



Saskatchewan Court of Appeal



Portal User's Guide



SUSTAIN

isd

New Dawn

Table of Contents

1.	Overview	2
2.	Registration	3
2.1	Registration	3
2.2	Registration Approval/Denial	4
2.3	Registering Additional Users for Law Firms	4
2.4	Managing User Case Associations	7
3.	Login.....	9
4.	Electronic Filing	10
4.1	Filing a New Appeal (Civil or Criminal)	10
4.2	Civil Leave to Appeal.....	13
4.3	Filing a New Motion on an Existing Case.....	13
4.4	Filing Additional Documents on an Existing Case.....	16
5.	Save for Later	18
6.	Payments	20
7.	My Account.....	22
8.	View Case Details	23
9.	Request Access to a Case	24

1. Overview

The legal profession has historically understood that members of the Judiciary and the Bar have a responsibility to ensure court actions are heard in a timely and cost effective manner. To that end, the Court of Appeal has implemented a web-based software product called eCourt which has automated many of the Court's procedures. The eCourt Portal is an interface working in conjunction with eCourt to give lawyers and litigants the option to register and file cases, file documents and make payments electronically 24/7 from their own computers. After the registration request is approved by the Registrar, requests for access to existing cases and filing subsequent documents can be made. This document is a user's guide and outlines the steps necessary to complete all of these tasks.

2. Registration

In order to gain online access for filings and access to cases, you must first become an approved filer by registering with the Court of Appeal Registrar.

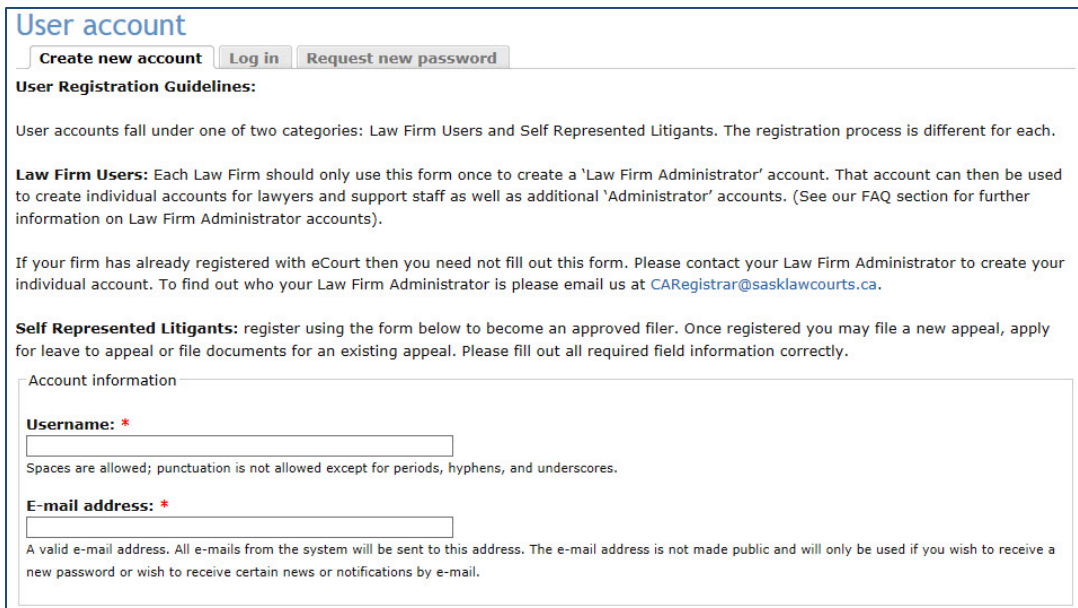
The registration process is managed through the eCourt Portal's user interface, and can be accessed at <https://ecourt.sasklawcourts.ca>.

2.1 Registration

To register, click on the "Create new account" link.



The registration form will display and all fields with an asterisk must be completed.



You can register as a Law Firm or as a Self Represented Litigant. Registering as a Law Firm allows you to add and manage additional law firm users.

User Roles

Role: *

☐ law firm

☐ self represented litigant

Note: If your law firm has already registered with eCourt then you need not fill out this form. Please contact your Law Firm Administrator to create your individual account. To find out who your Law Firm Administrator is please email us at CARegistrar@sasklawcourts.ca

At the end of the form, click the [Create new account](#) button.

You will receive an email confirmation that the registration request has been received and is pending approval.

2.2 Registration Approval/Denial

If your request is approved by the Registrar, you will receive an email indicating that your account has been activated with a link to the eCourt Portal. This email will include instructions on setting your password. Your password can be changed at any time by accessing the Edit tab under My Account.

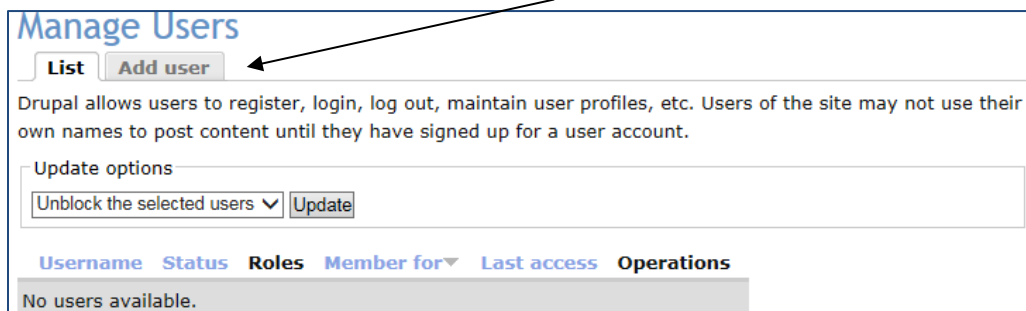
If your request is denied, you will receive a denial email with further instructions.

2.3 Registering Additional Users for Law Firms

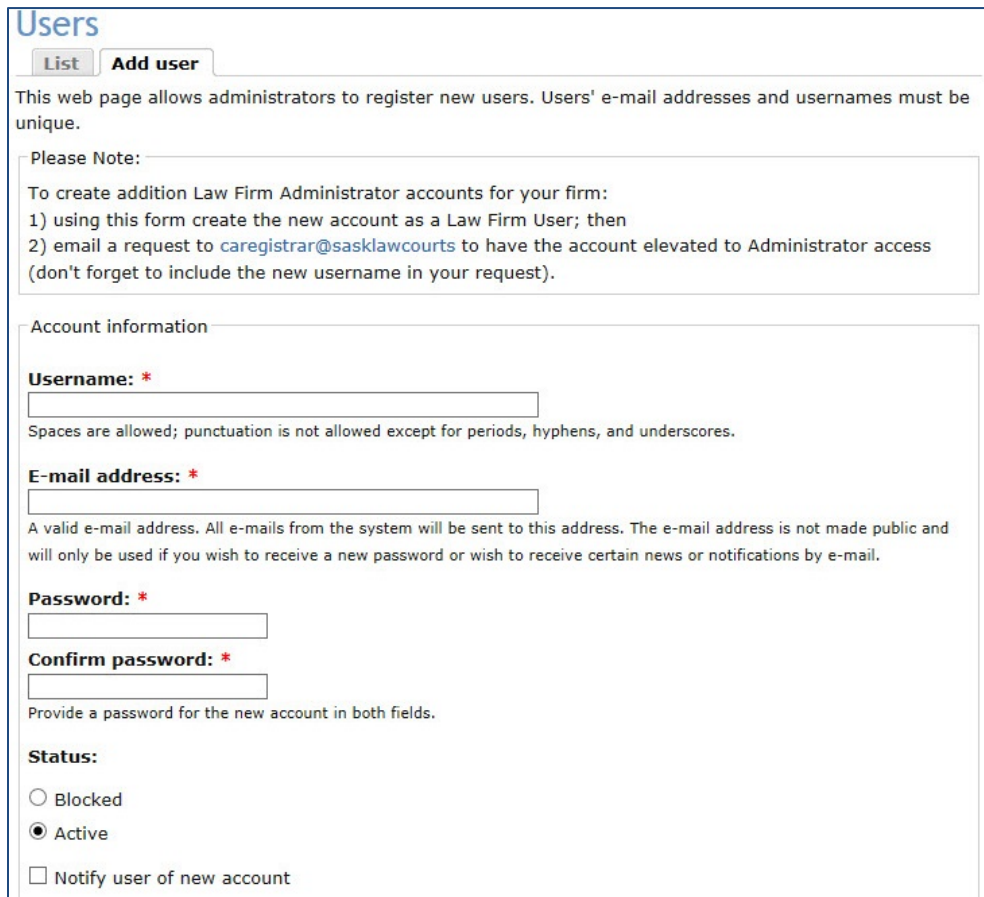
When a law firm is registered, using the law firm login, you can add additional users. To register additional law firm users select the Manage Users link.



In the Manage Users window select the Add User tab and fill out the registration.



The screenshot shows the 'Manage Users' interface. At the top, there are two tabs: 'List' and 'Add user'. An arrow points from the text above to the 'Add user' tab. Below the tabs, there is a paragraph explaining that Drupal allows users to register, login, log out, maintain user profiles, etc. Below this is a section for 'Update options' with a dropdown menu set to 'Unblock the selected users' and an 'Update' button. At the bottom, there is a table header with columns: 'Username', 'Status', 'Roles', 'Member for', 'Last access', and 'Operations'. The table body is empty, showing 'No users available.'



The screenshot shows the 'Users' registration form. At the top, there are two tabs: 'List' and 'Add user'. Below the tabs, there is a paragraph explaining that this web page allows administrators to register new users. Below this is a 'Please Note' section with instructions on how to create a new account and email a request to caregistrar@sasklawcourts to have the account elevated to Administrator access. Below this is the 'Account information' section with the following fields:

- Username:** * (required). A text input field. Below it, a note: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.'
- E-mail address:** * (required). A text input field. Below it, a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Password:** * (required). A text input field.
- Confirm password:** * (required). A text input field. Below it, a note: 'Provide a password for the new account in both fields.'
- Status:** Two radio buttons: 'Blocked' and 'Active'. The 'Active' button is selected.
- ☐ Notify user of new account

When adding the new user, the status can be set as Blocked or Active.

Blocked - If the status is blocked, the new user cannot access the website.

Active - If the status is active, the new user can start accessing the website as soon as the user is added by the administrator.

Notify user of new account - If this box is checked, an email will be sent to the newly added user with a link for their first login.

Note: As the law firm administrator, you can change the status for all managed users at any time after registration.

All users associated with the Law Firm account will appear in the Manage Users list.

Manage Users

[List](#) [Add user](#)

Drupal allows users to register, login, log out, maintain user profiles, etc. Users of the site may not use their own names to post content until they have signed up for a user account. [\[more help...\]](#)

Update options

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	Lawyer Medina	active	• Law Firm User	6 days 18 hours	2 days 10 hours ago	edit
<input type="checkbox"/>	Law Office of T...	active	• Law Firm	6 days 18 hours	1 min 15 sec ago	edit

The User's access to the eCourt Portal is changed from this list using the Update Options drop down. You can Give Admin Privilege or Remove Admin Privilege from this list as well.

Manage Users

[List](#) [Add user](#)

Drupal allows users to register, login, log out, maintain user profiles, etc. Users of the site may not use their own names to post content until they have signed up for a user account.

Update options

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	DD	active	• Law Firm User	15 min 47 sec	15 min 47 sec ago	edit
<input type="checkbox"/>	Lawyer Medina	active	• Law Firm User	11 weeks 3 days	45 min 44 sec ago	edit
<input type="checkbox"/>	Becca Frisko	active	• Law Firm	11 weeks 5 days 1 min 24 sec ago		edit

To update user options, mark the username check box, select the appropriate update and click the update button.

Update options

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input checked="" type="checkbox"/>	Lawyer Medina	active	• Law Firm User	6 days 18 hours	2 days 10 hours ago	edit
<input type="checkbox"/>	Law Office of T...	active	• Law Firm	6 days 18 hours	1 min 15 sec ago	edit

The User Status is now blocked.

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	Lawyer Medina	blocked	• Law Firm User	6 days 18 hours	2 days 10 hours ago	edit
<input type="checkbox"/>	Law Office of T...	active	• Law Firm	6 days 18 hours	0 sec ago	edit

2.4 Managing User Case Associations

As the law firm administrator, using the law firm login, you can manage the user case associations. Select the Manage User Case Associations link.

The Court of Appeal for Saskatchewan

Justice must not only be done but be seen to be done.

[E-Filing Home](#) [Contact Us](#) [Feedback](#) [FAQ](#) [Terms of Use](#) [Privacy Policy](#) [Notice](#) [EDocument Format](#) [Manual](#)

▼ My Account

- My Existing Cases
- My Unsubmitted Drafts
- My Payments
- ▶ File a New Appeal
- File Documents on Existing Case
- Request Access to a Case
- Log out

Manage User Case Associations

Manage Users

Welcome to The Court of Appeal for Saskatchewan - eFiling

Members of the Judiciary and the Bar have a responsibility to ensure legal proceedings are heard in a timely and cost effective manner. To that end, the Court of Appeal has implemented a web-based software product called **eCourt** to automate many of the Court's procedures and allow lawyers and litigants to register and file documents electronically, to search and print Court documents from their computers, and to pay Court fees electronically 24/7.

The Honourable Robert Richards
Chief Justice of Saskatchewan

From the User drop down select the user and view cases associated with that user. Select the "Associate a case with this user" button to display all cases accessible by the law firm.

Manage User Case Associations

Show Cases Where

User: Lawyer Medina View Cases

Filter

Case Id	Case Number	Case Name	Filing Date	Role	Status
No records found					

Cases Per Page: 10

[Associate a case with this user.](#)

Create User Case Association

User: *
Lawyer Medina

Case Number: *
CACV2035 - Appellant, Test v. Respondent, Test

Enter the case number to associate with user

Continue

All cases associated with the law firm are in the Case Number drop down.

Select the appropriate case from the drop down and select continue. Next select the User Role in the case and select the Add button. The law firm user will now have electronic access to this case.

Manage User Case Associations

Show Cases Where

User:

Filter

Cases for

Update Selected Case Associations:

<input type="checkbox"/>	Case Id	Case Number	Case Name	Filing Date	Role	Status
<input type="checkbox"/>	20772	CACV2035	Appellant, Test v. Respondent, Test	01/09/2011	Other	Active

Cases Per Page:

The newly associated case is now available in the user's My Account, My Existing Cases list.

My Account

- You can only perform Actions on Cases which are Open and Actively Assigned to you
- You cannot perform any actions on filings in relation to The Adoption Act, The Child and Family Services Act, The Youth Criminal Justice Act and other filings to which access has been restricted because of court order, publication ban, the rules of court or the law, including family law proceedings(QB Rule 587).

Show Cases Where

Filter

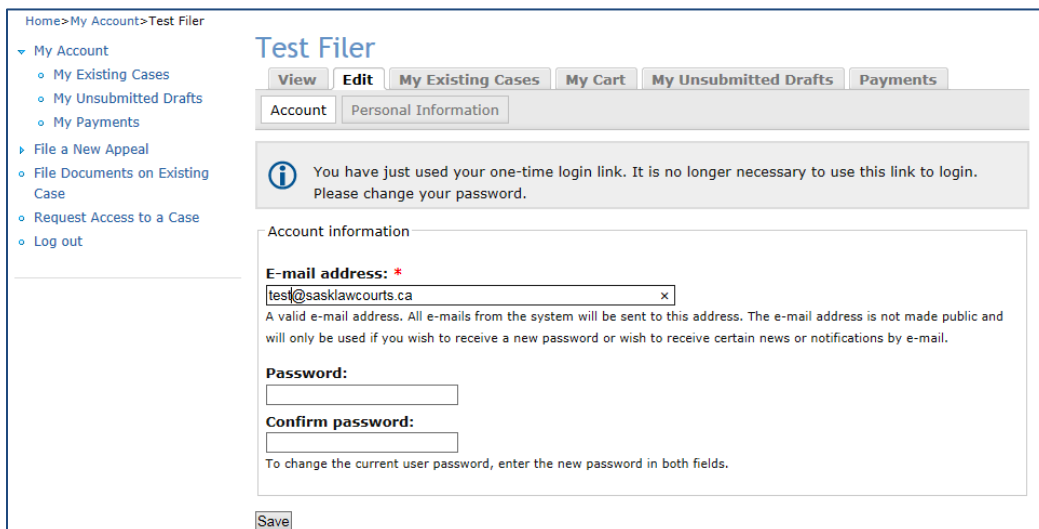
Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
CACV2035	Appellant, Test v. Respondent, Test	Appellant v Test Respondent	Banking, Bills of Exchange, Guarantee and Indemnity	01/09/2011	Other	OPEN	<input type="text" value="Select Action"/>

3. Login

Once you have received your approval email, follow the link in the email to the “Reset password” screen.



When you click the Log in button, it will take you to the My Account/Edit/Account tab where you will set your password.



All subsequent logins will take you to the home page shown below.



4. Electronic Filing

There are various options for electronic filing some of which include:

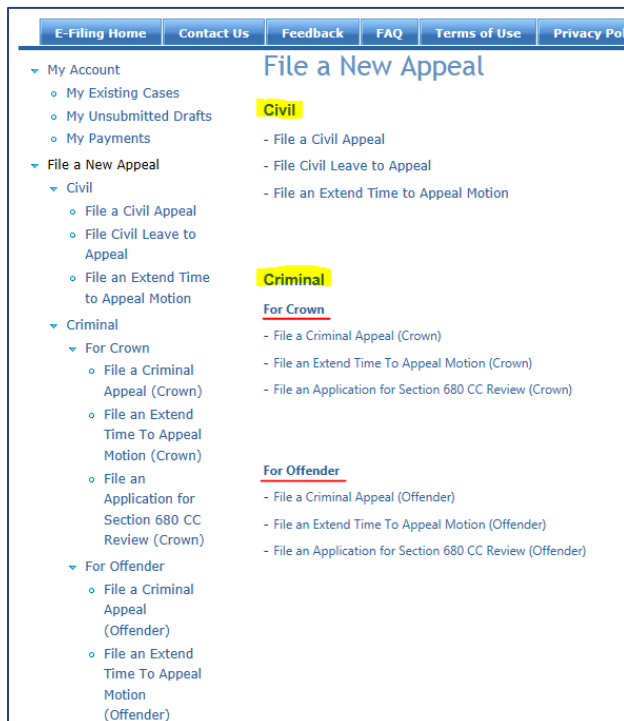
- Filing a New Civil Appeal;
- Filing a Civil Leave to Appeal Motion;
- Filing a New Criminal Appeal as an Offender;
- Filing a New Criminal Appeal as the Crown;
- Filing a New Motion on an Existing Case; and
- Filing Additional Documents on an Existing Case.

4.1 Filing a New Appeal (Civil or Criminal)

Click the File a New Appeal Link to file either a new Civil or Criminal Appeal.



If filing a Criminal Appeal, be sure to differentiate between a Crown appeal or an appeal filed by the Offender. Also be sure to choose the appropriate Crown office: Federal Crown for drug cases and Provincial Crown for all others.



When the form for filing a **Civil, Criminal (Crown) or Criminal (Offender) Appeal** displays, all fields with an asterisk must be filled in before the form can be submitted.

Any header with a plus sign can be expanded to expose the fields by clicking on the plus sign.

The image shows two parts of a form. The top part shows two collapsed headers: '+ Appellant Address' and '+ Appellant Telephone', each with a minus icon on the right. An arrow points to the plus sign on the 'Appellant Address' header. The bottom part shows the 'Appellant Address' header expanded, now displaying a minus icon and a list of fields: 'Address' (with two stacked text boxes), 'Postal Code' (with a text box), 'City' (with a text box), and 'Province' (with a dropdown menu showing 'Saskatchewan').

When a case has multiple Appellants or Respondents, the additional parties can be added by selecting the plus sign (Add Item) in the corresponding section of the form.

The image shows a form section titled '- Appellant (1)' with a header bar containing minus, plus, and delete icons. An arrow points to the plus icon. Below the header are several fields: 'Last Name', 'First Name', 'Middle Name', 'Corporate / Organization Name' (with a dropdown), and 'Email'. Below these are three collapsed headers: '+ Appellant Address', '+ Appellant Telephone', and '+ Appellant Lawyer (1)' (which also has minus, plus, and delete icons). At the bottom is a plus icon followed by the text 'Appellant'.

When the plus sign is selected, an additional section is displayed for data entry. If this section is added in error, it can be removed by selecting the minus sign (Delete).

The image shows a form section titled '- Appellant (2)' with a header bar containing minus, plus, and delete icons. An arrow points to the plus icon. Below the header are the same fields as in the previous section: 'Last Name', 'First Name', 'Middle Name', and 'Corporate / Organization Name' (with a dropdown).

The EDocument upload will only accept PDF documents with a maximum file size of 50MB, this is roughly 1,200 pages. If your document exceeds this size, it must be broken down into volumes and then submitted.

The Save for Later button allows you to save your progress in the form for completion at a later time.

The screenshot shows the 'File a Criminal Appeal (Offender)' form. The left sidebar contains a navigation menu with options like 'File a New Appeal', 'Civil', 'Criminal', and 'Manage User Case Associations'. The main content area has a title 'File a Criminal Appeal (Offender)' and a 'Note' box. Below the note is a field for 'Internal Reference/File Number' with the value 'Case_20'. The form is divided into several sections: 'Portal Criminal Appeal for Accused', 'Case Information' (with fields for Appeal Against, Category, Offence(s), and Sentence), 'Appellant (1)' (with fields for Last Name, First Name, Middle Name, Corporate / Organization Name, Email, Date Of Birth, and Self Represented), 'Appellant Address', 'Appellant Telephone', 'Custody Information', 'Appellant Lawyer (1)', 'Lower Court - Queen's Bench' (with fields for Type, Information Number, Date of Conviction/Acquittal, Date of Sentence, Judge Name, and Court Location), 'Lower Court - Provincial Court' (with similar fields), and 'Notice of Appeal' (with fields for Filed By Type and EDocument Upload). At the bottom, there are 'Proceed' and 'Save for Later' buttons.

Clicking the Proceed button will take you to the Process Payment screen, if required, which is covered in a later section.

4.2 Civil Leave to Appeal

Click the File a New Appeal link to find the File Civil Leave to Appeal link.



The form for filing a civil leave to appeal will display and all fields with an asterisk must be filled in before the form can be submitted.

Any header with a plus sign can be expanded to expose the fields by clicking on the plus sign.

A screenshot of the 'Appellant Address' form. The form is titled 'Appellant Address' and has a plus sign in the top left corner. Below the title, there are four input fields: 'Address', 'Postal Code', 'City', and 'Province'. The 'Province' field is a dropdown menu with 'Saskatchewan' selected. The form is designed to collect the appellant's contact information.

The EDocument upload will only accept PDF documents with a maximum file size of 50MB, this is roughly 1,200 pages. If your document exceeds this size, it must be broken down into volumes and then submitted.

The Save for Later button allows you to save your progress in the form for completion at a later time.

4.3 Filing a New Motion on an Existing Case

Click the File Documents on Existing Case link to take you to a list of your existing cases.



My Account

View Edit **My Existing Cases** My Cart My Unsubmitted Drafts Payments

- You can only perform Actions on Cases which are Open and Actively Assigned to you
 - You cannot perform any actions on filings in relation to The Adoption Act, The Child and Family Services Act, The Youth Criminal Justice Act and other filings to which access has been restricted because of court order, publication ban, the rules of court or the law, including family law proceedings(QB Rule 587).

Show Cases Where
 - Filter

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
CACV2035	Appellant, Test v. Respondent, Test	Test Appellant v Test Respondent	Banking, Bills of Exchange, Guarantee and Indemnity	01/09/2011	Appellant Lawyer	OPEN	Select Action

Cases Per Page: 10

Click the Select Action drop down arrow to get a list of options available and choose File a New Motion.

E-Filing Home Contact Us Feedback FAQs Terms of Use Privacy Policy Notice EDocument Format Manual

Home>My Account>My Account

My Account

View Edit **My Existing Cases** My Cart My Unsubmitted Drafts Payments

- You can only perform Actions on Cases which are Open and Actively Assigned to you
 - You cannot perform any actions on filings in relation to The Adoption Act, The Child and Family Services Act, The Youth Criminal Justice Act and other filings to which access has been restricted because of court order, publication ban, the rules of court or the law, including family law proceedings(QB Rule 587).

Show Cases Where
 - Filter

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
CACV2035	Appellant, Test v. Respondent, Test	Test Appellant v Test Respondent	Banking, Bills of Exchange, Guarantee and Indemnity	01/09/2011	Appellant Lawyer	OPEN	Select Action View File a New Motion File Additional Documents on Motion File a Specific Document File Correspondence

Cases Per Page: 10

The form for filing a motion will display and all fields with an asterisk must be filled in before the form can be submitted.

Select the type of Motion that is being filed from the Motion drop down box.

- Motion

Motion

Filed By Type *

Chamber Date

EDocument Upload * Browse...

Motion

Filed By Type * [Dropdown Menu]

Chamber Date [Text Field]

EDocument Upload * [Browse...]

Parties

- ☐ Respondent, Test [RESP]
- ☐ Appellant, Test [APP]

Appellant Counsel

- ☐ Test, Lawyer 1 [LAW]

Respondent Counsel

- ☐ Test, Lawyer 2 [LAW]

Related Documents

- Adjoin Date Set for Appeal
- Amend Factum - Appellant
- Amend Factum - Respondent
- Appeal/Review Registrar's Decision
- Consolidate Appeals
- Court Appointed Counsel
- Dismiss for Want of Prosecution
- Enlarge or Abridge Time
- Extend Length of Factum
- Extend Time to Cross Appeal
- Fresh Evidence
- Impose Stay of Execution
- Late Filing of Factum
- Leave to File Factum in Reply
- Leave to Late File Notice of Appeal
- Lift Stay of Execution
- Motion for Directions
- Notice to Strike or Quash
- Notice to seek removal of counsel of record
- Perfect Appeal by Appellant
- Perfect Appeal by Respondent
- Pre-Hearing Conference
- Prerogative Relief
- Re-Hearing
- Relief Against Non-Compliance with Rules
- Secure Court File
- Securities for Cost
- Settle Appeal Book
- Show Cause
- Strike Appeal as Frivolous
- Substituted Services

Additional Document

Filed By Type * [Dropdown Menu]

EDocument Upload * [Browse...]

Related Documents

Proceed

Motion

Filed By Type * [Dropdown Menu]

Chamber Date [Text Field]

EDocument Upload * [Browse...]

Parties

- ☐ Respondent, Test [RESP]
- ☐ Appellant, Test [APP]

Appellant Counsel

- ☐ Test, Lawyer 1 [LAW]

Respondent Counsel

- ☐ Test, Lawyer 2 [LAW]

Related Documents (To Add additional documents click the +Add button) -----> (1)

Additional Document [Proof of Service] [Dropdown Menu]

Filed By Type * [Dropdown Menu]

EDocument Upload * [Browse...]

Related Documents (To Add additional documents click the +Add button) ----->

Proceed

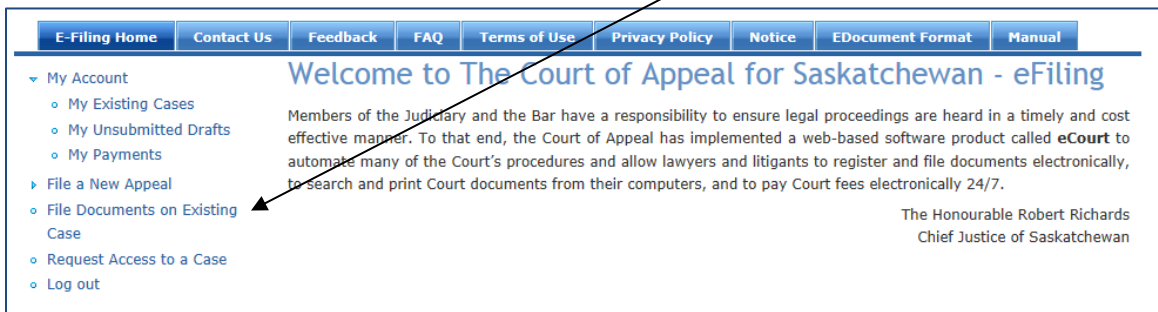
To file additional documents related to the Motion, click the plus sign (Add item) in the Related Documents section.

The EDocument upload will only accept PDF documents with a maximum file size of 50MB, this is roughly 1,200 pages. If your document exceeds this size, it must be broken down into volumes and then submitted.

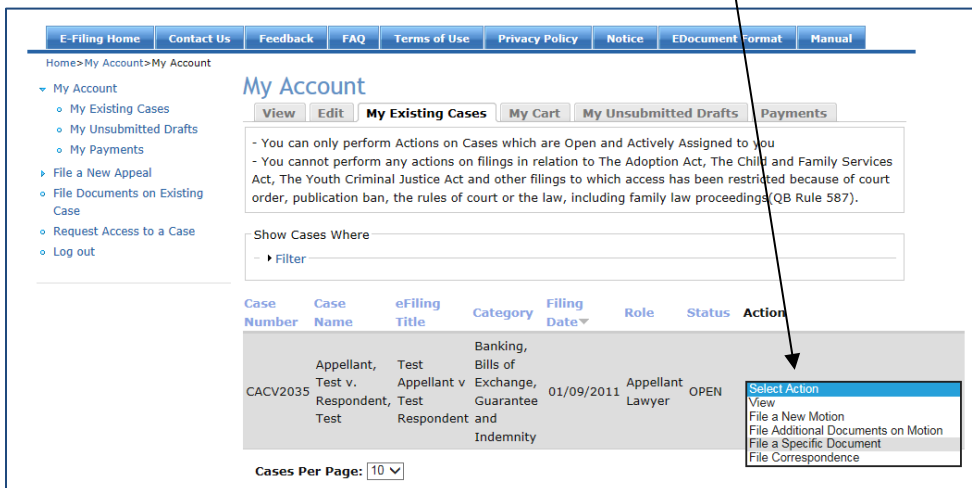
Clicking the Proceed button will take you to the Process Payment screen which is covered in a later section.

4.4 Filing Additional Documents on an Existing Case

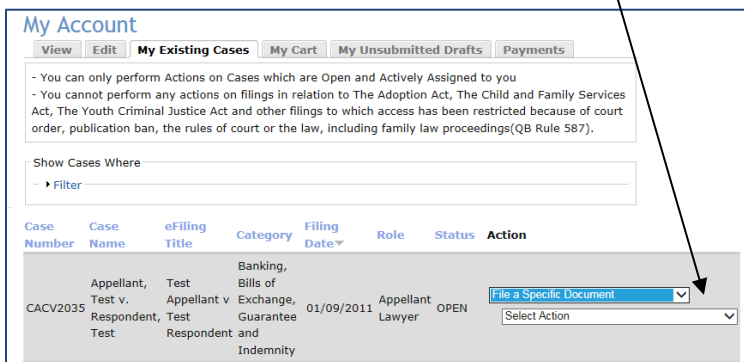
Log into the eCourt Portal, click the File Documents on Existing Case link to take you to a list of your existing cases.



Click the Select Action drop down arrow to get a list of options available and choose File a Specific Document.



This will cause a second Select Action drop down to appear from which the type of document to be filed may be chosen.



My Account

View Edit **My Existing Cases** My Cart My Unsubmitted Drafts Payments

- You can only perform Actions on Cases which are Open and Actively Assigned to you
 - You cannot perform any actions on filings in relation to The Adoption Act, The Child and Family Services Act, The Youth Criminal Justice Act and other filings to which access has been restricted because of court order, publication ban, the rules of court or the law, including family law proceedings(QB Rule 587).

Show Cases Where
 Filter

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
CACV2035	Appellant, Test v. Respondent, Test	Appellant v Respondent and	Banking, Bills of Exchange, Guarantee and Indemnity	01/09/2011	Appellant Lawyer	OPEN	Select Action File Appeal Book and Factum File Appeal Book - Additional Volumes File Respondent Factum File Appellant Book of Authorities File Respondent Book of Authorities File Formal Judgment File Lower Court Judgment File a Lower Court Order File a Lower Court Fiat File a Tribunal Decision File a Written Argument - Appellant File a Written Argument - Respondent File a Proof of Service File Notice of Appeal (after leave granted) File Amended Notice of Appeal File Notice of Withdrawal/Change of Lawyer File a Cross Appeal File Draft Judgment File Draft Consent Judgment

Cases Per Page: 10

Add Portal Appeal Book and Factum

Appeal Book

Filed By Type

EDocument Upload * Browse...

Parties

☐ Respondent, Test [RESP]

☐ Appellant, Test [APP]

Appellant Counsel

☐ Test, Lawyer 1 [LAW]

Respondent Counsel

☐ Test, Lawyer 2 [LAW]

Factum

Filed By Type

EDocument Upload * Browse...

Proof of Service

Filed By Type

EDocument Upload * Browse...

Proceed

The EDocument upload will only accept PDF documents with a maximum file size of 50MB, this is roughly 1,200 pages. If your document exceeds this size, it must be broken down into volumes and then submitted.


Clicking the Proceed button will take you to the Process Payment screen, if necessary, which is covered in a later section.

5. Save for Later

The Save for Later feature allows you to partially complete a new filing, save the data you have entered and return at a later time to complete and submit the filing.

When the Save for Later button is selected, a message will display indicating the reference number for the saved action.

File a Civil Appeal

 Your form is saved. The reference Number for your submission is : 4309

To complete the saved action, select the My Unsubmitted Drafts tab and select the link with the desired reference number.

My Account

[View](#) [Edit](#) [My Existing Cases](#) [My Cart](#) **[My Unsubmitted Drafts](#)** [Payments](#)

▼ Saved Filings

Reference No	eFiling Title	Action
4309	Case_5	Delete / View Case

▼ Approved Filings (Pending Payment)

<input type="checkbox"/> Reference No▲	eFiling Title	Action
<input type="checkbox"/> 4302	File_1	Delete / View Case
<input type="checkbox"/> 4303	File_2	Delete / View Case
<input type="checkbox"/> 4308	File_4	Delete / View Case

[Pay Selected Submissions](#)

The link will display the form window and the action can be completed and submitted.

eFiling Detail

Note:

- Use this form to file a Civil Appeal
- In the Short Form Style of Cause, enter your own internal description of this case
- For the Appellant and Respondent, enter either the First Middle and Last Name or the Corporate / Organization Name
- Click on the "+Add" button to Add more Appellants and/or Respondents
- It is required to upload Notice of Appeal, Proof of Service and Lower Court Order

Internal Reference/File Number*:
Type your own internal description of this case here

New Portal Lawyer Civil Filing

– Case Information

Category *

Location *

– Appellant (1)

Last Name

First Name

Middle Name

Corporate / Organization Name

When the form is completed select the Proceed button to file the action.


The screenshot shows a web form with three sections: "Notice of Appeal", "Proof Of Service", and "Lower Court Order or Decision". Each section contains a "Filed By Type" dropdown menu (all set to "Appellant Lawyer") and an "EDocument Upload" field with a file path and a "Browse..." button. Below the sections, a message reads "Please upload the files again before Submitting". At the bottom are two buttons: "Proceed" and "Save for Later". Two arrows originate from the text above: one points to the "Proceed" button, and the other points to the "EDocument Upload" field in the "Lower Court Order or Decision" section.

When the case is successfully submitted, it will be listed in your My Account, My Existing Cases list.

The screenshot shows the "My Account" page. At the top are tabs: "View", "Edit", "My Existing Cases" (which is selected), "My Cart", "My Unsubmitted Drafts", and "Payments". Below the tabs is a text box containing two bullet points: "You can only perform Actions on Cases which are Open and Actively Assigned to you" and "You cannot perform any actions on filings in relation to The Adoption Act, The Child and Family Services Act, The Youth Criminal Justice Act and other filings to which access has been restricted because of court order, publication ban, the rules of court or the law, including family law proceedings(QB Rule 587).". Below this is a "Show Cases Where" section with a "Filter" link. At the bottom is a table header with the following columns: "Case Number", "Case Name", "eFiling Title", "Category", "Filing Date" (with a dropdown arrow), "Role", "Status", and "Action".

6. Payments

If the documents that are being filed require payment, the payment screen will appear after your form is filled in and submitted. The filing fee can be paid by VISA® or Master Card®. All billing information must match the record associated with the credit card. When the payment form is completed, select the Make Payment button to submit the payment and complete the eFiling process.



The Court of Appeal for Saskatchewan

Justice must not only be done but be seen to be done.

[E-Filing Home](#) [Contact Us](#) [Feedback](#) [FAQ](#) [Terms of Use](#) [Privacy Policy](#) [Notice](#) [eDocument Format](#) [Manual](#)

My Account

- My Existing Cases
- My Unsubmitted Drafts
- My Payments

File a New Appeal

- File Documents on Existing Case
- Request Access to a Case
- Log out

Manage User Case

- Associations
- Manage Users

Process Payment

Filing Information

Reference No	Title	Document	Fees	Paid	Balance
4306	Case Number: CACV2035 Case Name: Appellant, Test v. Respondent, Test - File_1 - test payment screen	AB - Appeal Book	CAD100.00	CAD0.00	CAD100.00
Total			CAD100.00	CAD0.00	CAD100.00

Payor Information

Name: *

Address: *


City: *

Province: *
Saskatchewan

Postal Code: *

Credit Card Information

Name on Card: *



Credit Card: *
Visa

Enter the Credit Card Number (No Spaces): *
4242424242424242

Card CVV: *
012

Expiration Month: *
01

Expiration Year: *
2018

Make Payment

When the payment is accepted, a receipt will display, this can be printed by selecting the Printer-friendly version link.



The Court of Appeal for Saskatchewan
Justice must not only be done but be seen to be done.

[E-Filing Home](#) [Contact Us](#) [Feedback](#) [FAQ](#) [Terms of Use](#) [Privacy Policy](#) [Notice](#) [EDocument Format](#) [Manual](#)

My Account

- My Existing Cases
- My Unsubmitted Drafts
- My Payments
- File a New Appeal
- File Documents on Existing Case
- Request Access to a Case
- Log out

Manage User Case Associations

Manage Users

Payment Confirmation (Receipt)

[Printer-friendly version](#)

Saskatchewan Court of Appeal
2425 Victoria Avenue,
Regina, Saskatchewan, S4P 4W6
(306) 787-5382

Filing Information

Reference No	Title	Document	Fees	Paid	Balance
4306	Case Number: CACV2035 Case Name: Appellant, Test v. Respondent, Test - File_1 - test payment screen	AB - Appeal Book	CAD100.00	CAD100.00	CAD0.00
Total			CAD100.00	CAD100.00	CAD0.00

Payment Information

Date:
2015-05-20 09:08:49

Amount:
CAD100.00

Payor:
Lawyer
1234 Albert Street
Regina SK S4P 4W6

Card Type:
VISA

Card Number:
*****4242

Expiration:
1/2016

Authorization Code:
631240

After payment is completed, an email will be sent confirming that the eCourt Portal has received the filing and it is being reviewed by the Registrar. Your credit card is charged immediately. If your document is rejected by the Registrar, a refund will be credited to the credit card used in the payment process.

A copy of the receipt can be printed at any time by accessing the receipt through the Payments tab under My Account. Click on the link to display the receipt, select Printer-friendly version and print from the browser.

My Account

[View](#) [Edit](#) [My Existing Cases](#) [Contact](#) [My Cart](#) [My Unsubmitted Drafts](#)

Payments

Payment Date	Amount	Filing Info	Card No
05/20/2015	100.00	File_1 - test payment screen	****4242

Payments Per Page: 10

7. My Account

Log in and click on My Account. The following screen will appear:

The screenshot shows the 'My Account' page for a user named 'Lawyer Medina'. At the top is a navigation bar with links: E-Filing Home, Contact Us, Feedback, FAQ, Terms of Use, Privacy Policy, Notice, EDocument Format, and Manual. Below this, on the left, is a sidebar menu with options: My Account (expanded), My Existing Cases, My Unsubmitted Drafts, My Payments, File a New Appeal, File Documents on Existing Case, Request Access to a Case, and Log out. The main content area displays the user's name 'Lawyer Medina' and a row of buttons: View, Edit, My Existing Cases, My Cart, My Unsubmitted Drafts, and Payments. Below these buttons is a section titled 'Personal Information' with three input fields: 'First Name' (containing 'Lawyer'), 'Last Name' (containing 'Medina'), and 'Law Firm/Organization Name'.

View - Displays personal information.

Edit - Click Edit and then either the Account or Personal Information buttons to do the following:

Account: update your email address and/or your password; and

Personal Information: update your personal information (name, address, etc.).

My Existing Cases - A list of cases you have electronic access to.

My Cart - A list of your pending filings. Actions you have saved progress for later and any actions with pending payments. This section will also include cases for which a credit card was declined, so you can go back and resubmit.

My Unsubmitted Drafts - Filings which have not been submitted but which have been saved for later.

Payments - A list of all financial transactions, including payments made by you and any refunds credited to you for rejected filings.

8. View Case Details

Once a new filing has been accepted in eCourt, it can be viewed from your account. Select the My Existing Cases tab and select View from the Action drop down. This will display the case details to date.

The screenshot shows the 'My Account' page with the 'My Existing Cases' tab selected. A dropdown menu is open for the 'Action' column of a case entry, showing options: 'View', 'File a New Motion', 'File Additional Documents on Motion', 'File a Specific Document', and 'File Correspondence'. Arrows from the text above point to the 'My Existing Cases' tab and the 'View' option in the dropdown.

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
CACV2035	Appellant, Test v. Respondent, Test	Appellant v Respondent	Banking, Bills of Exchange, Guarantee and Indemnity	01/09/2011	Appellant Lawyer	OPEN	Select Action View File a New Motion File Additional Documents on Motion File a Specific Document File Correspondence

Case Details Form

Select Action

CACV2035 Appellant, Test v. Respondent, Test

Last Event: Appeal Hearing 07/15/14 09:00 AM Heard Status: Open

Selected Case Details

Portal Summary View

Case Information

Filing Date	Category	Hearing Location	Neutral Citation #	Memo	Status	Disposition	Appeal Perfected
2011-01-09	Banking, Bills of Exchange, Guarantee and Indemnity	Regina			Open	:	

Parties

Type	Name	Address	Phone	Represented By	Other
Appellant	Test Appellant	123 Elm St Regina SK A8F 7A9	C (555) 555-5551	Test, Lawyer 1 [LAW]	
Respondent	Test Respondent	123 Elm St Regina SK A3A 8F7	C (555) 555-5553	Test, Lawyer 2 [LAW]	

Lawyers

Representing	Name	Address	Phone
--------------	------	---------	-------

9. Request Access to a Case

To request access to a case, select the Request Access to a Case link.

Request Access to a Case

Request Access to a Case

If any member of your firm has access to the electronic file you can request access through your Law Firm. If your firm is requesting access for the first time, or if you are a Self Represented Litigant, insert the case number, indicate your role (i.e. Lawyer for Respondent) and insert the unique PIN number assigned to you for the file below.

Case Number: *
CACV2035
Enter the case number (no spaces)

Electronic Pin: *
MLBU6448 x
If you do not know the unique PIN number assigned to your file contact via email at caregistrar@sasklawcourts.ca

Your Role in the Case: *
Respondent Lawyer
Select your role in the case

Request

Enter the Case Number, your unique Electronic Pin and Your Role in the Case and select the Request button.

If you do not have your unique electronic pin, click the link to generate an email to the Registrar's Office requesting your pin. The Registrar's Office will review your request and reply providing your pin where appropriate.

When you enter the Case Number, Electronic Pin and select Your Role in the Case, you will receive a message stating your request has been approved indicating the case has now been added to your My Existing Cases list.

i

- Your request is approved and the case CACV2561 is added in your My Cases
- To see your case go to [My Cases](#)

You can now access the case from the My Existing Cases list to review and file items in the case electronically.