

NOTICE TO ALL ATTORNEYS-AT-LAW

REGARDING THE E-FILING PROCESS

1. In view of the digitalization of the Court system and the availability of the e-Filing facility in the Court of Appeal, all Attorneys-at-Law are encouraged to file applications, including Writ Applications, RII, Bail Applications, and other matters, through the e-Filing facility available on the Court of Appeal website. Attorneys-at-Law are informed that e-Filing for **Bail Applications will become mandatory in the near future**. The effective date will be notified separately, and from that date onwards, physical filing of Bail Applications will no longer be accepted.

2. To file a new case, Attorneys-at-Law should access the **Court of Appeal website**, select **Professionals**, click **e-Filing**, and log in using the credentials issued by the **Supreme Court**. From the **Home** page, select **Register New Case**, enter the required case details, upload the prescribed documents, and submit the filing.

3. The following documents should be uploaded at the time of the initial filing:

- Motion;
- Proxy;
- Affidavit;
- Petition;
- Caption
- Marked documents (additional documents may be filed subsequently, where necessary).

4. The Motion, Petition, and Caption should be converted from Word files to PDF files with the digital signature. The Affidavit and Proxy should be scanned as PDF files, with the digital signature. Digital signatures should also be included on the marked documents and their copies.

5. Pending Cases involving hard-copy documents cannot be processed through the e-filing system.

6. Where notices are sent directly to respondents in a newly e-Filed matter, it is mandatory to indicate in the notice that the matter has been filed through the e-Filing system.

7. There is no requirement to upload the notice to be served on respondents, as the system automatically generates the notice in case the court decides to issue notices.

8. Upon the Court issuing notice, the email addresses of all respondents shall be filed in accordance with the **Civil Procedure Code (Amendment) Act, No. 43 of 2024**. Where a respondent's email address cannot be ascertained, or where the respondent does not have a registered email address, the Attorney-at-Law for the petitioner may tender notices for service by registered post until such time as the Supreme Court issues rules in relation to this matter.

9. Upon Court's directive to issue notice, the first notice shall be transmitted via email. In case the intended recipient does not receive or acknowledge the email, a hard copy of the notice shall thereafter be dispatched to such party by registered post.

10. Attorneys-at-Law are requested to ensure compliance with the requirements under the Civil Procedure Code (Amendment) Act No.43 of 2024 when filing respondent's email addresses until the Supreme Court issues Rules in relation to this.

11. A user guide on the procedure for e-Filing **Bail Applications** will be published in due course.

12. Users can request certificates for pending hard-copy cases through the website of Court of Appeal.

13. If any technical difficulties arise while using the e-Filing system, Attorneys-at-Law are requested to contact the IT Registrar or Sectional Registrar for assistance.

(IT Registrar – 071 609 9909), (Sec Registrar – 011 243 7520)

By Order of Court

Registrar of the Court of Appeal

On this 7th of September 2026