portal](#).

 Reply

 Forward

---

2. Once you have logged into the e-EFTACourt portal, scroll down the list of cases to find the relevant case (nb. Cases can be sorted by clicking the column headings).

- 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](#)

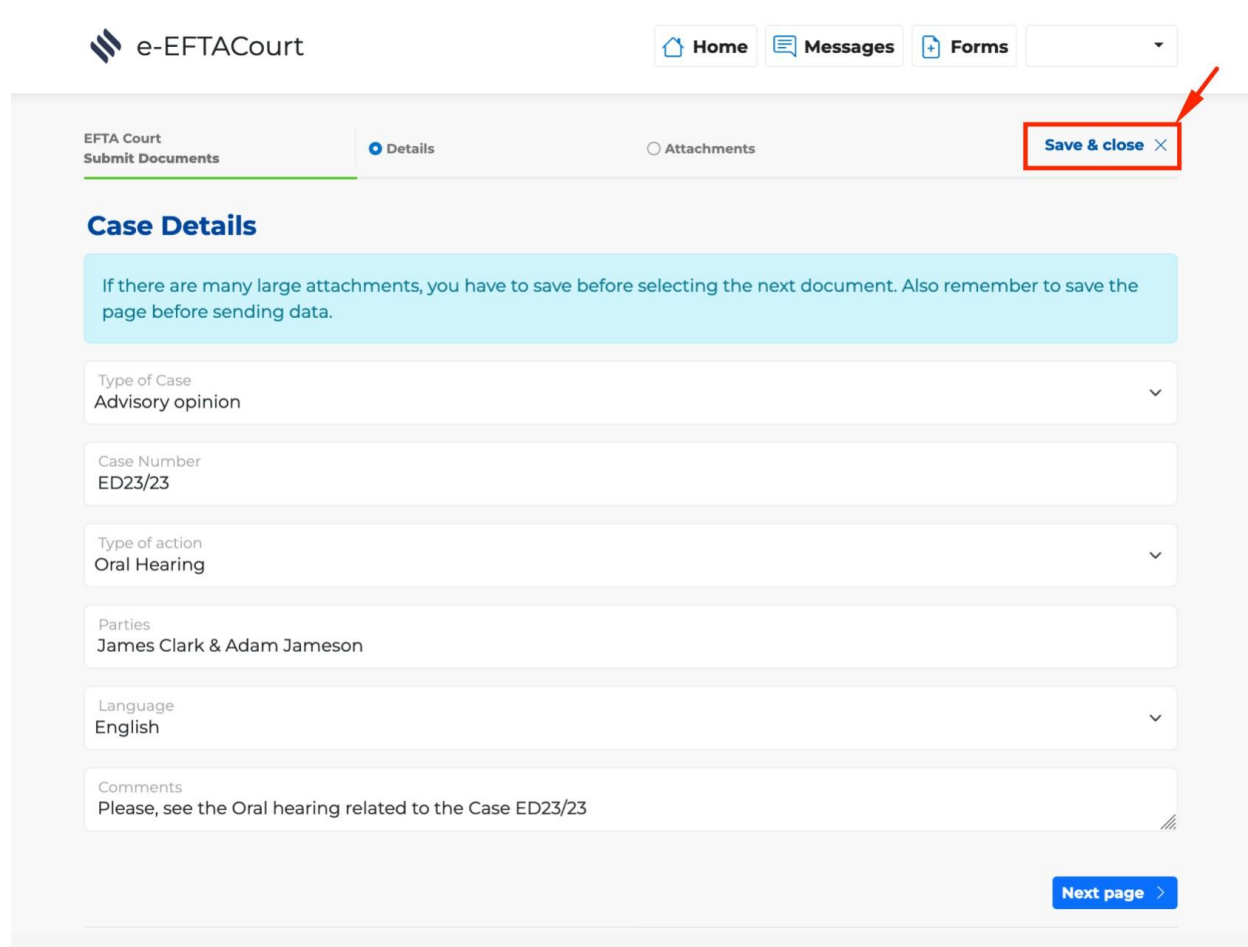
## My Cases

| Case                                              | Reference  | Docs | Status        | Created    | Modified   |
|---------------------------------------------------|------------|------|---------------|------------|------------|
| <a href="#">Submit Documents</a>                  | S2402-0020 | 0    | Not submitted | 21.02.2024 | 21.02.2024 |
| <a href="#">Submit Documents</a>                  | S2402-0017 | 0    | Not submitted | 19.02.2024 | 19.02.2024 |
| <a href="#">E-23/23 Eva Smith vs Norway</a>       | S2401-0005 | 2    | Received      | 09.01.2024 | 09.01.2024 |
| <a href="#">E-1/24 Jon Thompson vs Norway</a>     | S2401-0004 | 1    | Received      | 09.01.2024 | 09.01.2024 |
| <a href="#">DataPackage - 09/01/2024 08:34:39</a> |            | 0    | Active        | 09.01.2024 | 09.01.2024 |
| <a href="#">Test Case 1</a>                       | S2312-0001 | 2    | Received      | 05.12.2023 | 13.12.2023 |
| <a href="#">Sample Advisory Opinion</a>           | S2309-0001 | 5    | Received      | 04.09.2023 | 05.09.2023 |
| <a href="#">Submit Documents</a>                  | S2308-0034 | 2    | Submitted     | 22.08.2023 | 22.08.2023 |
| <a href="#">Ivan Ivanov v. Defendant</a>          | S2307-0001 | 4    | Received      | 20.07.2023 | 17.08.2023 |
| <a href="#">Submit Documents</a>                  | 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 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, the main content area is titled 'EFTA Court Submit Documents'. It features three tabs: 'Details' (selected), 'Attachments', and 'Save & close' (highlighted with a red box and a red arrow). The 'Case Details' section contains a light blue informational box stating: '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, there are 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 'Next page' button is located at the bottom right of the form.

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

 e-EFTACourt
 

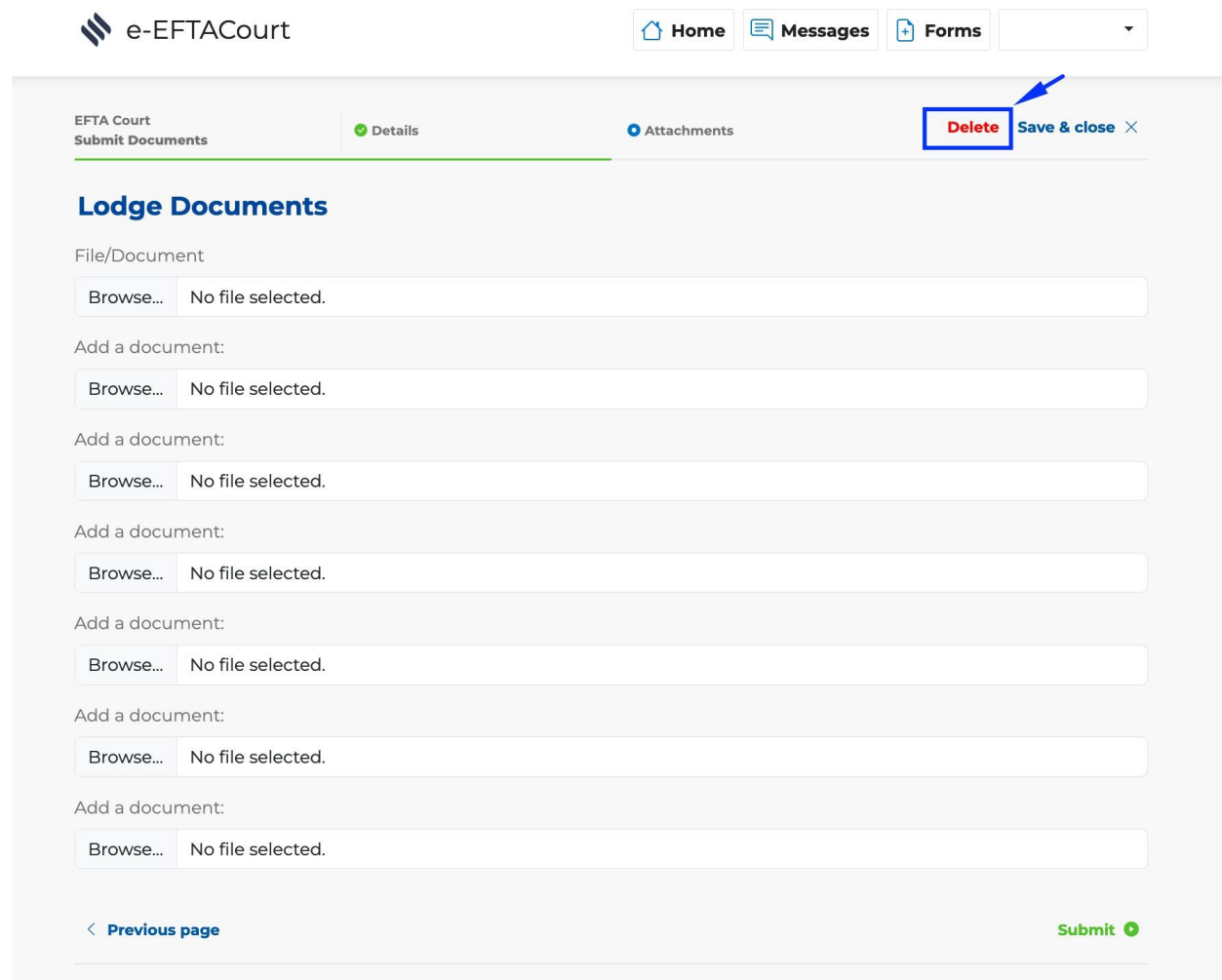
[Home](#)
[Messages](#)
[Forms](#)

## My Cases

| Case                                          | Reference  | Docs | Status        | Created    | Modified   |
|-----------------------------------------------|------------|------|---------------|------------|------------|
| <a href="#">Submit Documents</a>              | S2402-0020 | 0    | Not submitted | 21.02.2024 | 21.02.2024 |
| <a href="#">Submit Documents</a>              | S2402-0017 | 0    | Not submitted | 19.02.2024 | 19.02.2024 |
| <a href="#">E-23/23 Eva Smith vs Norway</a>   | S2401-0005 | 2    | Received      | 09.01.2024 | 09.01.2024 |
| <a href="#">E-1/24 Jon Thompson vs Norway</a> | S2401-0004 | 1    | Received      | 09.01.2024 | 09.01.2024 |
| <a href="#">Test Case 1</a>                   | S2312-0001 | 2    | Received      | 05.12.2023 | 13.12.2023 |
| <a href="#">Sample Advisory Opinion</a>       | S2309-0001 | 5    | Received      | 04.09.2023 | 05.09.2023 |
| <a href="#">Submit Documents</a>              | S2308-0034 | 2    | Submitted     | 22.08.2023 | 22.08.2023 |
| <a href="#">Ivan Ivanov v. Defendant</a>      | S2307-0001 | 4    | Received      | 20.07.2023 | 17.08.2023 |
| <a href="#">Submit Documents</a>              | S2308-0023 | 4    | Approved      | 16.08.2023 | 16.08.2023 |
| <a href="#">Advisory Opinion</a>              | S2308-0022 | 1    | Received      | 16.08.2023 | 16.08.2023 |
| <a href="#">Ivan Ivanov v. Defendant</a>      | 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 the logo, 'Home', 'Messages', and 'Forms' buttons. Below this is a sub-header with 'EFTA Court Submit Documents', 'Details' (checked), 'Attachments', and a 'Delete' button highlighted with a red box and a blue arrow. To the right of the 'Delete' button is a 'Save & close' button with a close icon. The main content area is titled 'Lodge Documents' and contains several 'Add a document:' sections, each with a 'Browse...' button and a 'No file selected.' message. At the bottom, there is a 'Previous page' link and a 'Submit' button with a green checkmark.

### 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.

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