



Saskatchewan Court of Appeal



Portal User's Guide



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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.



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Welcome to The Court of Appeal for Saskatchewan - eFiling

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Chief Justice of Saskatchewan

Username *

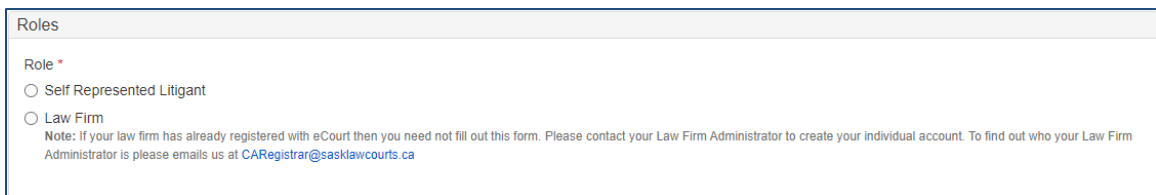
Password *

[Create new account](#)

[Request new password](#)

Log in

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.



Roles

Role *

Self Represented Litigant

Law Firm

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 emails us at CARegistrar@sasklawcourts.ca

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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.

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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 Users
- Manage User Case Associations

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Chief Justice

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

People

List User Search By Profile

+ Add user

People / Add user

People

List User Search By Profile

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

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.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Status

Blocked

Active

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.

People

List

[+ Add user](#)

Update options

Unblock the selected users

| <input type="checkbox"/> | Last Name | First Name | Username | Organization | Status | Roles | eMail | Last access | Operations |
|--------------------------|-----------|------------|----------|------------------|--------|--------------------------|-------------------------|---------------------|----------------------|
| <input type="checkbox"/> | Addams | Gomez | gaddams | Mason & Dent LLP | active | • Law Firm User | ctest@sasklawcourts.ca | never | edit |
| <input type="checkbox"/> | Dent | Harvey | hdent | Mason & Dent LLP | active | • Law Firm User | bttest@sasklawcourts.ca | 23 hours 11 min ago | edit |
| <input type="checkbox"/> | Mason | Perry | pmason | Mason & Dent LLP | active | • Law Firm Administrator | atest@sasklawcourts.ca | 26 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.

Update options

Unblock the selected users

- Unblock the selected users
- Block the selected users
- Add a role to the selected users
 - Law Firm Administrator
 - Law Firm User
- Remove a role from the selected users
 - Law Firm Administrator
 - Law Firm User

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

Update options

Block the selected users

| <input type="checkbox"/> | Last Name | First Name | Username | Organization | Status | Roles |
|-------------------------------------|-----------|------------|----------|------------------|--------|-----------------|
| <input checked="" type="checkbox"/> | Addams | Gomez | gaddams | Mason & Dent LLP | active | • Law Firm User |
| <input type="checkbox"/> | Dent | Harvey | hdent | Mason & Dent LLP | active | • Law Firm User |

The User Status is now blocked.

| <input type="checkbox"/> | Last Name | First Name | Username | Organization | Status | Roles | eMail | Last access | Operations |
|--------------------------|-----------|------------|----------|------------------|---------|-----------------|------------------------|---------------------|----------------------|
| <input type="checkbox"/> | Addams | Gomez | gaddams | Mason & Dent LLP | blocked | • Law Firm User | ctest@sasklawcourts.ca | never | edit |
| <input type="checkbox"/> | Dent | Harvey | hdent | Mason & Dent LLP | active | • Law Firm User | btest@sasklawcourts.ca | 23 hours 18 min 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.

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Search for the user that needs case association. To add new case association, select “Add New Case”.

User Case Associations

Gomez Addams
ctest@sasklawcourts.ca
Status: **Active**
Mason & Dent LLP
1122 Lawfirm Ave Regina
Phone: 306-787-8000

[+ Add New Case](#)

Search for the appropriate case using the text bars and select search. Next check off the check box and select the User Role in the case and select the Add button. The law firm user will now have electronic access to this case.

Show entries Search:

| <input checked="" type="checkbox"/> | eCourt Case Number | eCourt Reference Number | eFiling Title | Submitted By | Submitted On |
|-------------------------------------|--------------------|-------------------------|---------------|---------------------------------|--------------|
| <input checked="" type="checkbox"/> | CACV3894 | Case_335 | Case_335 | pmason - atest@sasklawcourts.ca | 09/21/2021 |

Showing 1 to 1 of 1 entries Previous Next

Role in the Case *

Select role in the case

Notify user of new case association
An email will be sent notifying this user they now have access to this case.

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

[My Account](#) / My Existing Cases

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 and other filings to which access has been restricted because of court order, the rules of court or the law.

| Case Number | Case Name | eFiling Title | Status | Filing Date | Role | Status | Action |
|-------------|---|---------------|----------|-------------|-----------|--------|--|
| CACV3895 | Jason Industries v. Dolienko, Christopher | Case_339 | Contract | 09/30/2021 | Appellant | OPEN | <input type="text" value="Select Action"/> |
| CACV3894 | Chekuri Industries v. Castillo, Alexander | Case_335 | Contract | 09/21/2021 | Appellant | 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.

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Reset password

This is a one-time login for /jenkins and will expire on Sat, 2021-12-11 11:31.
Click on this button to log in to the site and change your password.
This login can be used only once.

Log In

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

View Edit My Existing Cases My Unsubmitted Drafts Cart Payments

Account Personal Information

E-mail address *

etest@sasklawcourts.ca

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.

Confirm e-mail address *

etest@sasklawcourts.ca

Please re-type your e-mail address to confirm it is accurate.

Password

Confirm password

Password strength: _____

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

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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.

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

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.

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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.

File a New Appeal

Civil

- File a Civil Appeal
- File Civil Leave to Appeal
- File an Extend Time to Appeal Motion

Criminal

For Crown

- File a Criminal Appeal (Crown)
- File an Extend Time To Appeal Motion (Crown)
- File an Application for Section 680 CC Review (Crown)

For Offender

- File a Criminal Appeal (Offender)
- File an Extend Time To Appeal Motion (Offender)
- File an Application for Section 680 CC Review (Offender)

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 an arrow sign can be expanded to expose the fields by clicking on the arrow sign.

> Appellant Address

> Appellant Telephone

Appellant Address

Address

Postal Code

City

Province: Saskatchewan

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

Appellant (1)

Last Name

First Name

Middle Name

Corporate / Organization Name

Email

> Appellant Address

> Appellant Telephone

> Appellant Lawyer (1)

+ 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).

Appellant (2)

Last Name

First Name

Middle Name

Corporate / Organization Name

Email

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.

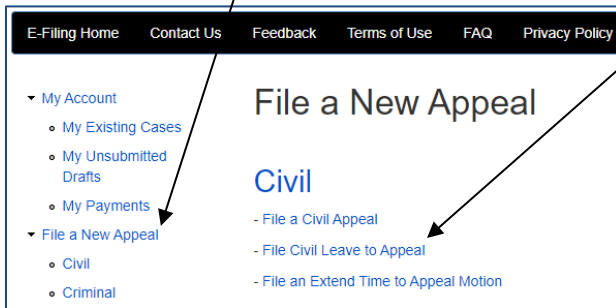
The Save for Later button allows you to save your progress in the form for completion at a later time.

The screenshot shows the 'File a Criminal Appeal (Offender)' form. At the top, there is a navigation bar with links: E-Filing Home, Contact Us, Feedback, Terms of Use, FAQ, Privacy Policy, Notice, EDocument Format, and Manual. Below this is a breadcrumb trail: File a New Appeal / Criminal / For Offender / File a Criminal Appeal (Offender). The main title is 'File a Criminal Appeal (Offender)'. The form contains an input field for 'Internal Reference/File Number*' with the value 'Case_1' and a placeholder text 'Type your own internal description of this case here'. Below this is a 'Note' section with the following instructions: 'Use this form if you are the Offender or representing the Offender filing a criminal appeal', 'In the Short Form Style of Cause, enter your own internal description of this case', 'Click on the "+Add" button to Add more Respondents', and 'It is required to upload Notice of Appeal and Proof of Service'. The form is divided into sections: 'Portal Criminal Appeal for Accused', 'Case Information', 'Appellant (1)', 'Lower Court - Queen's Bench', 'Lower Court - Provincial Court', and 'Notice of Appeal'. At the bottom, there are two buttons: 'Proceed' and 'Save for Later'.

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 an arrow can be expanded to expose the fields by clicking on the arrow.

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.

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My Account / My Existing Cases

My Account

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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 and other filings to which access has been restricted because of court order, the rules of court or the law.

Case Search

| Case Number | Case Name | eFiling Title | Status | Filing Date | Role | Status | Action |
|-------------|---|---------------|----------|-------------|-----------|--------|---------------|
| CACV3895 | Jason Industries v. Dolienko, Christopher | Case_339 | Contract | 09/30/2021 | Appellant | OPEN | Select Action |

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

My Account

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Case Search

| Case Number | Case Name | eFiling Title | Status | Filing Date | Role | Status | Action |
|-------------|---|---------------|----------|-------------|-----------|--------|---------------|
| CACV3895 | Jason Industries v. Dolienko, Christopher | Case_339 | Contract | 09/30/2021 | Appellant | OPEN | Select Action |
| CACV3894 | Chekuri Industries v. Castillo, Alexander | Case_335 | Contract | 09/21/2021 | Appellant | OPEN | Select Action |
| CACV3895 | Peters, Leticia | Case_318 | Child | 09/20/2021 | Appellant | OPEN | Select Action |

Select Action

Select Action

View

File a New Motion

File Additional Documents on a Motion

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.

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.

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

[My Account](#) / My Existing Cases

My Account

[View](#) [Edit](#) [My Existing Cases](#) [My Unsubmitted Drafts](#) [Cart](#) [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 and other filings to which access has been restricted because of court order, the rules of court or the law.

Case Search

| Case Number | Case Name | eFiling Title | Status | Filing Date | Role | Status | Action |
|-------------|---|---------------|------------------|-------------|-----------|--------|---|
| CACV3895 | Jason Industries v. Dolienko, Christopher | Case_339 | Contract | 09/30/2021 | Appellant | OPEN | <div style="border: 1px solid gray; padding: 5px;"><p>File a Specific Document</p><p>Select Action</p><p>View</p><p>File a New Motion</p><p>File Additional Documents on a Motion</p><p>File a Specific Document</p><p>File Correspondence</p></div> |
| CACV3894 | Chekuri Industries v. Castillo, Alexander | Case_335 | Contract | 09/21/2021 | Appellant | OPEN | |
| CACV3885 | Peters, Larissa v. Mussa-Barre, Ziad | Case_318 | Child Protection | 08/30/2021 | Appellant | OPEN | |

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

| Case Number | Case Name | eFiling Title | Status | Filing Date | Role | Status | Action |
|-------------|---|---------------|----------|-------------|-----------|--------|--|
| CACV3895 | Jason Industries v. Dolienko, Christopher | Case_339 | Contract | 09/30/2021 | Appellant | OPEN | <div style="border: 1px solid gray; padding: 5px;"><p>File a Specific Document</p><p>Select Action</p></div> |

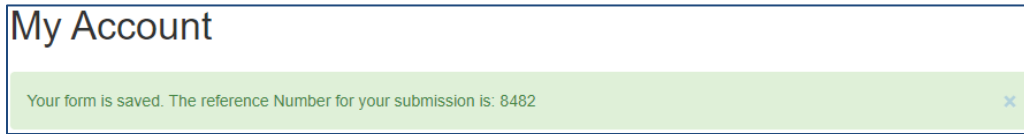
The EDocument upload will only accept PDF documents with a maximum file size of 50MB, this is roughly 1,200 pages. If your document exceeds this size, it must be broken down into volumes and then submitted.

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

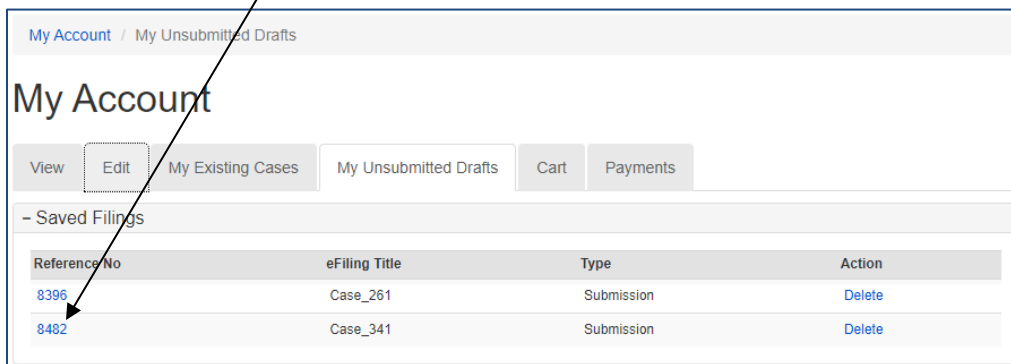
5. Save for Later

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.

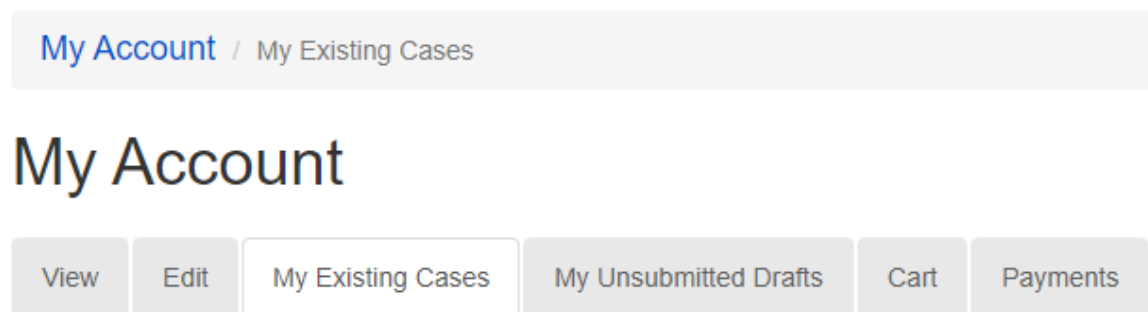


To complete the saved action, select the My Unsubmitted Drafts tab and select the link with the desired reference number.



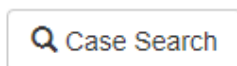
The link will display the form window and the action can be completed and submitted. When the form is completed select the Proceed button to file the action.

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



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You cannot perform any actions on filings in relation to The Adoption Act and other filings to which order, the rules of court or the law.



6. Payments

If the documents that are being filed require payment, the payment screen will appear after you click continue.

Process Payment

| Filing Information | | | | | |
|--------------------|---------------|------------------|-----------|---------|-----------|
| Reference No | eFiling Title | Document | Fees | Paid | Balance |
| 8481 | Case_340 | Notice of Appeal | \$ 200.00 | \$ 0.00 | \$ 200.00 |
| Total | | | \$ 200.00 | \$ 0.00 | \$ 200.00 |

Payment Options

Select your payment method.

ePayment by Credit Card

The filing fee can be paid by VISA® or Master Card®. All billing information must match the record associated with the credit card.

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 200.00 (CAD)



Order ID: JTITest_383

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

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

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 / Payments

My Account

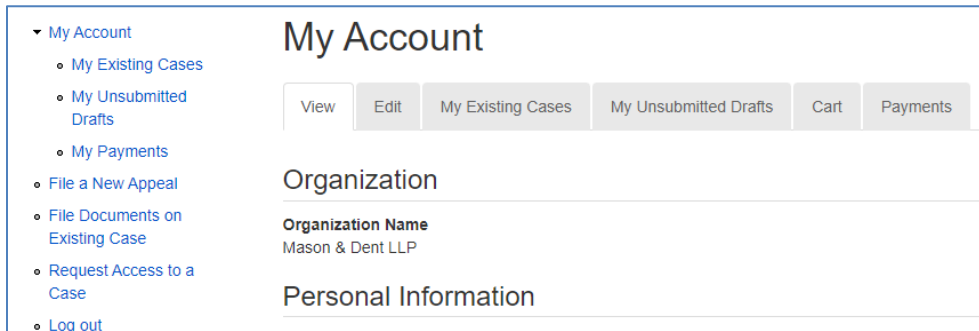
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Payments

| Payment Date | Amount | Filings | Account # |
|--------------|-----------|----------|-----------|
| 12/14/2021 | \$ 100.00 | File_342 | *****5454 |

7. My Account

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



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

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.

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.

My Account

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

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CACV3895

Jason Industries v. Dolienko, Christopher

Portal Case Summary

Case Information

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|-------------|----------|------------------|--------------------|--------|-------------|------------------|
| 2021-09-30 | Contract | Regina | | Open | | |

Parties

| Type | Name | Address | Phone | Represented By | Other |
|------------|--------------------------------|--|------------------|---------------------------------|-------|
| Appellant | Jason Industries Hugo Jason | 5535 Northeast Crystal Spring Road Regina SK S4P4W6 | C (928) 979-1312 | Fonseca, Jason Smith, Ismael | |
| Respondent | Christopher Dolienko | 8554 Bradstock Byway Regina SK S4P4W6 | C (426) 827-7237 | Burkitt, Aisling | |
| Respondent | Michael Wold | 1933 East Gillingham Turnpike Regina SK S4P4W6 | C (714) 221-3794 | | |

Lawyers

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Request Access to a Case

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- Your request is approved and the case CACV2561 is added in your My Cases
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