



THE JUDICIARY

DIRECTORATE OF ICT

FREQUENTLY ASKED QUESTIONS (FAQS) FOR E-FILING SYSTEM

1. What is the Judiciary e-filing system in courts?

The Judiciary e-filing or electronic filing is an online platform created by the Judiciary for parties to initiate and complete the process of filing cases from any location without necessarily visiting a court station/ registry.

2. How do I get started?

To get started, access the e-filing platform by visiting the Judiciary website www.judiciary.go.ke or efiling.court.go.ke. Once you visit the link, sign up for an account and have it activated. All clients need to register online for a user ID and password, to start the filing process.

3. Who can file a case?

- a) Members of the public
- b) Members of the Law Society of Kenya (LSK)
- c) Any organization
- d) Government agencies e.g. ODPP, AG Office, EACC etc.

4. Which accounts are allowed for registration and use on the e-filing platform?

a) **Individual Accounts:** Register under the individual account if you are a member of the public with no legal background but opts to be a self-represented party. Advocates without law firms can also register as individuals

b) **Organization Accounts:** If you would like to file a case, and you own an organization that has several advocates, register for this account. You can create multiple users in the account to manage the electronic filing.

c) **Law Firms:** If you own a firm that has several advocates and you would like to file cases for your clients, register as a Law Firm. You can create multiple users in the account to manage the electronic filing for the law firm.

5. What format of documents is required for uploading in the system?

The Portable Document Format (PDF)

6. What is the maximum upload size of a case file?

The maximum upload size is 50MB

7. What happens if I surpass the maximum upload size of 50MB?

The user will be required to split the documents to volumes of 50MB and label volumes appropriately and then proceed to upload them, separately

8. Who assesses the court fees?

The system automatically assess the fees. The fee may be reviewed by the court if under-assessment is noted.

9. Which payment methods are available for the e-filing process?

The options available are MPESA, KCB Teller KCB Mtaani and RTGS.

10. How will I confirm that the payment is successful?

You will receive notification from the bank through an SMS and electronic receipt in your e-filing portal.

11. Can I save my work and continue to file later?

Yes. You can save and later, continue with the filing process.

12. What date is considered the file-date when a document is filed through the electronic filing system?

The date the document is e-filed is the file-date. However, where it is e-filed on a weekend or a public holiday or past the official working hours, the next working day is the file-date.

13. Can I get access to file documents into an existing case?

Yes. You will request to file to an existing case and await verification by the court to proceed with filing.