1.0 How to submit a new case 1.1 Online Submission of a New Case

This section will guide you on how to submit documents online when filing a new case.

1. Login with your unique Login ID (Please see **User Manual 1** on how to create an e-Filing account and Login ID if you have not done so).

2. The home screen will be directed to the page as shown in (***Figure 1***).

Figure 1

3. Select "***Submit Filing***" (***1, Figure 2***)

Figure 2

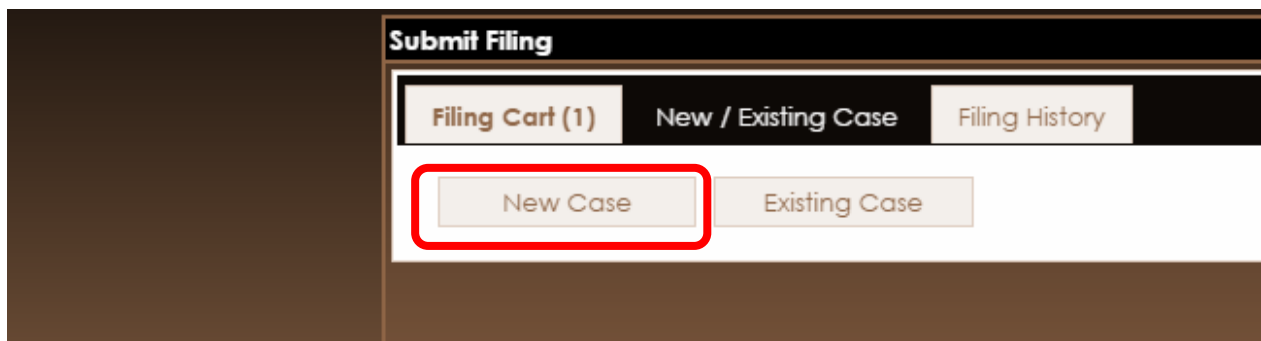4. Click on "***New Case***" button (***Figure 3***)

Figure 3

5. Select and insert the filing details for the document(s) you wish to file according to: (***Figure 4***)

✓ Cour Location
✓ Court
✓ Type of Action

Figure 4

7. Click on "*Next*" Button.

8. Select the relevant case code and add cause of action (*Figure 5*)

9. Key in the other details (if any)

10. Click on the "*Next*" button to proceed.

Figure 5

11. Click on "**Add Party**" to add the full details of the parties involved in the suit (**Figure 6**)

Figure 6

12. Upon clicking on "***Add Party***", you will be directed to the page as shown in (***Figure 7***).

Figure 7

13. Fill in the details of the party (s):
    ✓ Party - Eg: plaintiff, defendant
    ✓ Identity - Eg: NRIC, Passport No
    ✓ Party's detail - Name, Identity No, Nationality, Age, etc.
    ✓ Plaintiff/ Applicant Lawyer / Law firm in charge
        - Search for the relevant law firm(s) by keying in at least 3 characters of the Firm's name and click on the "***Search***" button.
        - Select the correct law firm and click on the first "***Add***" button. (***1, Figure 7***)

14. Once all information which is required has been entered, click on the second "***Add***" button. (***2, Figure 7***)

    By clicking on the "***Cancel***" button, the information you have entered will not be added into the case information.

15. Click on the "***Next***" button to proceed to add the documents you wish to file. (***Figure 8***)

Figure 8

16. Upon clicking "*Next*", you will be directed to the page as shown in (*Figure 9*)

Figure 9

17. Select the **Document Type*** of the document you wish to file. The filing fees will be shown automatically.

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* **Please ensure that you have selected the correct *Document Type* as the court(s) will reject the submission of your document(s) in the event the *Document Type* you have selected does not correspond with the document you have submitted for filing. In such cases, your filing fees shall be forfeited.**

 It is important to note that you do have many opportunities to check and/ or rectify your mistake(s) (if any) before you pay for and/ or finally file your documents online. It is therefore your duty to check the accuracy of your online submission.

18. Click on "***Browse***" to search for/ select the document you wish to file from your computer. Please make sure your document is in PDF format.

19. Click on the "***Add to Listing***" button to add the document to the Document Upload List.

Figure 12

20. If you have wrongfully added the document to the Document Upload List, click on "*x*" under the "***Remove***" column to remove the document from the list.

21. If you have more than one document to submit for the same case, please repeat steps 17 to step 19 above before proceeding to step 31.

22. Click the "*Next*" button, after all the documents for the same case have been added to the list.

Document Type	File Name	File Size (Bytes)	Unit(s)	Filing Fee (BND)	Remove
Sealing Writ of Summons	1419212445596.pdf	136659	1	200.00	✗

* Note: Please ensure all the document(s) for this case are added into 'Document Upload List' before pressing 'Next' button.

< Back   Next >

<p style="text-align:center">Figure 13</p>

23. Upon clicking on the "*Next*" button, a summary of the details which you have keyed in will appear. (*Figure 14*)

24. Please check the accuracy of the details you have entered.

25. Upon confirmation of all the details you have entered, click the "*Next*" button.

Figure 14

26. A summary of details of the documents you wish to file will appear. (*Figure 15*) Kindly check that the information provided therein is accurate.

27. Click "*Save to Filing Cart*" to save the document(s) to the cart.

28. Click the "Back" button to amend any inaccurate information to avoid your document from being rejected by the Court.

Party Details

Plaintiff/Judgment Creditor Listing   **Defendant**

Name	Legal Firm/Agency	Name	Legal Firm/Agency
Mohd Abdullah	1) ABAS SERUDIN & PARTNERS (Bandar-Muara)	Ali Bin Ahmad	-Not Appointed

List of Document

Document Type	File Name	File Size (Bytes)	Filing Fee (BND)
Sealing Writ of Summons	1419212445596.pdf	136659	200.00
			200.00

< Back   Save To Filing Cart

Figure 15

29. Upon successful saving the documents to the filing cart, the following pop up message will appear. (*Figure 16*)

Save To Filing Cart

Submission has been saved to filing cart successfully.

Case No. **HCCS**/▇/▇ has been generated.

OK

Figure 16

30. "*Filing Cart*" tab will show you the list of cases you will file.

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31. Click on the individual Filing ID to view details of the filing.

Figure 17

32. You can check the details of each case set out in the Filing Cart, by clicking on each case (*Figure 19*)

33. Should you wish to **file more than one** case, please proceed to repeat from Steps 5 onwards before proceeding to Make Payment.***Please take note that each filing id can take up to 10 documents.**

34. Once you have saved the documents to the filing cart the documents will start uploading onto the eFiling
server. Hence you will see that the status of the document(s) would read "***Pending Upload***".

    Click on "***Back***" to go back to the Filing Cart list.

    Click on "***Delete***" to delete the document if there are any error(s) found.

Figure 18

35. To monitor the progress of the document upload, click on (located at the top right hand side corner)

36. Upon clicking , the following screen will appear. (*Figure 19*)

Click "**Close**" to close the dialog box.
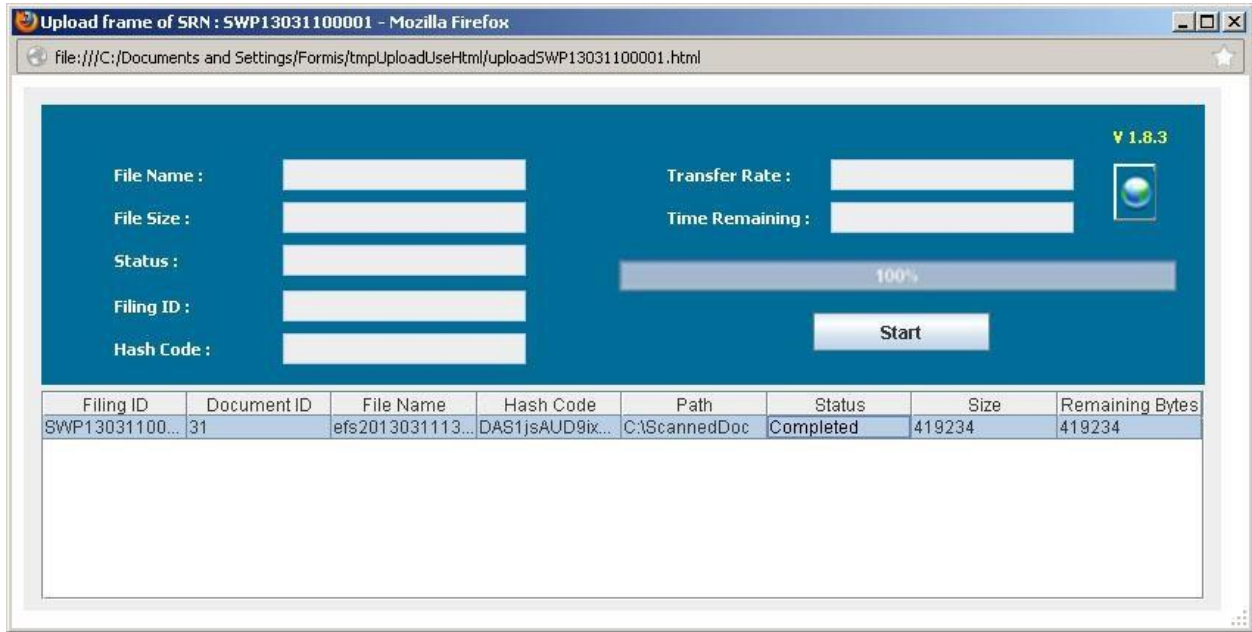

Figure 19

37. Upon the completion of the document upload, the status of the document will change to "**Ready for payment**"
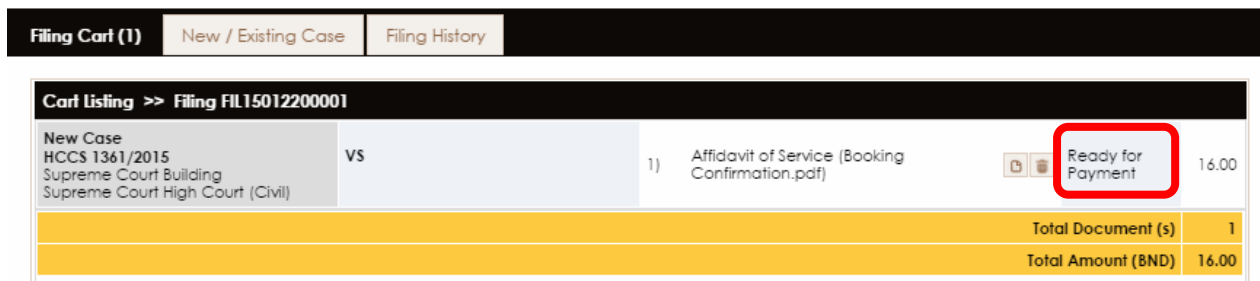

Figure 20

38. Click on "**Print Payment Notice**" to print the payment notice.

39. Once you click on "**Print Payment Notice**", the following screen will appear. (**Figure 21**)

40. Click on "*Print*" to print the payment notice.

Payment Notice

FIL15012200001

Cart Listing >> Filing FIL15012200001

New Case HCCS 1361/2015 Supreme Court Building Supreme Court High Court (Civil)	VS	1)	Affidavit of Service (Booking Confirmation.pdf)	Pending Payment	16.00
				Total Document (s)	1
				Total Amount (BND)	16.00
					16.00

Note: Filing payment need to be made before 30/01/2015. Kindly make the payment before the said date. Expired & unpaid filing will not be entertained and user will need to re-file.

Note:

1. Kindly bring this Payment Notice to respective Court's Payment Counter to make payment.

<p align="center">Figure 21</p>

41. After that, please proceed to court payment counter to make payment.

1.2 Online Submission of documents for Existing Cases

This session will guide you on how to submit documents online for an existing case filed after the commencement date.

1. Login with your e-Filing account Login ID.

2. You will be directed to the page as shown in (*Figure 22*).
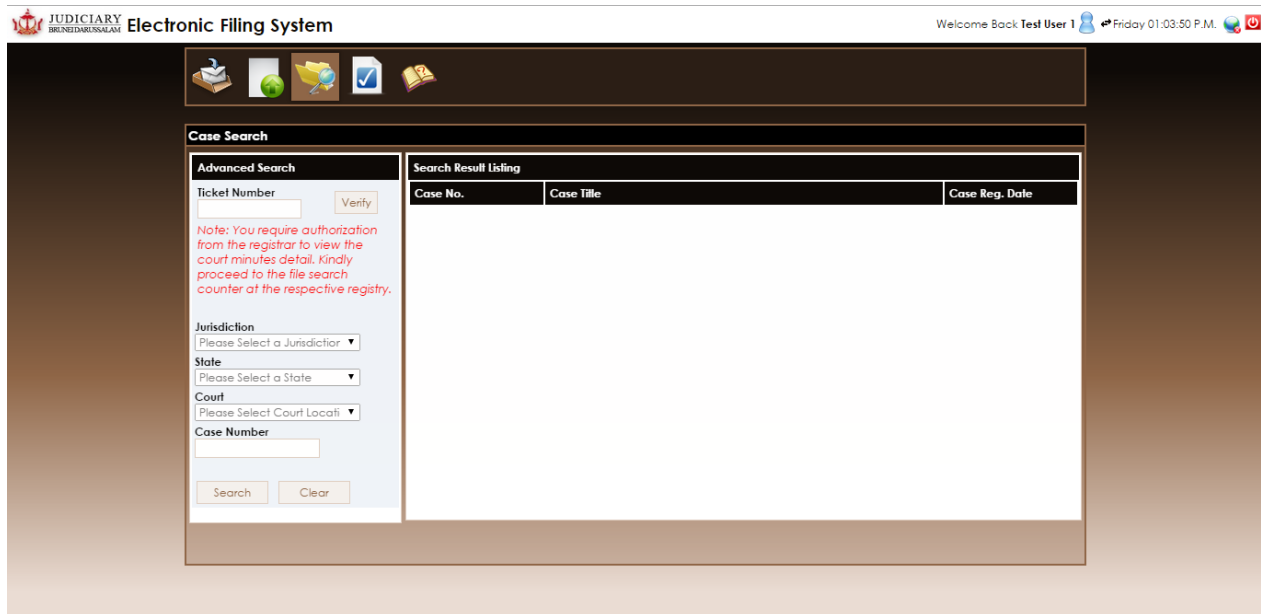

Figure 22

3. Select "*Submit Filing*" (*Figure 23*)

Figure 23

4. Click on "***Existing Case***".
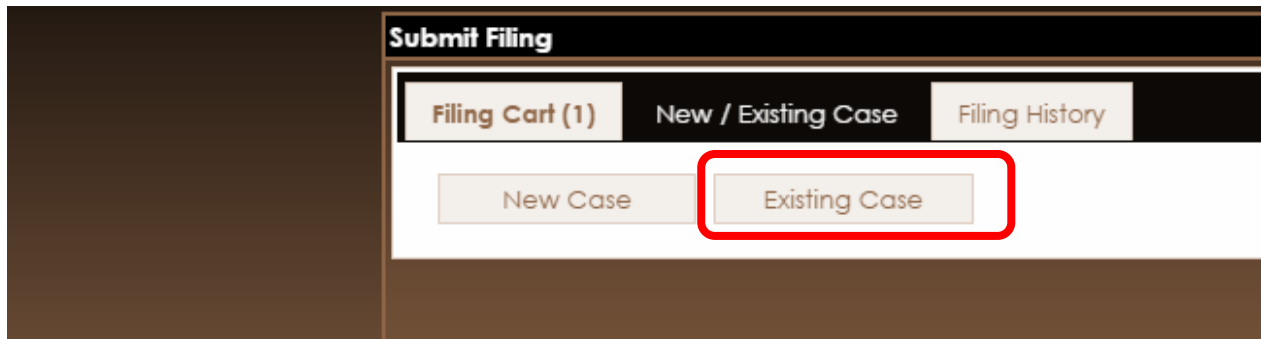
Figure 24

5. Upon clicking on the tab for "***Existing Case***", the following pop up will appear. (***Figure 25***)

Figure 25

6. Select and fill in the details of the case. i.e.

    ✓ Court Location – Eg: Kompleks Mahkamah Kuala Lumpur
    ✓ Court – Eg: High Court
    ✓ Type of Action – Eg: Commercial
    ✓ Case Number (an example of which is shown in Figure 25)

7. Click "*Search*" to search for the case details.

    Click on "*Cancel*" to close the pop up message.

8. Once the search for the said case has been successfully completed, the following pop up message will appear (***Figure 26***)

9. Select the relevant party who you represent "***Filing Party***"

10. Once you select the relevant "***Filing Party***", the party who is still unrepresented will appear.

11. If you represent the said Party, please check on the box beside the relevant party's name to fill in the necessary details.

12. Click on the "***OK***" button to proceed.

    Click on "***Cancel***" if you do not wish to continue
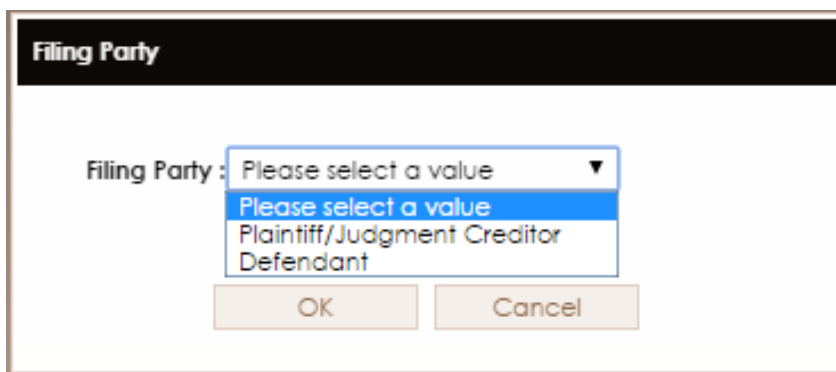

<div align="center">Figure 26</div>

13. Once you click on "***OK***", details of the case will appear. (***Figure 27***)

14. Click on "***Next***" to proceed to submit document(s) you wish to file online.

Figure 27

15. Upon clicking "**Next**", you will be taken to the following page. (**Figure 28**)

Figure 28

All other steps remain the same as those stated in Step 17 above in relation to "Online Submission of a New Case". If in doubt, kindly follow the instructions from Step 17 (*1.1 Online Submission of a New Case*) onwards.

2.0 How to check on filing status

This section will guide you on how to check on the status of the documents you have already filed.

2.1 Via e- Filing account

1. Login in with your e-Filing account Login ID.

2. The following page will appear. (***Figure 29***)

Figure 29

3. Click on **Submit Filing** and click **Filing History** as shown in ***Figure 30***

Figure 30

4. When you click on "Filing History", the following screen (*Figure 31*) will appear.

5. Click on Advanced Search and "Filter" button to filter through the filing history of this user.

6. The history of the relevant case and/or court which you have selected will appear on the bottom half of the window as shown in *Figure 31*.

7. Search for the relevant filing you wish to check the status of.

8. Click on the same for further details of the filing.

Figure 31

9. Details and status of the said filing will be shown as seen in *Figure 32*.

Filing Details For FIL15012200001, Extraction Code XVPQUXJS3KXV				
New Case Supreme Court Building Supreme Court High Court (Civil)	VS	1) Affidavit of Service (Booking Confirmation.pdf)	Pending Processing	16.00
			Total Document (s)	1
			Total Amount (BND)	16.00

< Back

Figure 32

2.2 Without an e-filing account / logging in to your e-filing account

Before you proceed, you are required to have the extraction code for the documents you have filed with you. Extraction Code can be found in the Payment Notice (if you filed via the Service Bureau) or In tray Message / Filing History (if you filed via the internet)

1. Access the eFiling Portal (*efiling.judicialgov.bn*), and you will be directed to the efiling home page as shown in (*Figure 33*).

2. Click on "Public Service".

Figure 33

3. Click on "Online Document Extraction" (*Figure 34*

Figure 33

4. Key in the extraction code and email address.

5. Click on **"List"** button.

6. Upon clicking **"List"**, the status of all documents under the same filing id or same extraction code will appear. (***Figure 34***)

7. If the document is ready for extraction, click to download the document.

Figure 34

8. Upon clicking on [↓] , the following pop up will be shown. (***Figure 35***)

9. Click on ⦿ Save File and [OK] .

Opening CFY_AMB_NCCSB_-_Notis_Warta_Perintah_Penerimaan.pdf

You have chosen to open

CFY_AMB_NCCSB_-_Notis_Warta_Perintah_Penerimaan.pdf

which is a: Adobe Acrobat Document
from: http://efiling.kehakiman.gov.my

What should Firefox do with this file?

⦿ Open with   Browse...

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

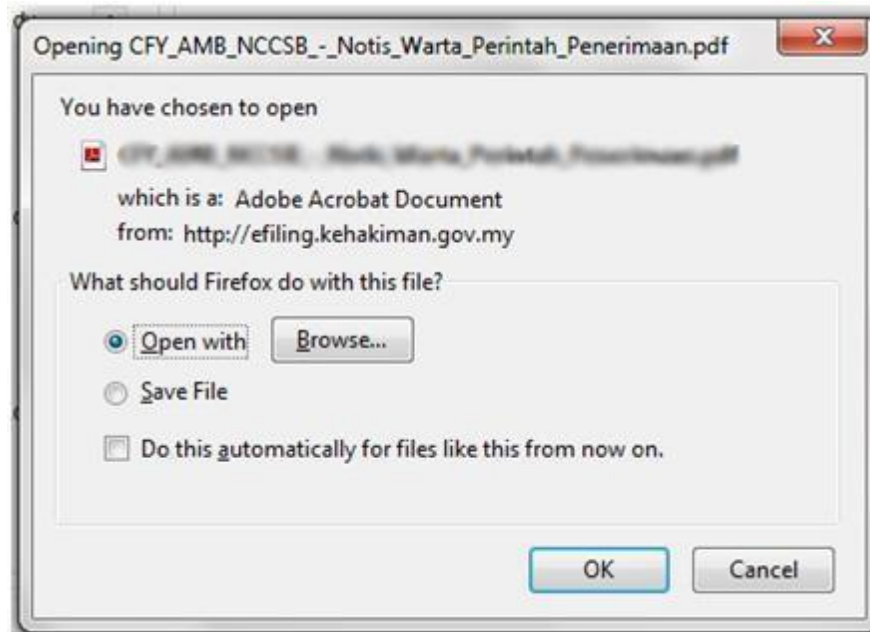<div align="center">Figure 35</div>

10. Upon clicking on, the document will start to download and the following screen will appear.(***Figure 36***)

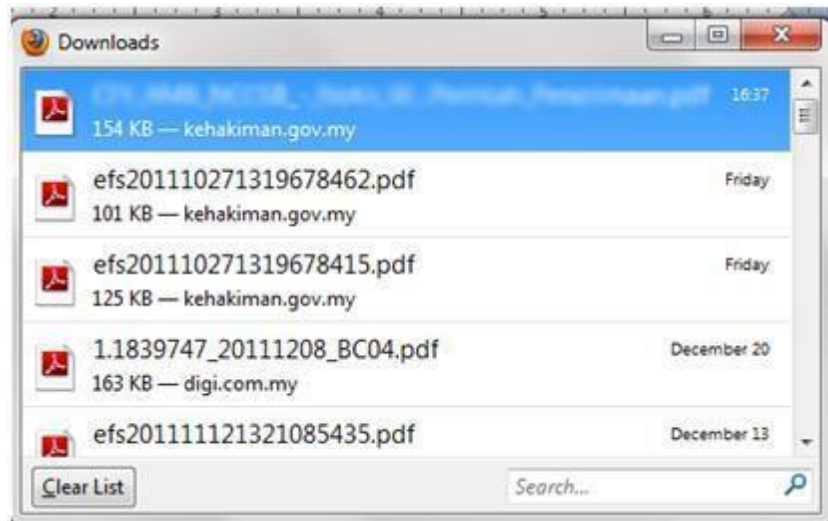11. Click on the file to view or save the file in your local disk.

Figure 36

3.0 How to extract a document

This section will guide you on how to download document(s) which are ready for extraction after it has been processed by the Court.

3.1 With e-Filing account

1. Login in with your e-Filing account Login ID.

2. The following page as shown in (*Figure 37*) will appear, key in the case number under "Subject" (to the left of the page) to filter the message.

3. Click on the particular message to view the particulars of the case.

Figure 37

4. Upon clicking on the message the following message as shown in (*Figure 39*) will pop up.

Read Message

From
Date   26/03/2015 07:58:55 PM
Subject   Document ready for extraction (5)

Dear user,

Your case/document has been successfully processed and filed for following parties:

VS

Please click on the link below to download and print.

No.	Name	File size (kb)	Serial No.	Extraction Code	Link
1	Declaration of Inability to Pay	90.38	ZKY16PZMJEQF	J2OLKXLWL7EU	

Note : If you receive this message via e-mail, please visit EFS portal (http://efiling.judiciary.gov.bn) for document(s) extraction.

Reply   Delete   Close

Figure 39

5.   Click on ⬇ to download the document.

3.2 Without an e-filing account

Please see **Section 2.2** above.