

File Search

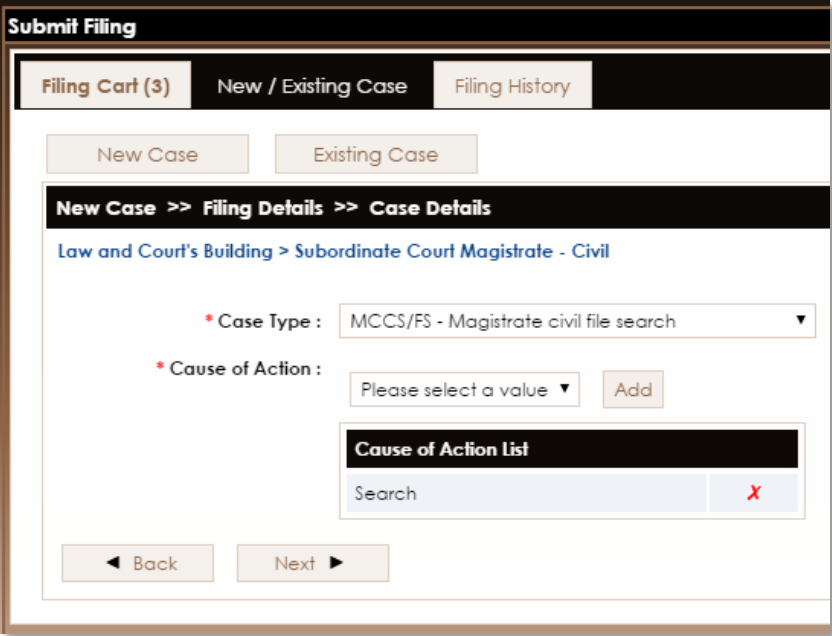
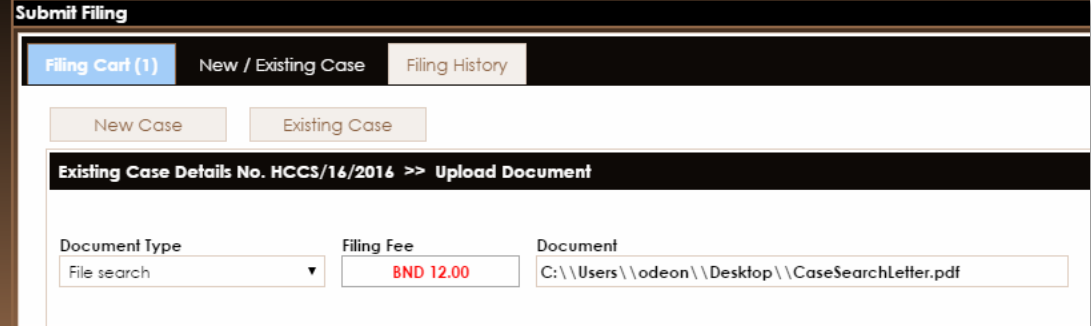
The *File Search* feature in eFiling system allows online user to search and view electronically filed documents for a particular case by purchasing an electronic ticket online or via service bureau.


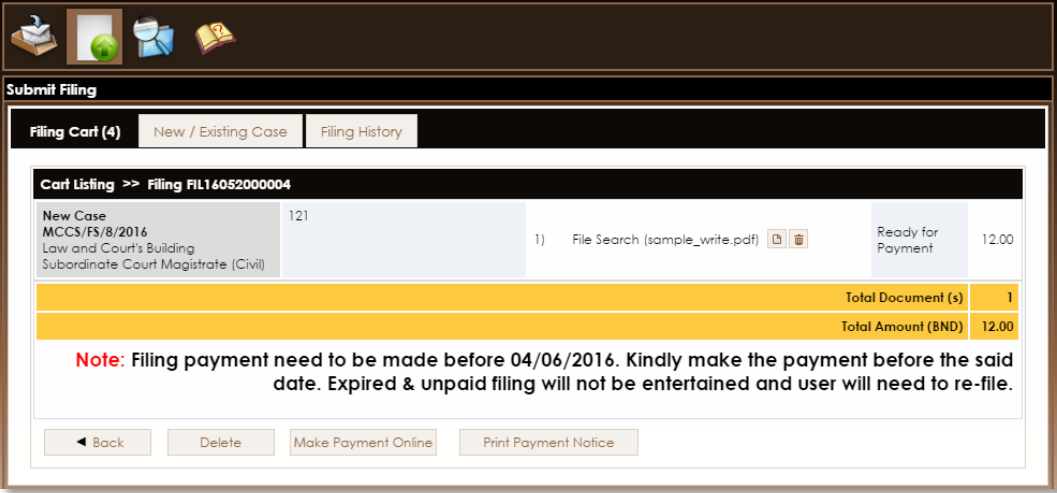
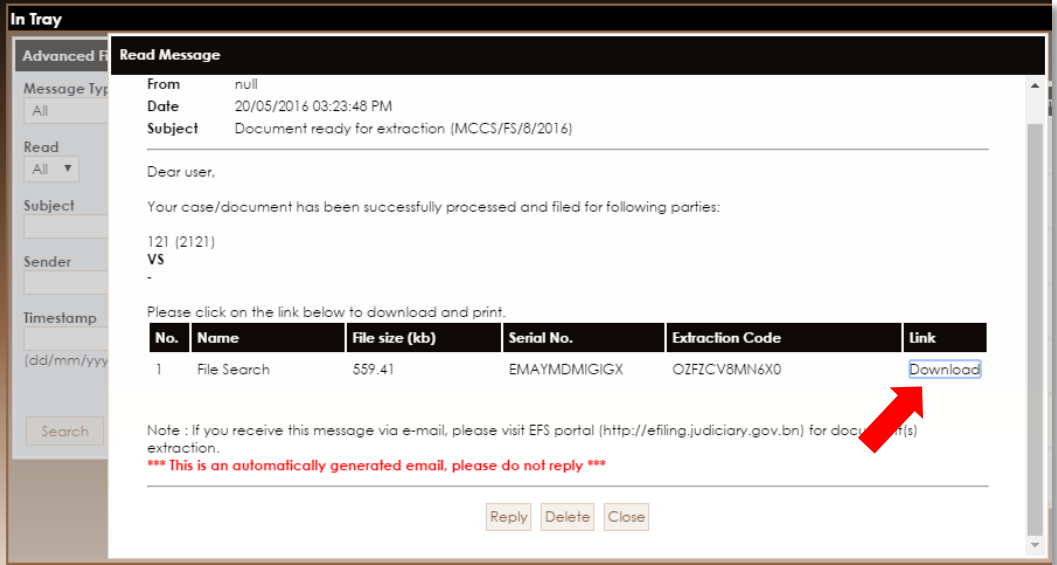
The following are the new case codes available in the system for online ticket purchase of respective division

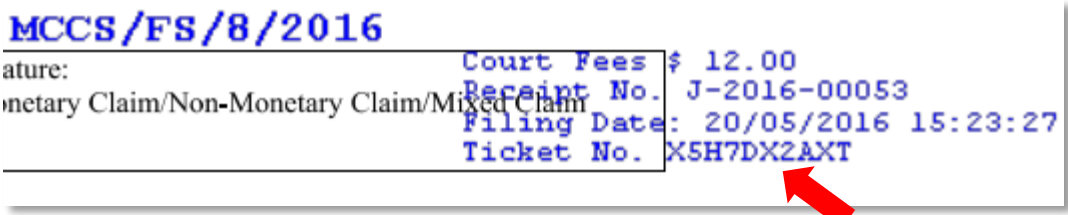
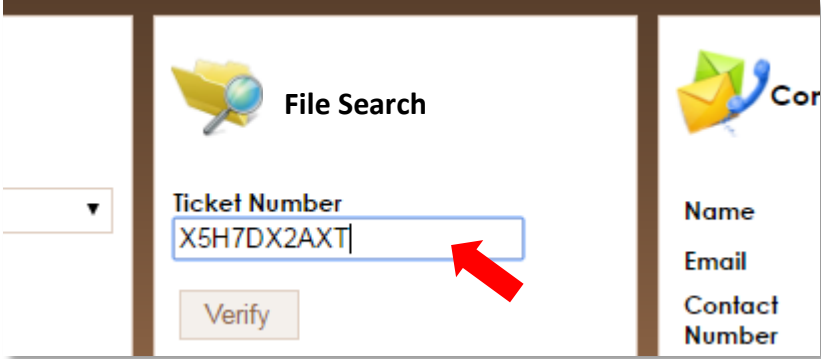
Table 1 : New Case Code for File Search

#	Court's Division	New Case Code for File Search
1	Supreme court - Bankruptcy	BCYFS BCY/GFS ¹ ¹ For government file search
2	Probate <ul style="list-style-type: none">• Supreme court – Probate• Tutong Court - Probate• Kuala Belait - Probate	PRFS/BSB PRFS/TUT PRFS/KB
3	Magistrate Civil <ul style="list-style-type: none">• Law and Court's Building – Magistrate Civil• Tutong– Magistrate Civil• Kuala Belait– Magistrate Civil	MCCS/FS/BSB MCCS/FS/TUT MCCS/FS/KB
4	High Court Civil Supreme Court – High Court Civil	HCFS
5	Intermediate Court Civil <ul style="list-style-type: none">• Law and Court's Building – Intermediate Civil	ICFS
6	Court of Appeal Civil <ul style="list-style-type: none">• Supreme Court – Court of Appeal Civil	COACV/FS

A. Purchasing the file search ticket online (Registered user)

Step #	Description	Screenshot
1	<p>Login to eFiling portal.</p> <p>Go to 'Submit Filing' to file a new case.</p> <p>Select a court and case code for file search (refer the Table 1 above)</p> <div data-bbox="302 627 875 831" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: You won't be able to file existing case for the case code stated in Table 1. These case codes are for ticket purchase purpose only.</i></p> </div>	
2	<p>Please prepare the file search letter in PDF format and select 'File search' as your document type.</p> <p>Proceed as usual to next screen.</p>	

3	<p>Confirm your filing and click 'Save To Filing Cart' button.</p>	
4	<p>Once the document was successfully uploaded, go to 'Filing Cart' to make payment online for the File search filing fee.</p> <p>Click 'Make Payment Online' to initiate online payment.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Alternatively, you may print your payment notice and pay your case search filing fee via respective court's service bureau. Please refer B.1 for further instructions.</i></p> </div>	
5	<p>Once payment was done, user will be able to retrieve their electronic ticket number via email notification or in their eFiling's 'In Tray'</p>	<p>In Tray</p> 

6	<p>Download the document from the link and extract the online ticket number from the upper right corner of the document.</p>	 <p>MCCS/FS/8/2016</p> <p>ature: Court Fees \$ 12.00 netary Claim/Non-Monetary Claim/Mixed Claim Receipt No. J-2016-00053 Filing Date: 20/05/2016 15:23:27 Ticket No. X5H7DX2AXT</p>
7	<p>With the ticket number obtained, user will need to type in their ticket number in the File Search section on the main page of eFiling portal.</p> <p>Once the 'Verify' button was clicked, a pop up screen will be displayed.</p>	 <p>File Search</p> <p>Ticket Number <input type="text" value="X5H7DX2AXT"/></p> <p>Verify</p> <p>Cor</p> <p>Name Email Contact Number</p>

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Type in the case number in the text box (2)

The total duration time allocated for document viewing is 1 hour for Magistrate Civil cases and 30 minutes for other cases.

Note: A newly purchased ticket which has been activated is valid only for 1 hour.*

**A ticket will become activated once user has performed step 9*

Advanced Search

Ticket Number
X5H7DX2AXT

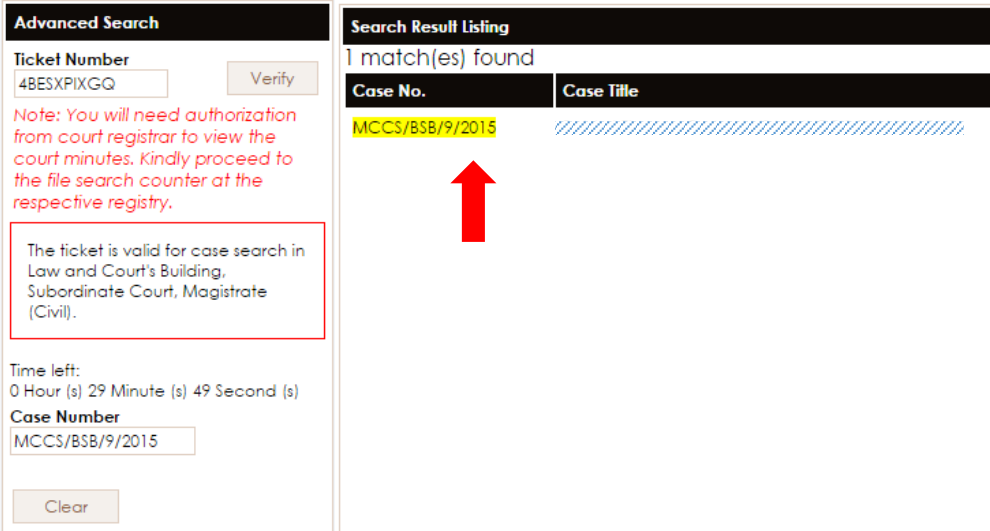
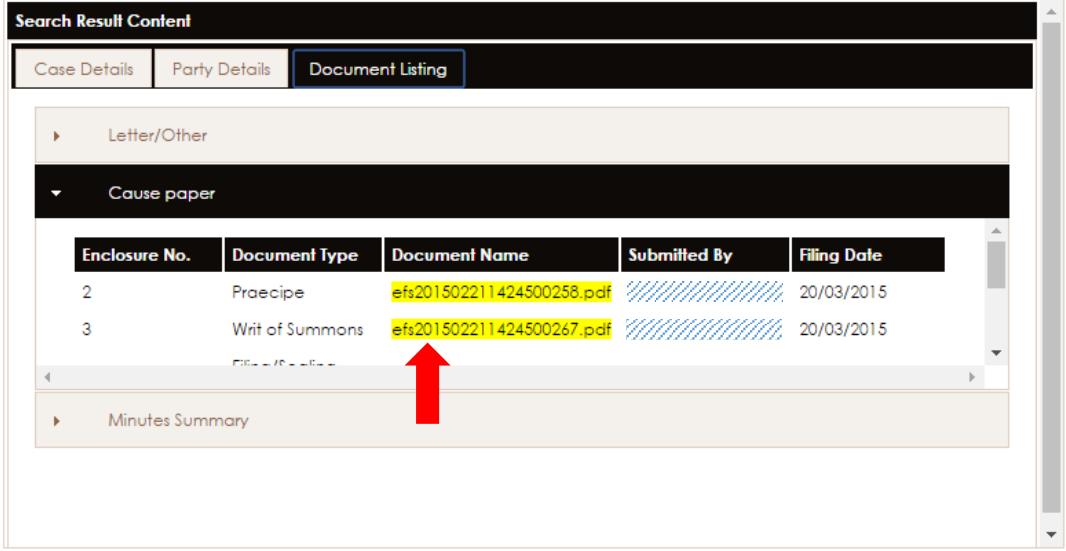
Note: You will need authorization from court registrar to view the court minutes. Kindly proceed to the file search counter at the respective registry.

The ticket is valid for case search in Law and Court's Building, Subordinate Court, Magistrate (Civil).

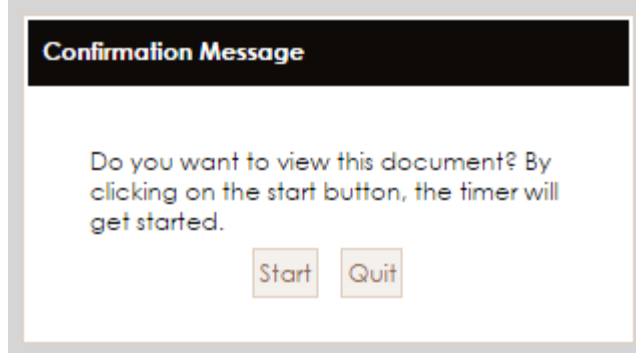
Time left:
1 Hour (s) 0 Minute (s) 0 Second (s)

Case Number

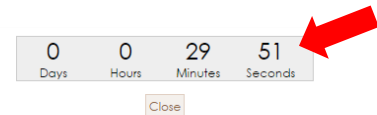
tim

<p>9</p>	<p>System will display the detail of the case upon matching of case number.</p> <p>Click on the case number to proceed.</p>																
<p>10</p>	<p>Click on a document to view.</p>	 <table border="1" data-bbox="945 960 1854 1072"> <thead> <tr> <th>Enclosure No.</th> <th>Document Type</th> <th>Document Name</th> <th>Submitted By</th> <th>Filing Date</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Præcipe</td> <td>efs201502211424500258.pdf</td> <td>//////</td> <td>20/03/2015</td> </tr> <tr> <td>3</td> <td>Writ of Summons</td> <td>efs201502211424500267.pdf</td> <td>//////</td> <td>20/03/2015</td> </tr> </tbody> </table>	Enclosure No.	Document Type	Document Name	Submitted By	Filing Date	2	Præcipe	efs201502211424500258.pdf	//////	20/03/2015	3	Writ of Summons	efs201502211424500267.pdf	//////	20/03/2015
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3	Writ of Summons	efs201502211424500267.pdf	//////	20/03/2015													

A popup dialog box will appeared. Press '**Start**' button to continue.

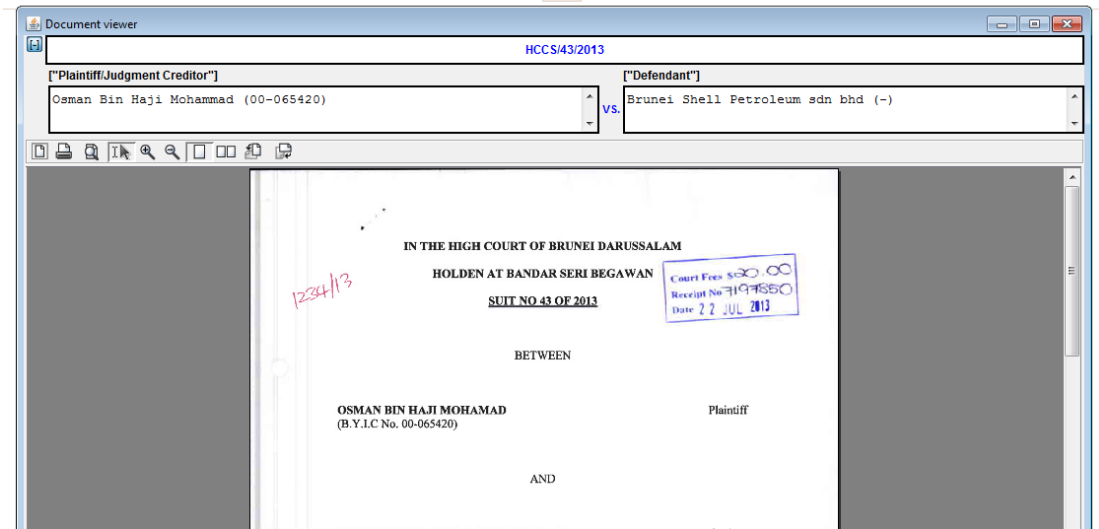


File search timer will begin counting once a document is being view by user.

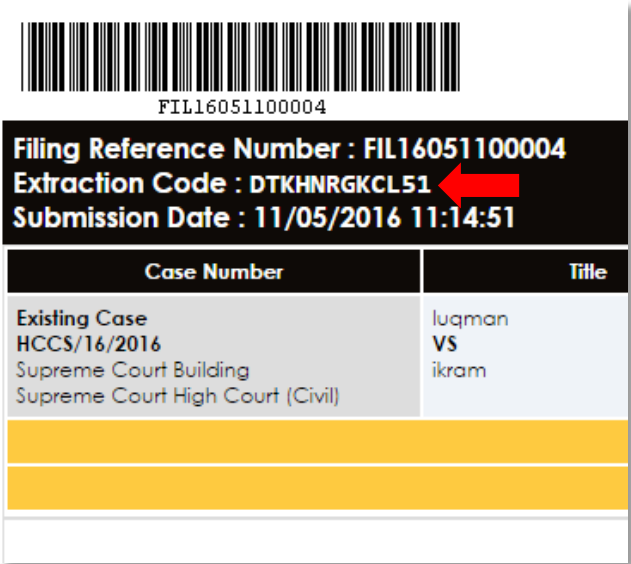



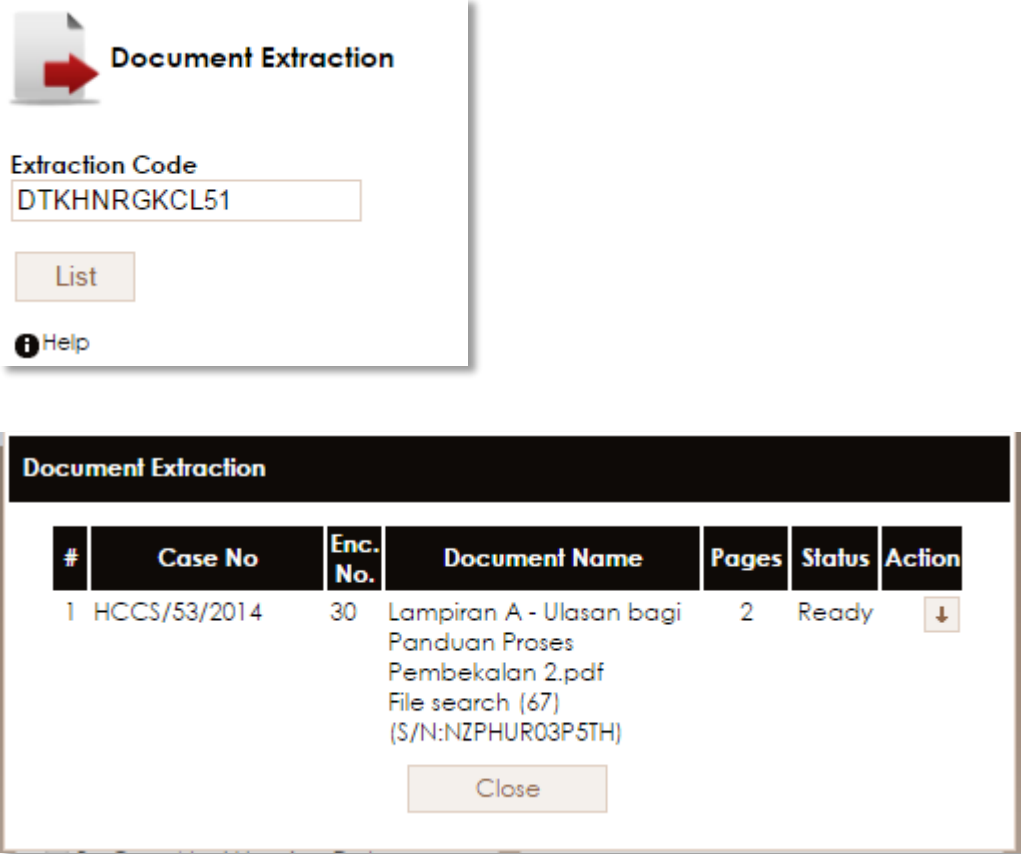
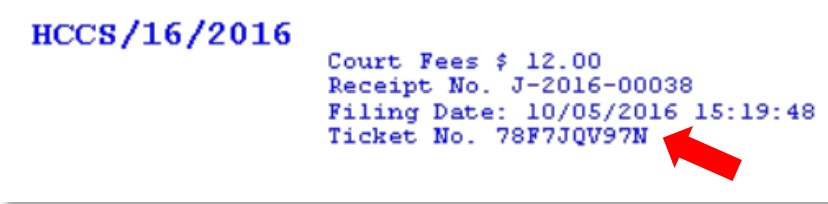
Note: If user opted to stop viewing the document by closing the web browser, the timer will be halted.

User will be allowed to resume his/her file search in next session using the same ticket number (as long as the ticket was not expired/become invalid). In the next session, the timer count down will resume from his/her previous session.



B. Obtaining the file search ticket via service bureau (Non-registered user & public)

Step #	Description	Screenshot										
1	Prepare your file search letter and submit your document via service bureau counter.											
2	Obtain your payment notice from the service bureau counter and proceed to payment counter for payment.											
3	After the payment, you may obtain your file search ticket via document extraction service available on eFiling portal (Or, you may extract the document via the email that delivered to your mail box)	 <p style="text-align: center;">  FIL16051100004 </p> <p style="background-color: black; color: white; padding: 5px;"> Filing Reference Number : FIL16051100004 Extraction Code : DTKHNRGKCL51 ← Submission Date : 11/05/2016 11:14:51 </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: center;">Case Number</th> <th style="text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td>Existing Case HCCS/16/2016 Supreme Court Building Supreme Court High Court (Civil)</td> <td style="text-align: center;">luqman VS ikram</td> </tr> <tr style="background-color: #ffcc00;"> <td colspan="2"></td> </tr> <tr style="background-color: #ffcc00;"> <td colspan="2"></td> </tr> <tr style="background-color: #ffcc00;"> <td colspan="2"></td> </tr> </tbody> </table>	Case Number	Title	Existing Case HCCS/16/2016 Supreme Court Building Supreme Court High Court (Civil)	luqman VS ikram						
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		 <p>The screenshot shows a 'Document Extraction' window with an 'Extraction Code' field containing 'DTKHNRGKCL51' and a 'List' button. Below it is a table with the following data:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Case No</th> <th>Enc. No.</th> <th>Document Name</th> <th>Pages</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HCCS/53/2014</td> <td>30</td> <td>Lampiran A - Ulasan bagi Panduan Proses Pembekalan 2.pdf File search (67) (S/N:NZPHUR03P5TH)</td> <td>2</td> <td>Ready</td> <td>↓</td> </tr> </tbody> </table> <p>A 'Close' button is located below the table.</p>	#	Case No	Enc. No.	Document Name	Pages	Status	Action	1	HCCS/53/2014	30	Lampiran A - Ulasan bagi Panduan Proses Pembekalan 2.pdf File search (67) (S/N:NZPHUR03P5TH)	2	Ready	↓
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4	Download the document from the link and extract the file search ticket number from the upper right corner of the document.	 <p>The screenshot shows document header information in blue text:</p> <p>HCCS/16/2016 Court Fees \$ 12.00 Receipt No. J-2016-00038 Filing Date: 10/05/2016 15:19:48 Ticket No. 78F7JQV97N</p> <p>A red arrow points to the 'Ticket No.' field.</p>														
5	Proceed to step A.7 above to conduct your file search.															