

HMCTS Document Upload Centre – Professional Users Guide

1. Purpose

- 1.1. This guide is being issued to allow you to upload court documents (bundles) for use in a court hearing, where e-mail restrictions do not allow you to send (in a single e-mail) court hearing documents.

2. How the solution works

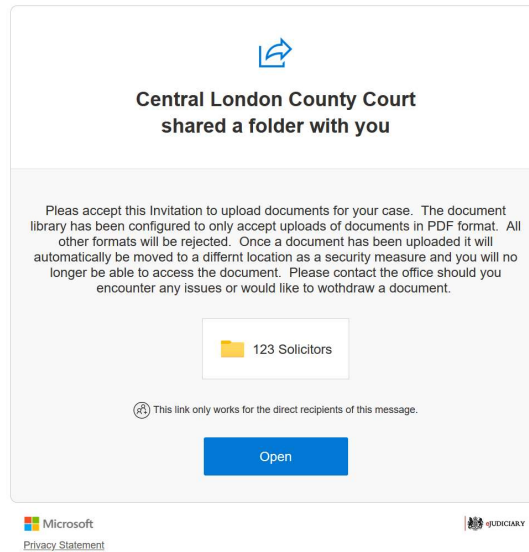
- 2.1. The solution has been designed using a public and private area within Microsoft SharePoint on our eJudiciary.net Microsoft Office 365 tenant.
- 2.2. The public area is where documents are uploaded. This area has been enabled to allow non-departmental accounts to access folders. This is only by invitation where court staff will require an e-mail address from you that will be used for login purposes.
- 2.3. As well as the e-mail address, a pin will be sent to this address that is also needed to gain access and allow you to upload your document(s).
- 2.4. You will be able to upload single or multiple documents as well as a folder. There is no limit on volume or size and the speed of transfer will be dependant on your internet connection upload speeds.
- 2.5. As soon as the documents are uploaded they are moved to a private area for court staff and the judiciary to access only. They are automatically deleted from private area, so you will not have access to them – nor will anyone else.

3. General Important Information – Please ensure you read

- 3.1. An invitation must have been received from court staff to one of your e-mail accounts in order for you to use this service. You will need access to the mailbox in order to receive the pin number for access purposes.
- 3.2. The solution is being made available for electronically submitting court bundles only. Other documents will not be processed.
- 3.3. The document being uploaded must be in PDF format only. Any other format will not be accepted by the system. The documents (bundles) should comply with any guidance issued by the court with regards to their presentation and format.
- 3.4. The case reference must be entered in the required field when uploading the document. If the case is urgent and you do not have a reference number, please enter 'No Caseno'.
- 3.5. If possible, the documents should be scanned prior to being uploaded.
- 3.6. The only use for this service is for the purpose of submitting court hearing documents in relation to your case(s).
- 3.7. Once documents have been uploaded, you must ensure you let the court staff know it has been completed. Please send to the e-mail address where you received the invitation from.
- 3.8. If you experience any technical issues with uploading, please let the court staff know.

4. Uploading PDF document(s)

- 4.1. An invitation to upload documents will be sent to you from a member of court staff from an ejudiciary.net mail address. This is an example of what to expect:



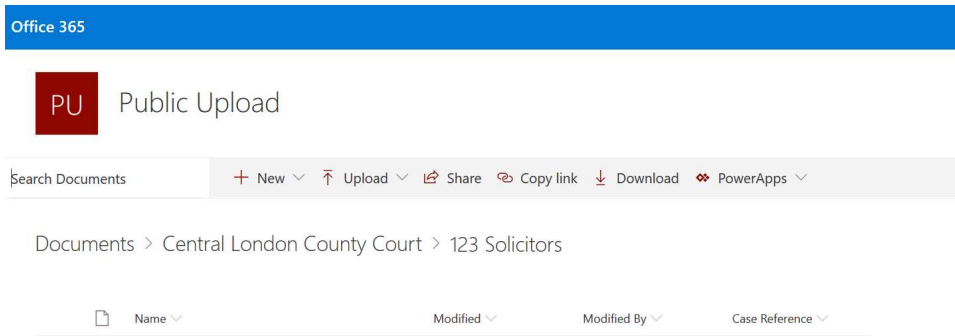
- 4.2. Click on the button with the folder name or "Open" button to access the document
- 4.3. You will now be directed to a SharePoint page where you will be asked to enter the email address the invitation was sent to. It is important to note if the emails do not match, the access will not be granted.

The first screenshot, titled "Verify Your Identity", shows a message: "You've received a secure link to:" followed by a folder icon and "123 Solicitors". It asks the user to enter the email address the link was shared to. There is an input field with the placeholder "Enter email" and an information icon. A blue "Next" button is below. A disclaimer at the bottom states: "By clicking Next you allow eJudiciary to use your email address in accordance with their privacy statement. eJudiciary has not provided links to their terms for you to review."

The second screenshot, titled "Enter Verification Code", shows the same folder icon and "123 Solicitors". It asks the user to enter the code from an email sent to "Invited.Sols@Gmail.com". There is an input field with the placeholder "Enter code" and an information icon. A blue "Verify" button is below. A checkbox labeled "Keep me signed in" is at the bottom.

- 4.4. If the email addresses match, you will be redirected to a page requesting a verification code as pictured above.
- 4.5. You must retrieve the verification code and enter it into the field to progress to the upload folder. Check your inbox or spam folder for the verification code, the sender of the email should be no-reply@sharepointonline.com.

4.6. Once verification has been accepted you will be directed to the Upload folder:



4.7. Once in the upload area select Upload followed by Files.

4.8. You can now select the PDF document you wish to upload.

4.9. Once the document has been uploaded you will notice that the “Case Reference” field is marked with “Required info”. It is important to note that if this field is not entered, the document will not be transferred to the secured area. Therefore, court staff nor Judiciary will gain access to the document:

Documents > Central London County Court > 123 Solicitors



4.10. To enter the case reference number, click on “Required info” and a new pane will appear on the right of the page.

4.11. You will see the Case Reference section and click on the ‘Enter value here to enter the case reference number.’

4.12. Click on a different part of the page for the case reference number to be accepted.

4.13. Once the Case Reference has been accepted refresh the page to check if the document has been moved. Depending on the size of the document(s) and your upload speed this could take several minutes.

4.14. Once the upload has been completed, please ensure you e-mail the court to let them know it has been successfully completed.

Properties Edit all

ⓘ This file is missing required information

Name *

Download Instructions - Google Chrome.pdf

Title

Enter value here

Case Reference *

Enter value here

end