



Caribbean Agency for  
**JUSTICE SOLUTIONS**

## **CURIA COURT MANAGEMENT SUITE**



# **Folio**

## **User Guide**

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## Technical Requirements

### Web Browser and Bandwidth Requirements

The Folio E-Filing Portal operates with reasonable efficiency and response times on web browsers with the following specifications:

- Google Chrome (last two versions)
- Microsoft Edge (last two versions)
- Mozilla Firefox (last two versions)
- Opera (last two versions)
- Apple Safari (last two versions)

***Please note that other browsers may be compatible but are not officially supported***

The Folio E-Filing Portal will operate with reasonable efficiency and response times as per the following minimum bandwidth requirements:

- Downstream at 10 MB per second
- Upstream speed at 5 MB per second

## Registration and Login

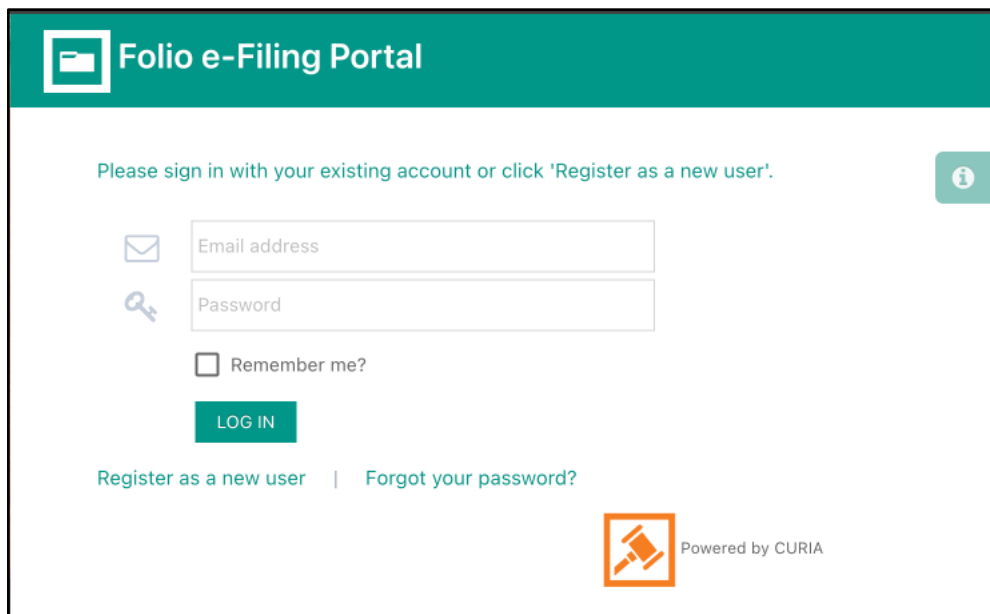
How do I Register?

### Step 1:

Open a web browser and type the Folio link provided to you and press "Enter."

### Step 2:

Click on "Register as a new user."




The screenshot shows the Folio e-Filing Portal login page. At the top, there is a green header with the Folio logo and the text "Folio e-Filing Portal". Below the header, the main content area is white. It starts with the instruction "Please sign in with your existing account or click 'Register as a new user'." followed by a small information icon. There are two input fields: "Email address" with an envelope icon and "Password" with a key icon. Below these fields is a checkbox labeled "Remember me?". A green "LOG IN" button is positioned below the checkbox. At the bottom of the login section, there are two links: "Register as a new user" and "Forgot your password?". In the bottom right corner of the page, there is a logo for CURIA with the text "Powered by CURIA".


**Step 3:**

Fill in the registration form and click "Register."

Folio E-Filing Portal Sign In



### My Account



User Information

New User Type  Individual  Institution

Role \*

First Name \*

Last Name \*

Email Address \*

Password \*

Confirm Password \*

Gender \*  Male  Female

Birth Date

Mobile Phone \*   
(Format: 8002214678)

Home Phone

Business Phone

Fax

Job Title

Short Job Title

Person ID Type

Person ID Number

Voter ID

Nationality

E-Mail Notification

SMS Notification

Register

Additional Information

Mailing Address

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State / Province \*

Postal Code \*

Country \*

Office Address

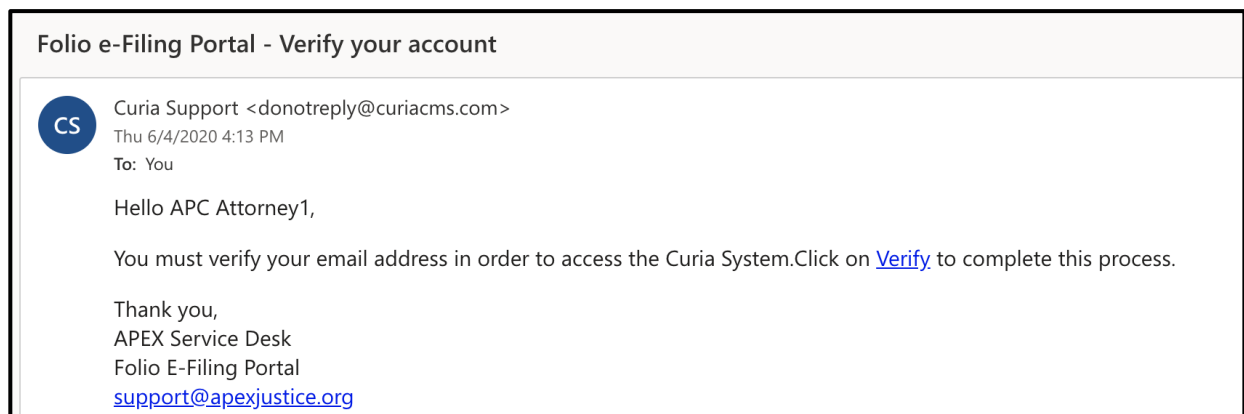
Billing Address

**Key things to note:**

- Ensure the court you are registering for is selected
- Password must contain at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character (e.g., @\$%^&!). It must be at least 10 characters long.
- After selecting Register', check the Terms and Agreement box that will appear,
- On submission of the registration form, the system will send a verification link via email to the address entered on the registration form.

**Step 4:**

Click on "Verify" to complete the email address verification process.



**After the email address is verified, the Registry personnel will review the registration form and approve your account for access.**

**NB: You will not be able to log in unless your account has been approved by the local Registry**

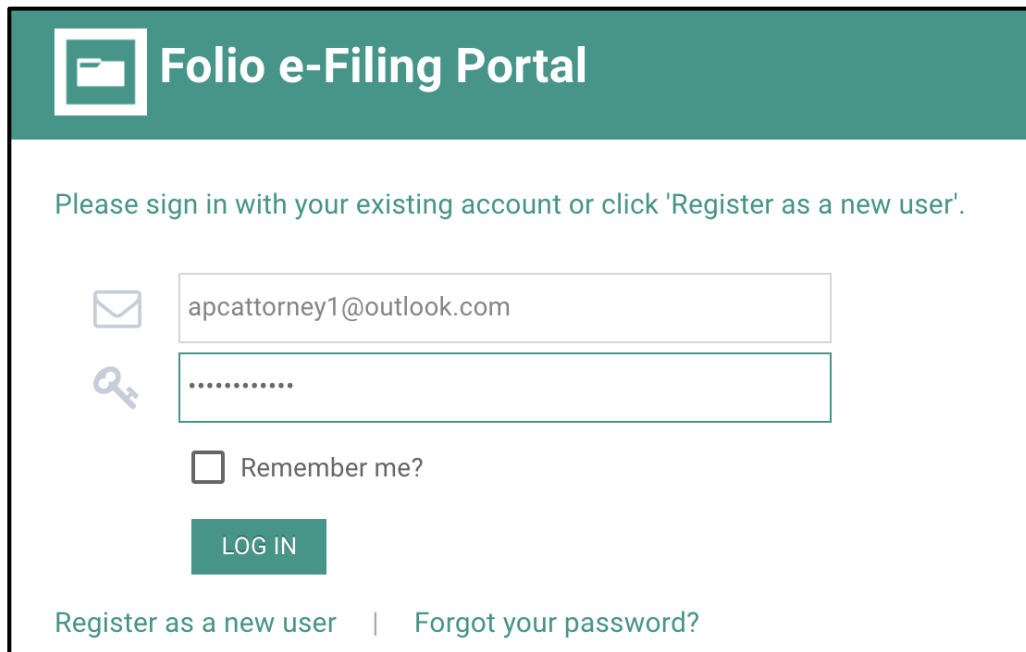
How do I Login?

**Step 1:**

Open a web browser and type the Folio link provided to you and press "Enter."

**Step 2:**

Enter the registered email address and password and click the "Log In" button.



The screenshot shows the login interface for the Folio e-Filing Portal. At the top, there is a dark green header with the Folio logo and the text "Folio e-Filing Portal". Below the header, a message reads: "Please sign in with your existing account or click 'Register as a new user'". There are two input fields: the first is for an email address, containing "apcattorney1@outlook.com", and the second is for a password, shown as a series of dots. Below the password field is a checkbox labeled "Remember me?". A green "LOG IN" button is positioned below the "Remember me?" checkbox. At the bottom of the form, there are two links: "Register as a new user" and "Forgot your password?".

## Account Management

How do I view My Account Information?

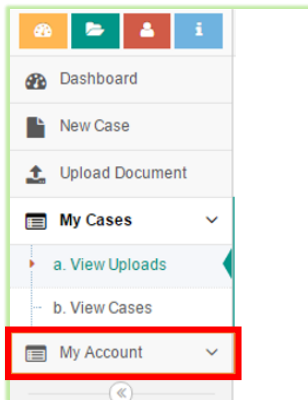
### Option 1: From the Left Navigation Menu

#### Step 1:

[Log in](#) to the Folio E-Filing portal using the link provided to you

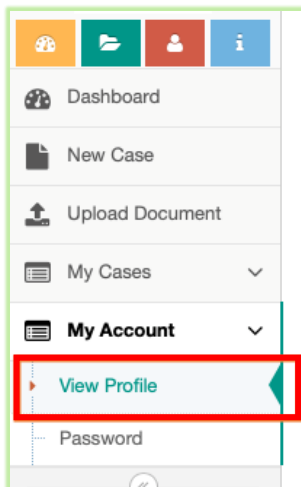
#### Step 2:

Click on the "My Account" option in the left navigation menu.



#### Step 3:

Click on "View Profile" under the "My Account" option.

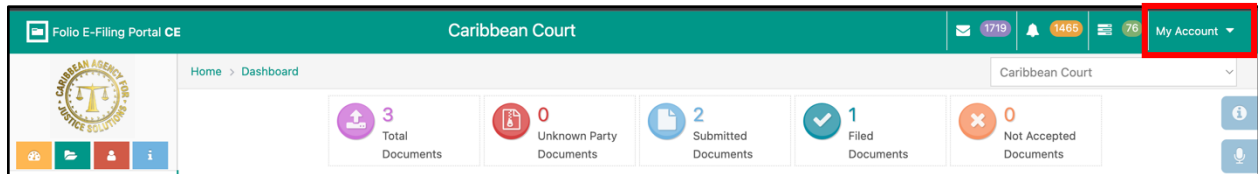




## Option 2: From the Top Menu bar

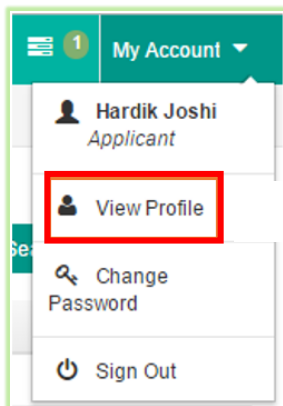
### Step 1:

Click on "My Account" at the top right of the screen.



### Step 2:

Click on "View Profile" under My Account



How do I change My Account details?




**Step 1:**

Go to the ["My Account"](#) section.



**Step 2:**

Change the information in the desired fields and click the "Update" button.

Caribbean Court

 1719
  1465
  76
 My Account ▾

My Account > Register
Caribbean Court ▾

My Account 



User Information

New User Type  Individual  Institution

Password: [\[ Change your password \]](#)

Organization \*

Default Legal Entity \*

Role \*

First Name \*

Last Name \*

Email Address \*

Gender \*  Male  Female

Birth Date

Mobile Phone \*   
(Format: 8002214678)

Home Phone

Business Phone

Fax

Job Title

Short Job Title

Person ID Type

Person ID Number

Voter ID

Nationality

E-Mail Notification

SMS Notification

Update

Additional Information

Mailing Address

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State / Province \*

Postal Code \*

Country \*

Office Address

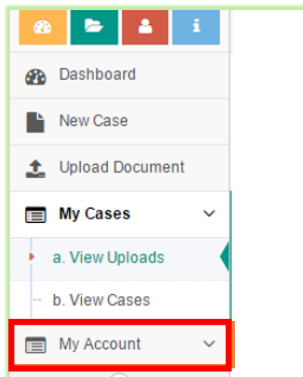
Billing Address

How do I change my password?

### Option 1: From Left Navigation Menu

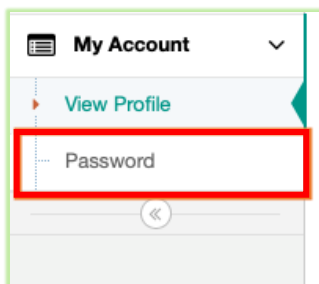
#### Step 1:

Click on the "My Account" menu option in the left navigation menu.



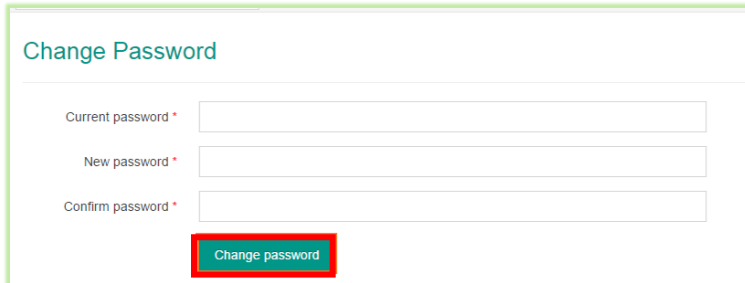
#### Step 2:

Click on "Password" in the "My Account" sub-menu in the left navigation menu.



**Step 3:**

Type old password in “Current Password” and new password in the “New Password” and “Confirm Password” fields. The new password entered in both the fields should match. Now click on the “Change Password” button to change the password.



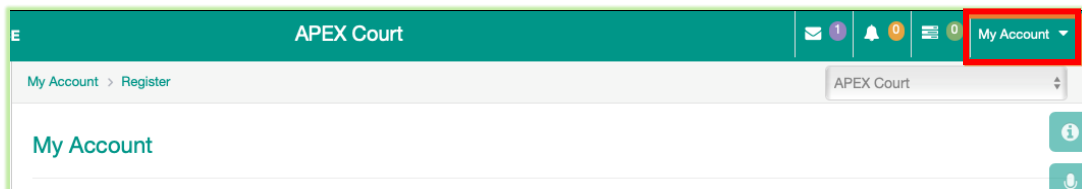
The screenshot shows a web form titled "Change Password". It contains three input fields: "Current password \*", "New password \*", and "Confirm password \*". Below the fields is a button labeled "Change password". The button is highlighted with a red border in the image.

Password must contain at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character (e.g., @\$%^&!). It must be at least 10 characters long.

## Option 2: From Top Menu bar

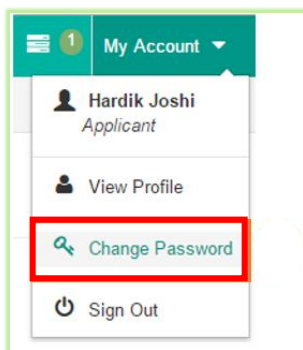
### Step 1:

Click on "My Account" at the top right of the screen.



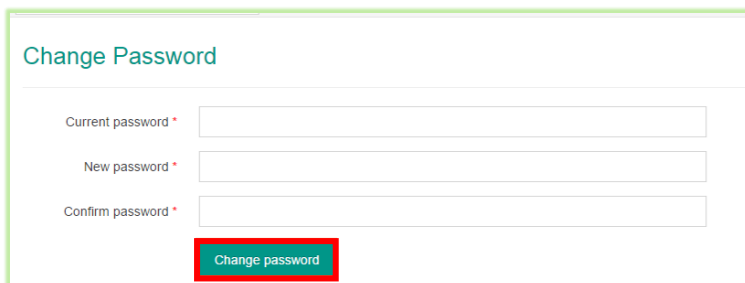
### Step 2:

Click on "Change Password" in the sub-menu under "My Account"



### Step 3:

Type current password in "Current Password" field and new password in "New Password" and "Confirm Password" fields. The new password entered in both fields should match. Then, click on the "Change Password" button to change the password.



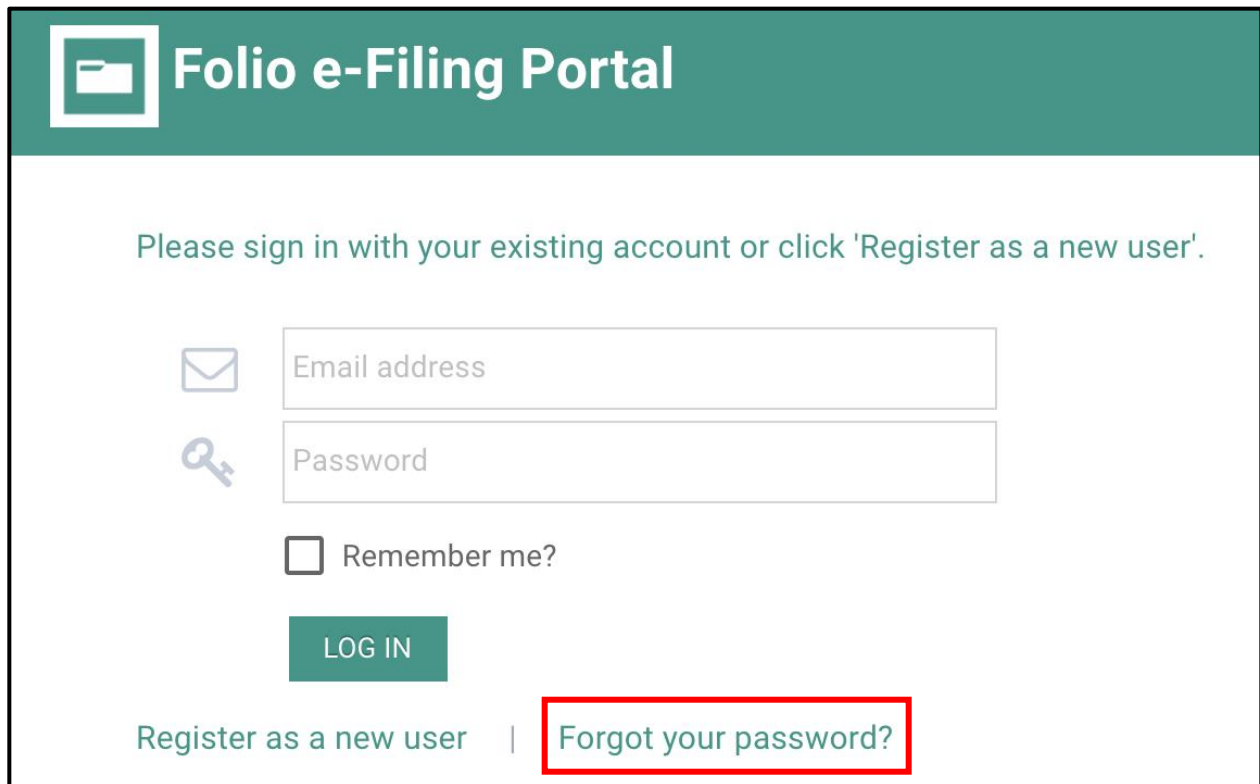
How do I reset my password?


**Step 1:**

Open a web browser and type the Folio link provided to you and press "Enter"


**Step 2:**


Click on "Forgot your password?"



 **Folio e-Filing Portal**

Please sign in with your existing account or click 'Register as a new user'.

 Email address

 Password

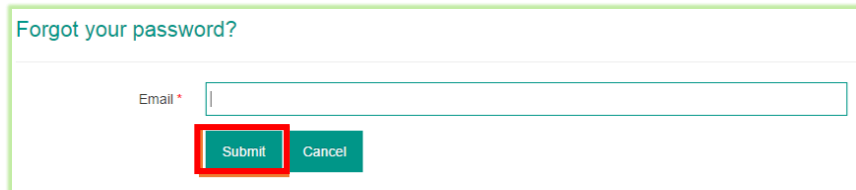
Remember me?

**LOG IN**

[Register as a new user](#) | [Forgot your password?](#)

**Step 3:**

Type the email address that was used to register in the Folio E-Filing portal and click the “Submit” button.



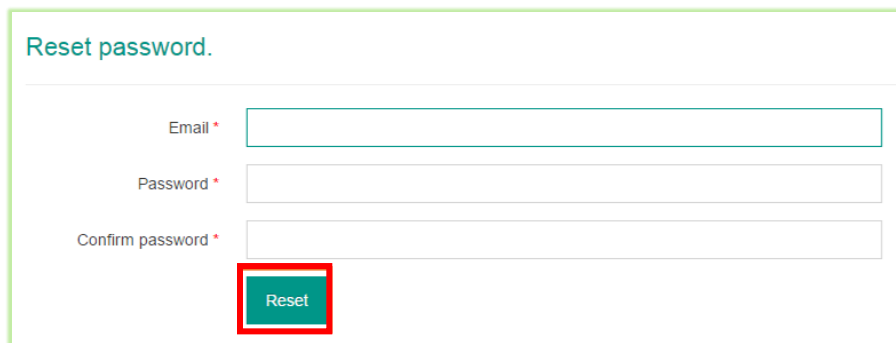
An email will be sent with the password reset link.

**Step 4:**

Open the email received from the Curia Service Desk and click on the “reset” link in the email.

**Step 5:**

The password reset page will open in the web browser. Type your registered email in the “Email” field and your new password in both the “Password” and “Confirm Password” fields. Click the “Reset” button.



Password must contain at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character (e.g., @\$%^&!). It must be at least 10 characters long.

## E-Filing

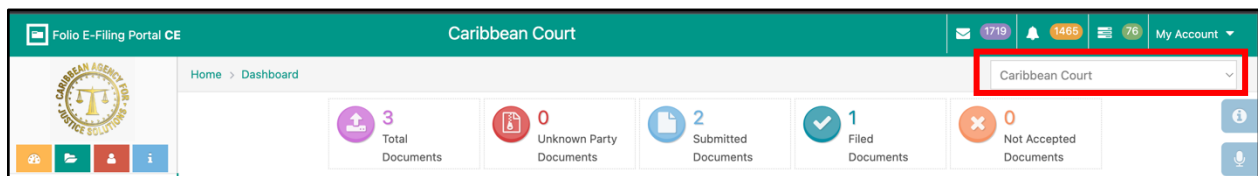
How do I change the Court?

### Step 1:

[Log in](#) to the Folio E-Filing portal using the Folio link provided to you.

### Step 2:

Click on the dropdown list of Courts on the top right of the screen and select the desired court.





How do I submit a new case?

**Step 1:**

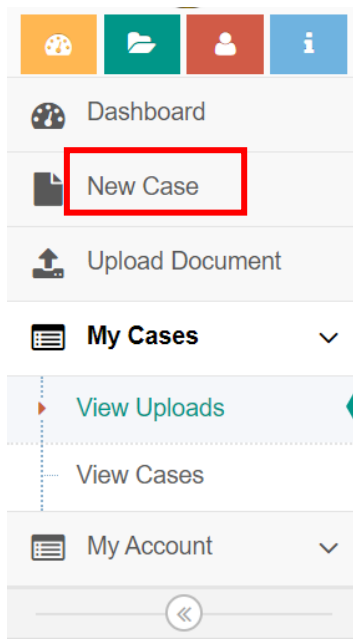
[Log in](#) to the Folio E-Filing portal using the Folio link provided to you

**Step 2:**

Check the court name on the top of the screen and change the court if required

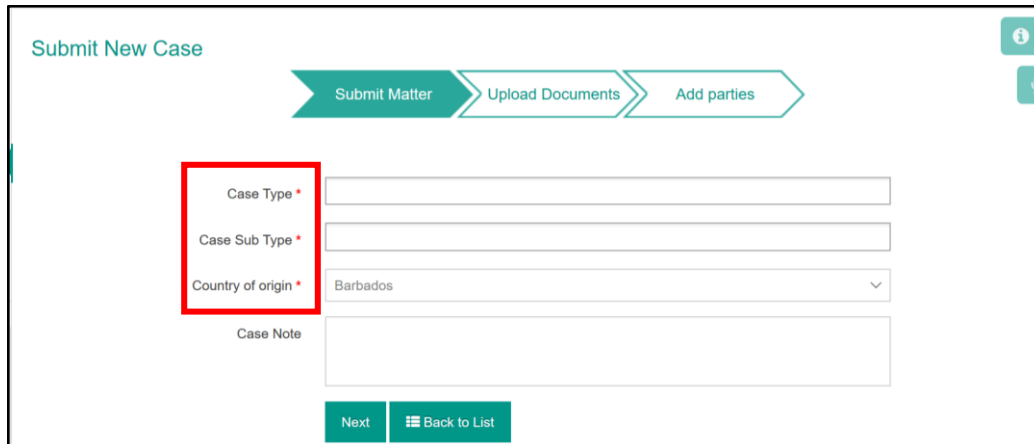
**Step 3:**

Click on the "New Case" button from the left navigation menu



### Step 4:

Fill in the required fields for the Case Details

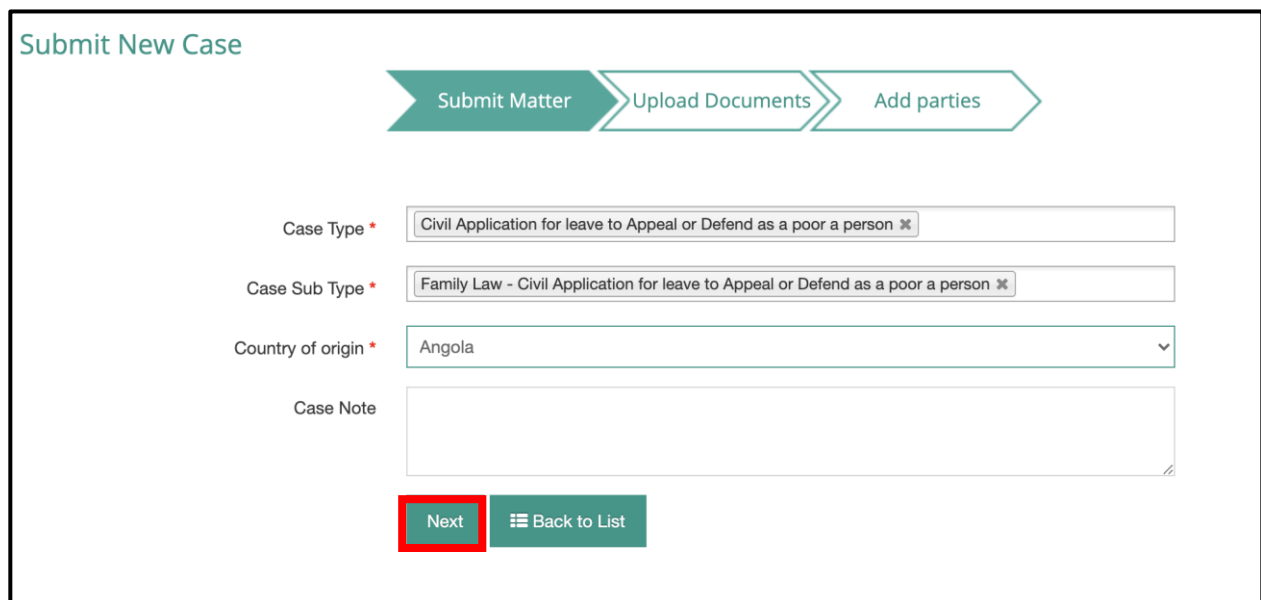


The screenshot shows the 'Submit New Case' form with a progress bar at the top containing 'Submit Matter', 'Upload Documents', and 'Add parties'. Below the progress bar, there are four input fields: 'Case Type \*', 'Case Sub Type \*', 'Country of origin \*' (with 'Barbados' selected), and 'Case Note'. A red box highlights the first three fields. At the bottom, there are 'Next' and 'Back to List' buttons.

**NB: Required fields are denoted by a red asterisk**

### Step 5:

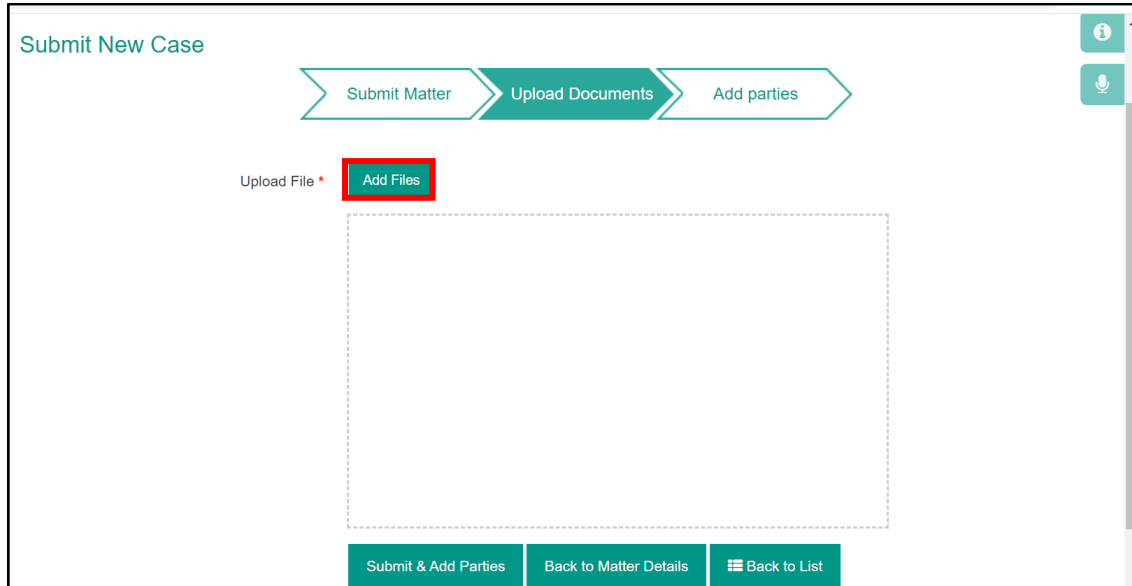
Click on the "Next" button to upload the documents



The screenshot shows the 'Submit New Case' form with the progress bar. The 'Case Type \*' field contains 'Civil Application for leave to Appeal or Defend as a poor a person', 'Case Sub Type \*' contains 'Family Law - Civil Application for leave to Appeal or Defend as a poor a person', and 'Country of origin \*' contains 'Angola'. The 'Case Note' field is empty. At the bottom, the 'Next' button is highlighted with a red box, and the 'Back to List' button is also visible.

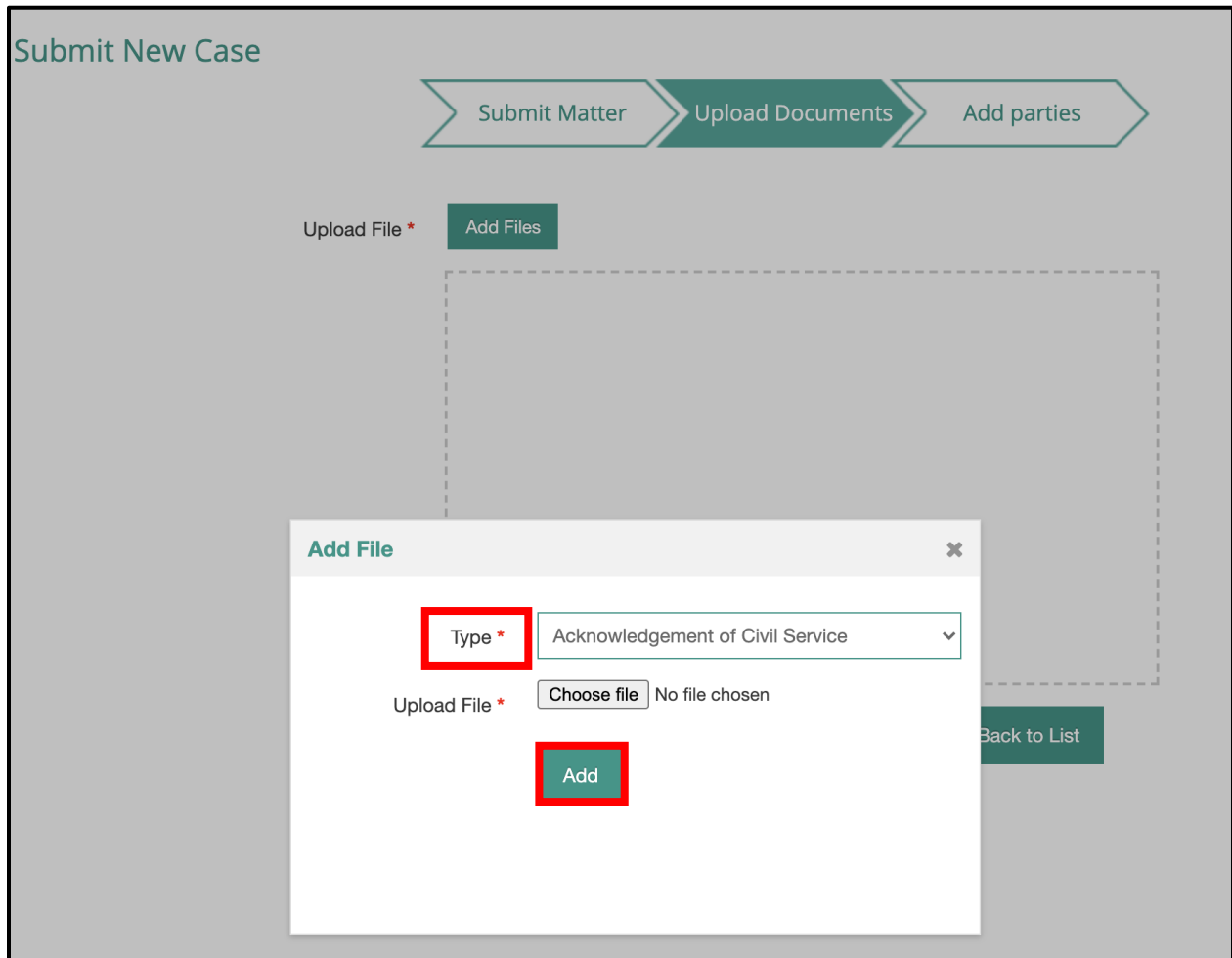
**Step 6:**

Click on the "Add Files" button



**Step 7:**

Select document type, attach document and click the "Add" button. One or more documents can be added.



**Step 8:**

Once all the documents are added, click on the "Submit & Add Parties" button to submit the case.

### Submit New Case

Submit Matter
Upload Documents
Add parties

Upload File \* Add Files

DOCX

CNA 045  
-...docx

Submit & Add Parties
Back to Matter Details
☰ Back to List

**Step 9:**

Add Parties to the case by clicking "[Add New Party](#)" for a party that has not previously been added to the Folio E-Filing portal, or "[Add Existing Party](#)" for a party that already exists in the portal.

New Matter has been created and submitted successfully. ✕

Case: APL200618-056

➕ Add New Party
➕ Add Existing Party

Name	Type	Gender	Commencement Date	Withdrawal Date	Actions
Attorney1, APC	Applicant Attorney	Male	2020-06-18		<span style="background-color: #008080; color: white; padding: 2px 5px; border-radius: 3px;">✎ Edit Party</span>   <span style="background-color: #008080; color: white; padding: 2px 5px; border-radius: 3px;">🗑 Delete</span>

View Case Details
☰ Back to List

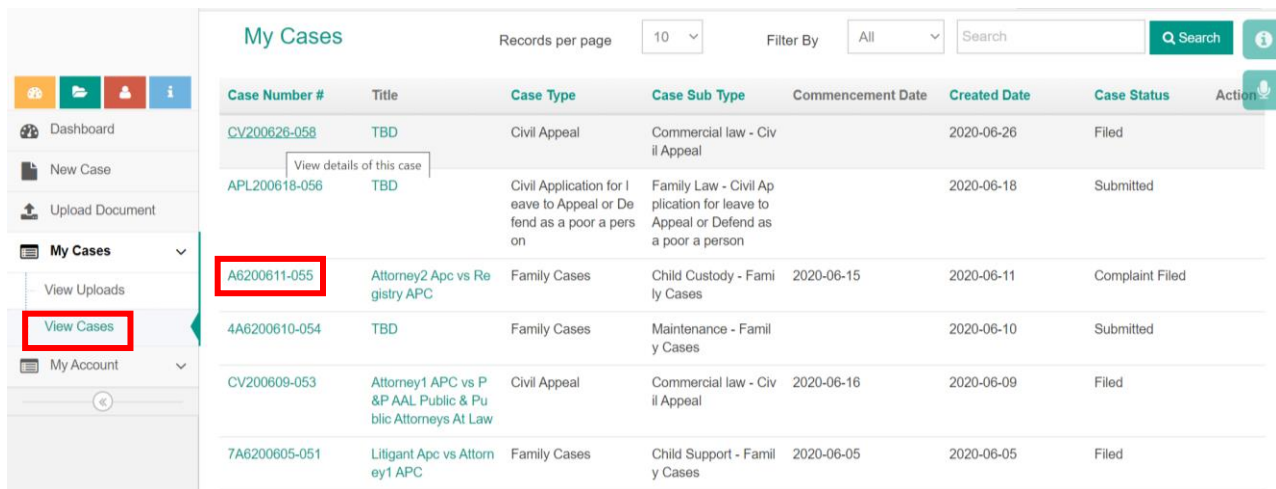
## How do I add an Existing Party to a Case?

### Step 1:

Log in to the Folio E-Filing portal using the Folio link provided to you.

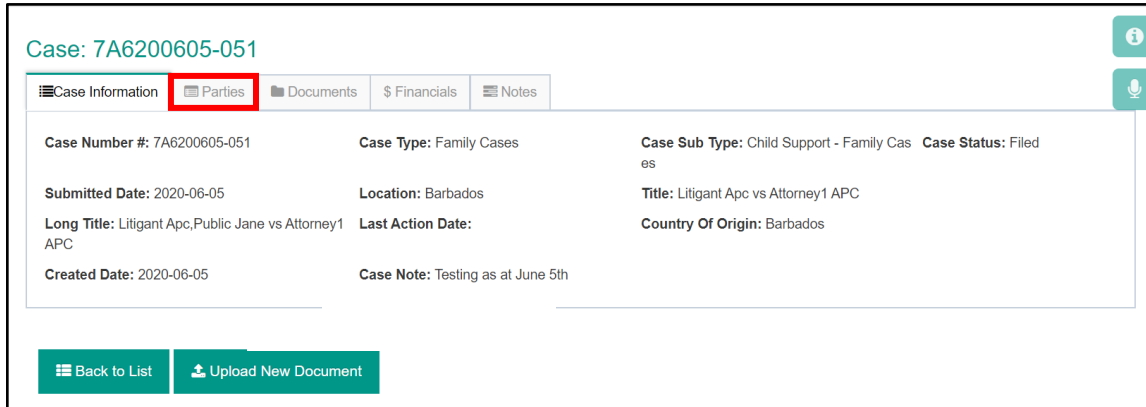
### Step 2:

Navigate to the menu on the left to “View Cases” and select the case to which the party has to be added.



Case Number #	Title	Case Type	Case Sub Type	Commencement Date	Created Date	Case Status	Action
CV200626-058	TBD	Civil Appeal	Commercial law - Civil Appeal		2020-06-26	Filed	
APL200618-056	TBD	Civil Application for leave to Appeal or Defend as a poor a person	Family Law - Civil Application for leave to Appeal or Defend as a poor a person		2020-06-18	Submitted	
A6200611-055	Attorney2 Apc vs Registry APC	Family Cases	Child Custody - Family Cases	2020-06-15	2020-06-11	Complaint Filed	
4A6200610-054	TBD	Family Cases	Maintenance - Family Cases		2020-06-10	Submitted	
CV200609-053	Attorney1 APC vs P & P AAL Public & Public Attorneys At Law	Civil Appeal	Commercial law - Civil Appeal	2020-06-16	2020-06-09	Filed	
7A6200605-051	Litigant Apc vs Attorney1 APC	Family Cases	Child Support - Family Cases	2020-06-05	2020-06-05	Filed	

After clicking on the Case Number, Click the "Parties" tab.



Case: 7A6200605-051

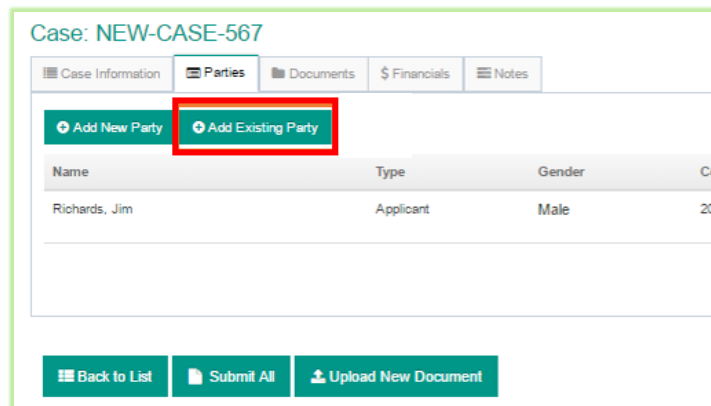
Case Information **Parties** Documents Financials Notes

Case Number #: 7A6200605-051 Case Type: Family Cases Case Sub Type: Child Support - Family Cas Case Status: Filed es  
Submitted Date: 2020-06-05 Location: Barbados Title: Litigant Apc vs Attorney1 APC  
Long Title: Litigant Apc,Public Jane vs Attorney1 APC Last Action Date: Country Of Origin: Barbados  
Created Date: 2020-06-05 Case Note: Testing as at June 5th

Back to List Upload New Document

**Step 3:**

Click on the "Add Existing Party" button.



Case: NEW-CASE-567

Case Information Parties Documents Financials Notes

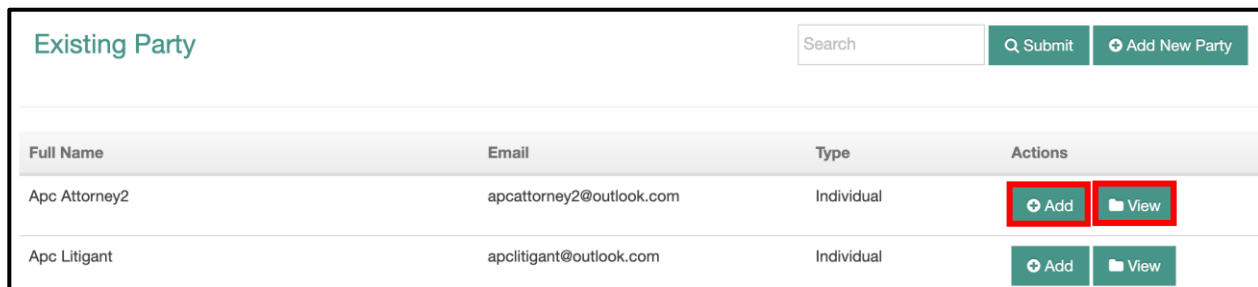
Add New Party **Add Existing Party**

Name	Type	Gender	Co
Richards, Jim	Applicant	Male	20

Back to List Submit All Upload New Document

**Step 4:**

Search for the appropriate party and click the "Add" button. User can also view party information by clicking on the "View" button.



Existing Party

Search Submit Add New Party

Full Name	Email	Type	Actions
Apc Attorney2	apcattorney2@outlook.com	Individual	<b>Add</b> <b>View</b>
Apc Litigant	apclitigant@outlook.com	Individual	Add View

**Step 5:**

Fill out the required fields in the form and click the "Submit" button.

### Add Party ✕

#### Party Information

Email Address \*

Party Type \*

Withdrawal Date

Date Served

Applicant  Respondent  Other

Primary Respondent

Is Allowed to view case details



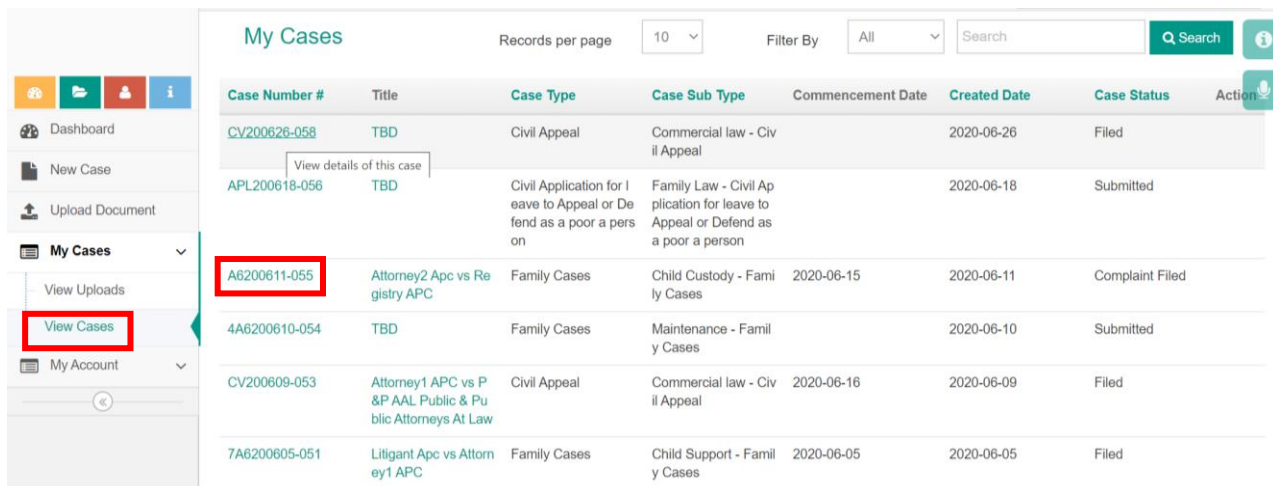
## How do I add a New Party to a Case?

### Step 1:

[Log in](#) to the Folio E-Filing portal using the Folio link provided to you.

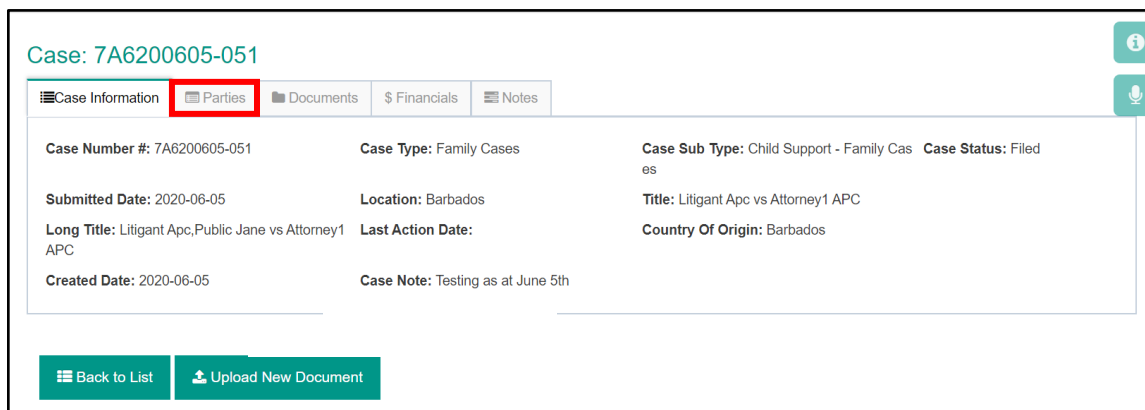
### Step 2:

Navigate to the menu on the left to “View Cases” and select the case to which the party has to be added.



Case Number #	Title	Case Type	Case Sub Type	Commencement Date	Created Date	Case Status	Action
CV200626-058	TBD	Civil Appeal	Commercial law - Civil Appeal		2020-06-26	Filed	
APL200618-056	TBD	Civil Application for leave to Appeal or Defend as a poor a person	Family Law - Civil Application for leave to Appeal or Defend as a poor a person		2020-06-18	Submitted	
<b>A6200611-055</b>	Attorney2 Apc vs Registry APC	Family Cases	Child Custody - Family Cases	2020-06-15	2020-06-11	Complaint Filed	
4A6200610-054	TBD	Family Cases	Maintenance - Family Cases		2020-06-10	Submitted	
CV200609-053	Attorney1 APC vs P & P AAL Public & Public Attorneys At Law	Civil Appeal	Commercial law - Civil Appeal	2020-06-16	2020-06-09	Filed	
7A6200605-051	Litigant Apc vs Attorney1 APC	Family Cases	Child Support - Family Cases	2020-06-05	2020-06-05	Filed	

After clicking on the Case Number, Click the “Parties” tab.



Case: 7A6200605-051

Case Information **Parties** Documents Financials Notes

Case Number #: 7A6200605-051    Case Type: Family Cases    Case Sub Type: Child Support - Family Cases    Case Status: Filed

Submitted Date: 2020-06-05    Location: Barbados    Title: Litigant Apc vs Attorney1 APC

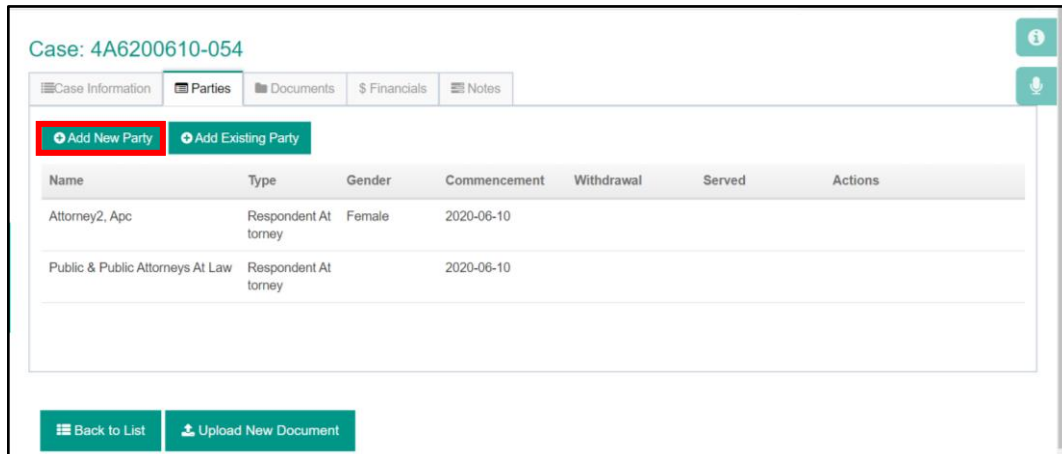
Long Title: Litigant Apc, Public Jane vs Attorney1 APC    Last Action Date:    Country Of Origin: Barbados

Created Date: 2020-06-05    Case Note: Testing as at June 5th

[Back to List](#)    [Upload New Document](#)

**Step 3:**

Click on the "Add New Party" button.



Case: 4A6200610-054

Case Information | Parties | Documents | Financials | Notes

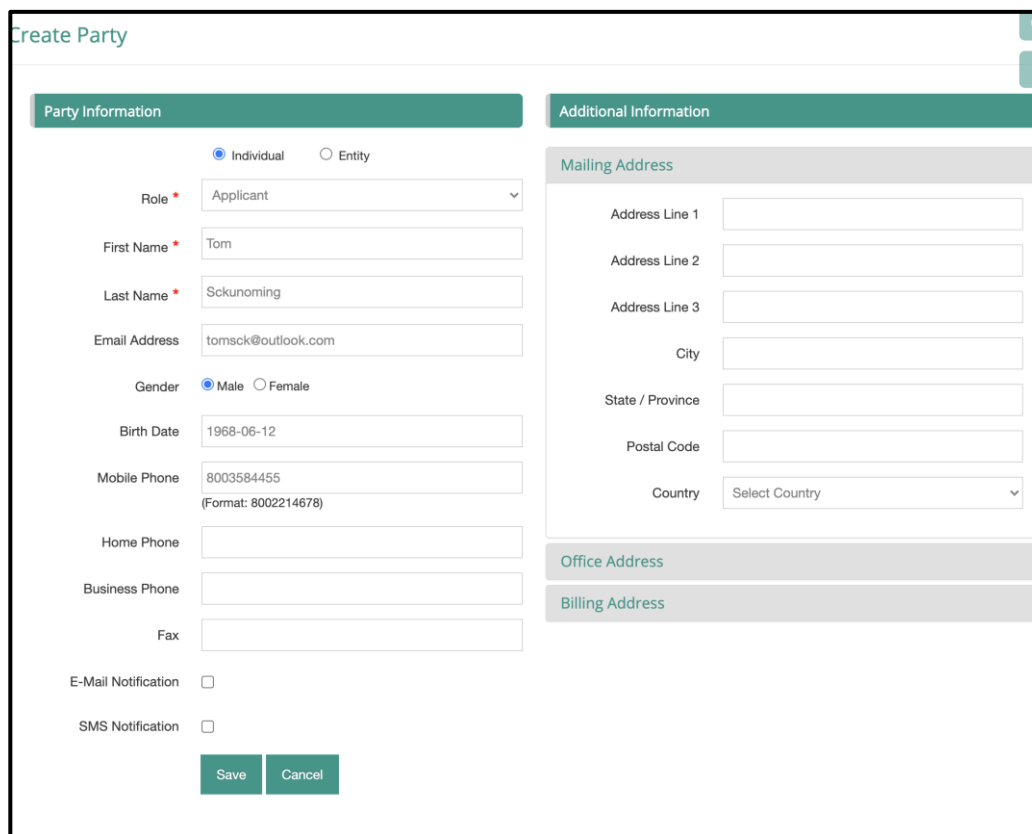
**Add New Party** | Add Existing Party

Name	Type	Gender	Commencement	Withdrawal	Served	Actions
Attorney2, Apc	Respondent At torney	Female	2020-06-10			
Public & Public Attorneys At Law	Respondent At torney		2020-06-10			

Back to List | Upload New Document

**Step 4:**

Fill in the details of the Party Information and click the "Save" button.



Create Party

Party Information | Additional Information

Individual  Entity

Role \* Applicant

First Name \* Tom

Last Name \* Sckunoming

Email Address tomsck@outlook.com

Gender  Male  Female

Birth Date 1968-06-12

Mobile Phone 8003584455 (Format: 8002214678)

Home Phone

Business Phone

Fax

E-Mail Notification

SMS Notification

Save Cancel

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State / Province

Postal Code

Country Select Country

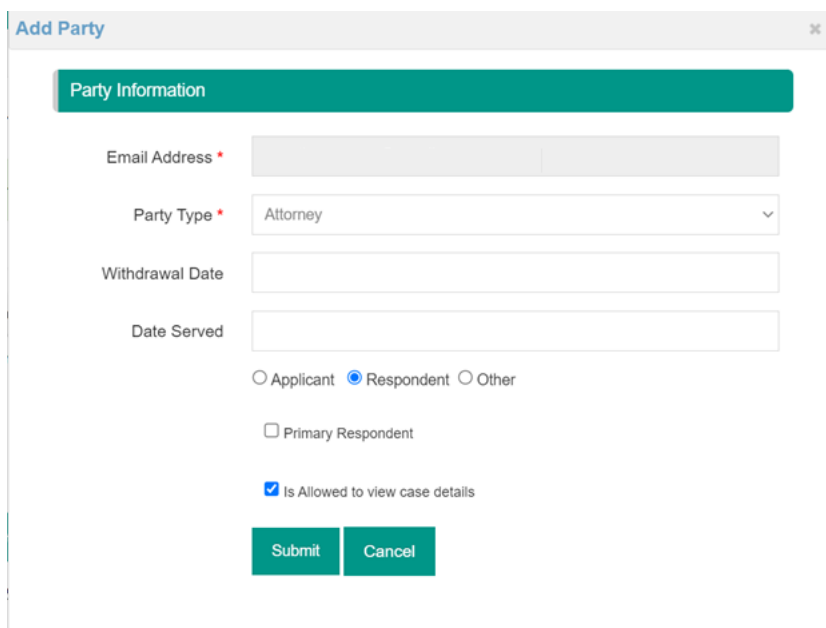
Office Address

Billing Address

A party will be created, and a confirmation message will appear.

New Party has been created successfully, you can search for the new party.

Finally indicate in this screen if the Party is a member of the Applicant or Respondent team/group.



Once a party is created, follow steps 4 and 5 of the previous section, to add an [Existing Party](#) to a Case.

How do I search/filter Cases?

**Step 1:**

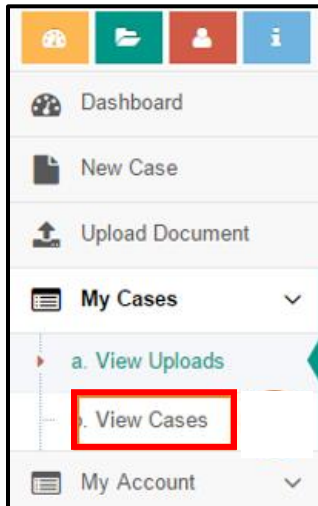
[Log in](#) to the Folio E-Filing portal using the Folio link provided to you.

**Step 2:**

Verify the court at the top right of the screen and [change the Court](#) if required.

**Step 3:**

Click on "View Cases" under "My Cases" in the left navigation menu.

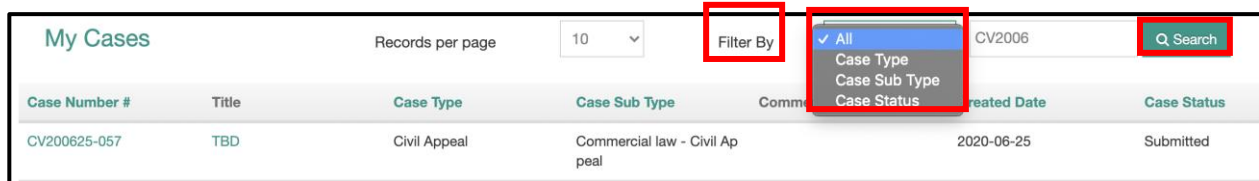


**Step 4:**

Select "All" in the dropdown menu under "Filter By," to search the Cases based on a keyword or select "Case Type" or "Case Sub Type" to filter the list.

**Step 5:**

Type key word to search in the search box and click the "Search" button.



Case Number #	Title	Case Type	Case Sub Type	Comment	Created Date	Case Status
CV200625-057	TBD	Civil Appeal	Commercial law - Civil Appeal		2020-06-25	Submitted

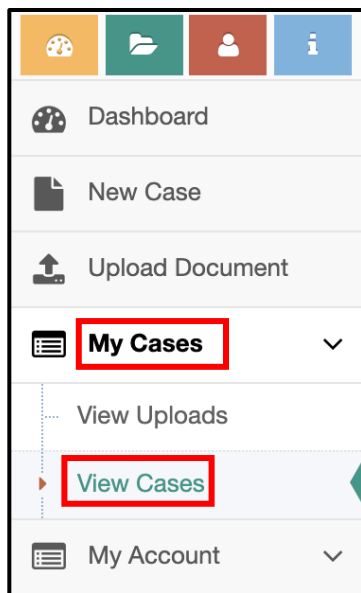
How do I view Case details?

**Step 1:**

In the left navigation menu, click on "My Cases" for the submenu to be displayed.

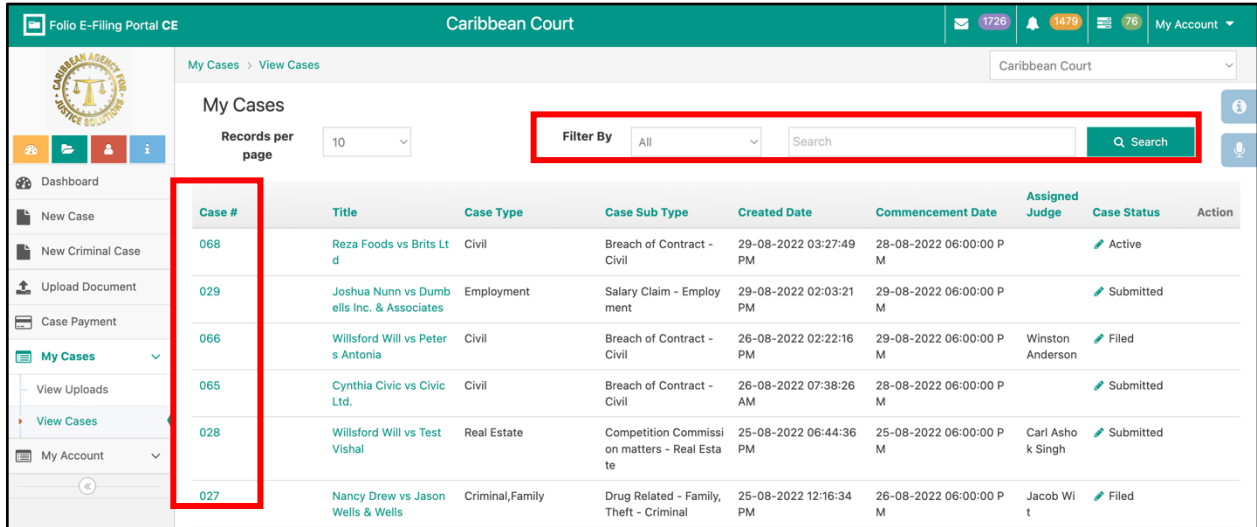
**Step 2:**

Click on "View Cases."



### Step 3:

Browse, Search or Filter to find the desired case and click on the "Case Number."



My Cases > View Cases

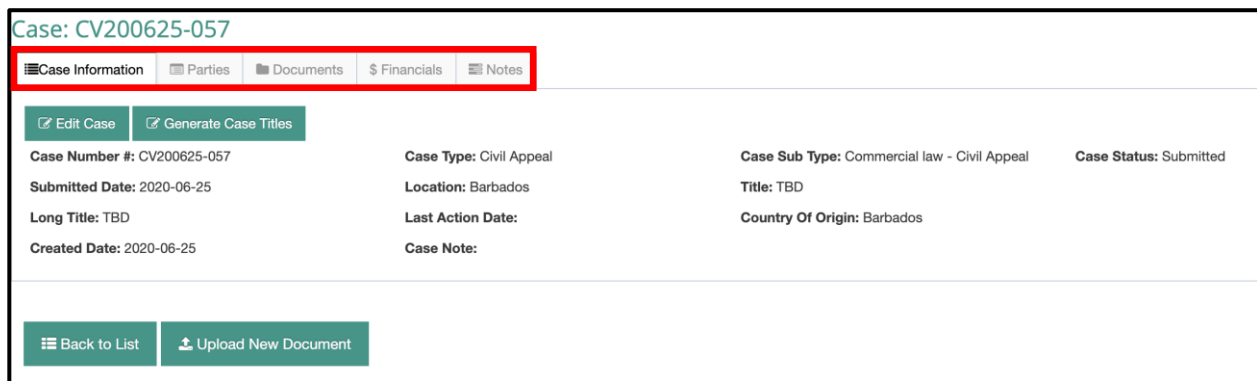
Records per page: 10

Filter By: All Search Search

Case #	Title	Case Type	Case Sub Type	Created Date	Commencement Date	Assigned Judge	Case Status	Action
068	Reza Foods vs Brits Ltd	Civil	Breach of Contract - Civil	29-08-2022 03:27:49 PM	28-08-2022 06:00:00 PM		Active	
029	Joshua Nunn vs Dumbells Inc. & Associates	Employment	Salary Claim - Employment	29-08-2022 02:03:21 PM	29-08-2022 06:00:00 PM		Submitted	
066	Willsford Will vs Peter's Antonia	Civil	Breach of Contract - Civil	26-08-2022 02:22:16 PM	29-08-2022 06:00:00 PM	Winston Anderson	Filed	
065	Cynthia Civic vs Civic Ltd.	Civil	Breach of Contract - Civil	26-08-2022 07:38:26 AM	28-08-2022 06:00:00 PM		Submitted	
028	Willsford Will vs Test Vishal	Real Estate	Competition Commission matters - Real Estate	25-08-2022 06:44:36 PM	25-08-2022 06:00:00 PM	Carl Ashok Singh	Submitted	
027	Nancy Drew vs Jason Wells & Wells	Criminal, Family	Drug Related - Family, Theft - Criminal	25-08-2022 12:16:34 PM	26-08-2022 06:00:00 PM	Jacob Wi	Filed	

The case details page will display under the "Case Information" tab.

Click on the "Parties," "Documents," "Financials" or "Notes" tab to view the details related to those headings.



Case: CV200625-057

Case Information Parties Documents Financials Notes

Edit Case Generate Case Titles

Case Number #: CV200625-057 Case Type: Civil Appeal Case Sub Type: Commercial law - Civil Appeal Case Status: Submitted

Submitted Date: 2020-06-25 Location: Barbados Title: TBD

Long Title: TBD Last Action Date: Country Of Origin: Barbados

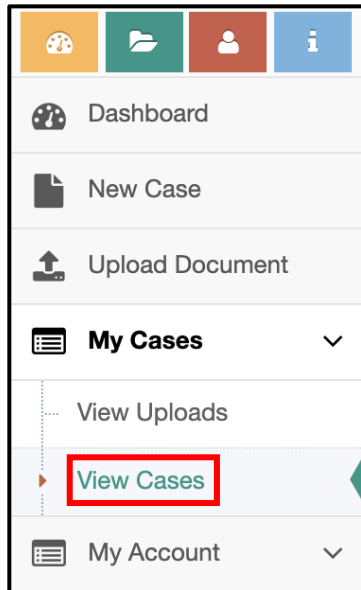
Created Date: 2020-06-25 Case Note:

Back to List Upload New Document

How do I find an uploaded document for a Case?

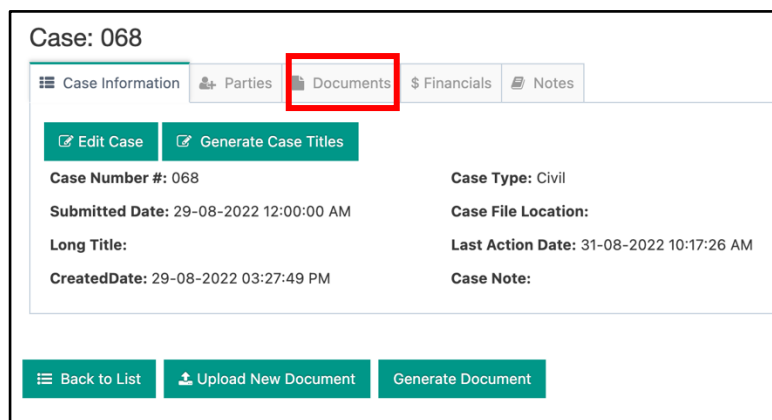
**Step 1:**

Select the specific Case under "View Cases."



**Step 2:**

Click on the "Documents" tab.

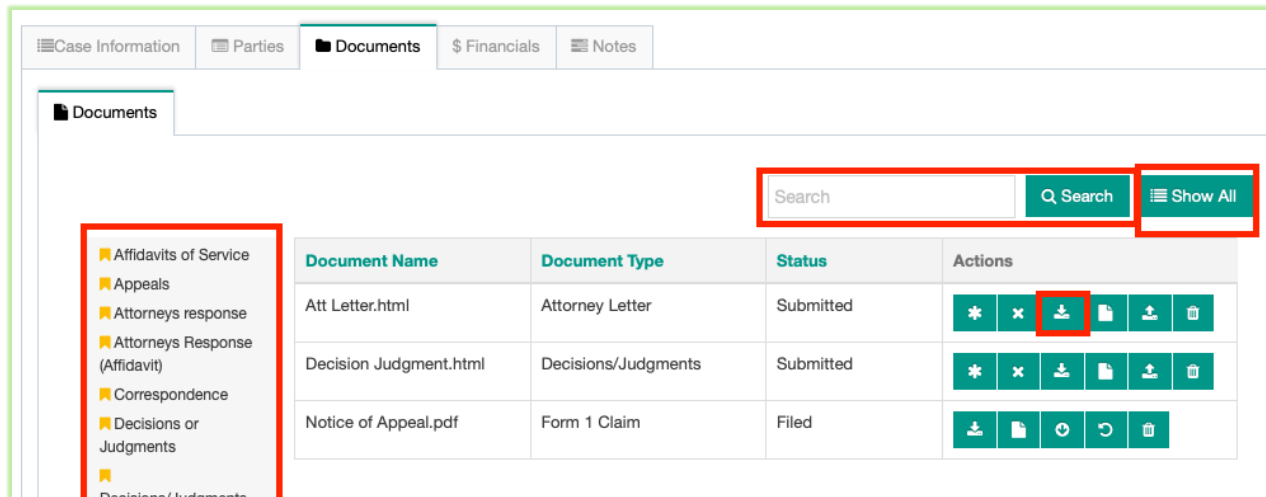




**Step 3:**

Click the "Show All" button to view all the documents for the Case OR

- (i) Select a folder on the left panel to view all the documents in the folder OR
- (ii) Type a key word in the search box and click "Search" to find desired document. Click the download icon (📄) under the "Actions" column if you want to download the document.



The screenshot shows the 'Documents' tab in the Curia interface. At the top, there are navigation tabs for 'Case Information', 'Parties', 'Documents', 'Financials', and 'Notes'. Below these, a search bar with a 'Search' button and a 'Show All' button are visible. A left-hand sidebar lists document categories such as 'Affidavits of Service', 'Appeals', 'Attorneys response', etc. The main area contains a table with the following data:

Document Name	Document Type	Status	Actions
Att Letter.html	Attorney Letter	Submitted	✱ ✕ 📄 📄 📄 🗑️
Decision Judgment.html	Decisions/Judgments	Submitted	✱ ✕ 📄 📄 📄 🗑️
Notice of Appeal.pdf	Form 1 Claim	Filed	📄 📄 🔄 🗑️

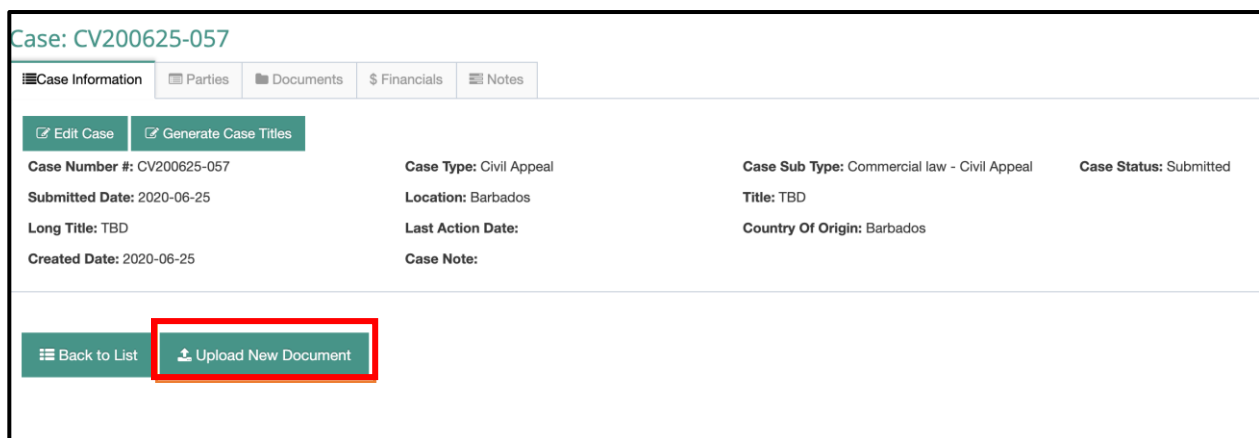
How do I upload a document for an existing Case from the Case information screen?

**Step 1:**

Go to the [Case Information tab](#) of the Case where the document needs to be added.

**Step 2:**

Click on the "Upload New Document" button.



The screenshot shows the 'Case Information' screen for Case CV200625-057. The interface includes a navigation bar with tabs for 'Case Information', 'Parties', 'Documents', 'Financials', and 'Notes'. Below the navigation bar are two buttons: 'Edit Case' and 'Generate Case Titles'. The main content area displays case details in a grid format:

<b>Case Number #:</b> CV200625-057	<b>Case Type:</b> Civil Appeal	<b>Case Sub Type:</b> Commercial law - Civil Appeal	<b>Case Status:</b> Submitted
<b>Submitted Date:</b> 2020-06-25	<b>Location:</b> Barbados	<b>Title:</b> TBD	
<b>Long Title:</b> TBD	<b>Last Action Date:</b>	<b>Country Of Origin:</b> Barbados	
<b>Created Date:</b> 2020-06-25	<b>Case Note:</b>		

At the bottom of the screen, there are two buttons: 'Back to List' and 'Upload New Document'. The 'Upload New Document' button is highlighted with a red rectangular box.

**Step 3:**

Click on "Add Files."

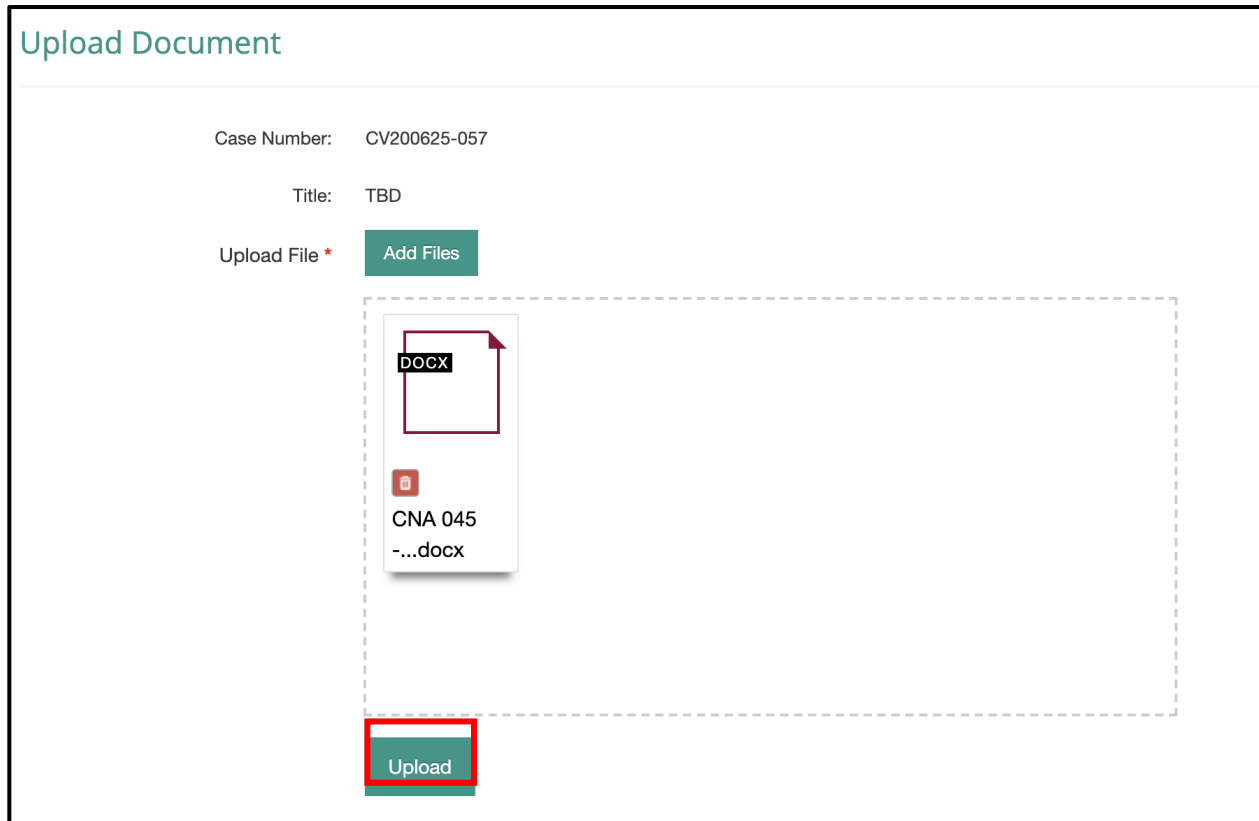
**Step 4:**

Select "Type" for the document, click on "Choose file" to select from the local drive and click "Add" button.



**Step 5:**

Click the "Upload" button after the file has been added.





Upload Document

Case Number: CV200625-057

Title: TBD

Upload File \*

 DOCX

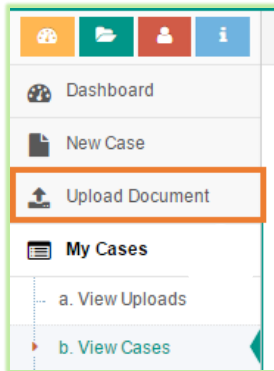
 CNA 045  
-...docx

User can add one or more documents. All the added documents will be displayed in the area above.

How do I upload a document to an existing Case from the main menu?

**Step 1:**

From the main menu click on "Upload document"



**Step 2:**

Follow Steps 2 to 4 outlined above, to upload the document in the Case Details Screen

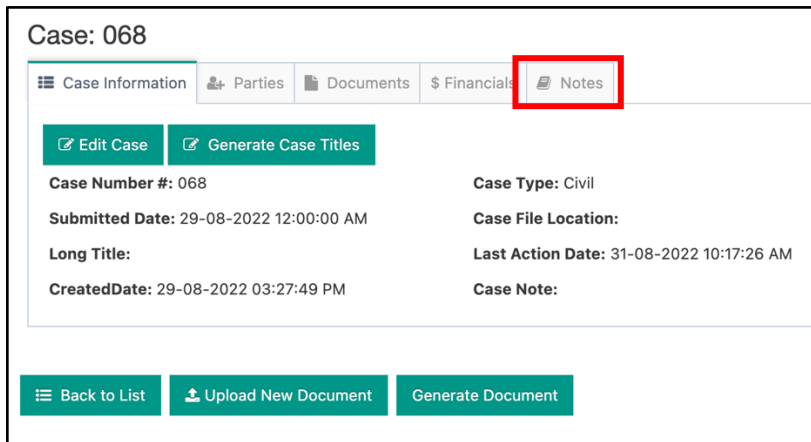
How do I add Notes for an existing Case?

**Step 1:**

Go to the Case Information tab of the case.

**Step 2:**

Click on the "Notes" tab



Case: 068

Case Information Parties Documents Financials **Notes**

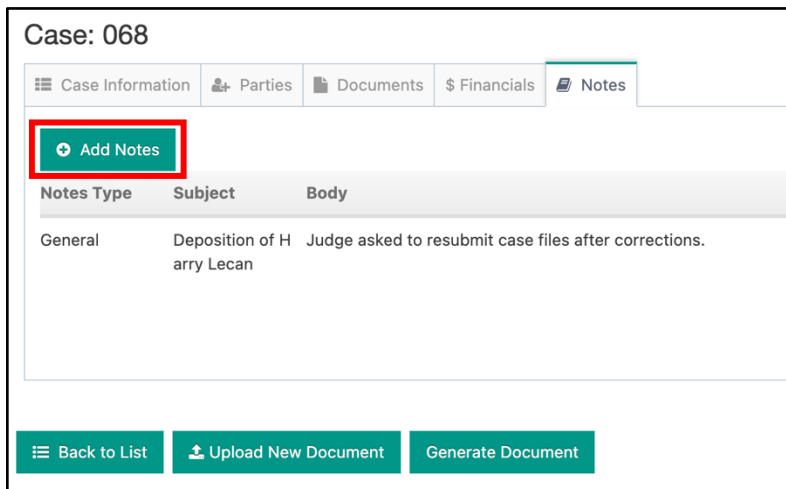
Edit Case Generate Case Titles

Case Number #: 068 Case Type: Civil  
 Submitted Date: 29-08-2022 12:00:00 AM Case File Location:  
 Long Title: Last Action Date: 31-08-2022 10:17:26 AM  
 CreatedDate: 29-08-2022 03:27:49 PM Case Note:

Back to List Upload New Document Generate Document

**Step 3:**

The Notes tab will display the notes that were added to the case. To add a new note, click the "Add Notes" button



Case: 068

Case Information Parties Documents Financials Notes

**Add Notes**

Notes Type	Subject	Body
General	Deposition of Harry Lecan	Judge asked to resubmit case files after corrections.

Back to List Upload New Document Generate Document

**Step 4:**

Fill in the required fields and click the "Save" button

### Add Note

Note Type \*

Note Date \*

Subject \*

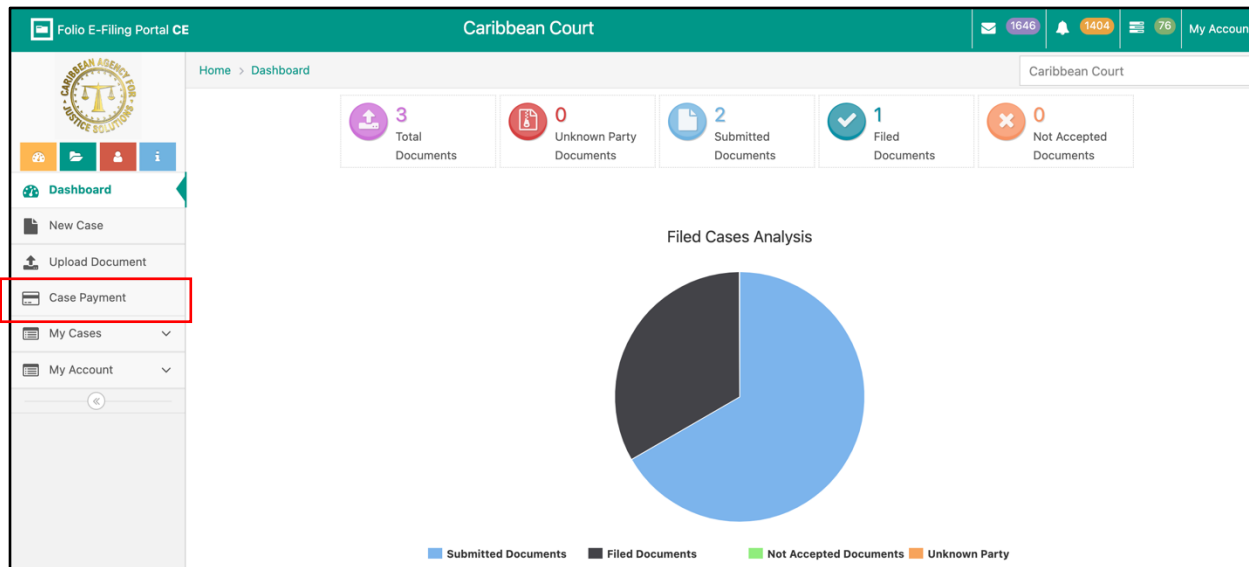
Body

## E-Payments and Escrow

### Introduction to the new Case Payment Tab/Financial tab

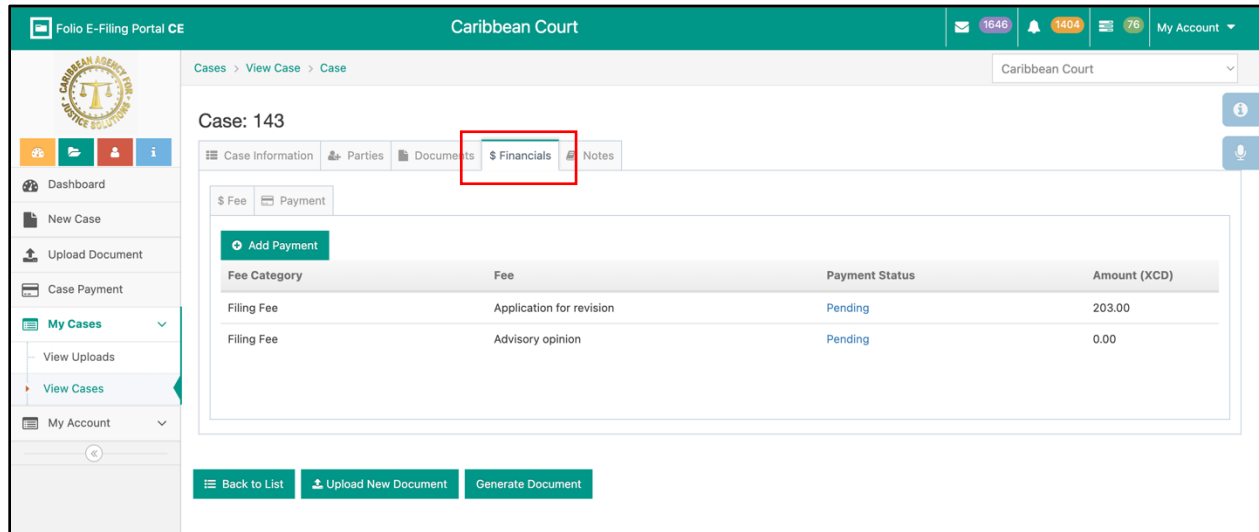
Attorneys and Self-represented Litigants now have the ability to pay case/document fees through the Folio e-filing portal.

After logging into Folio, there is a new menu item called 'Case Payment.'





There is also a new 'Financials' tab located within the Case Information screen in Folio.

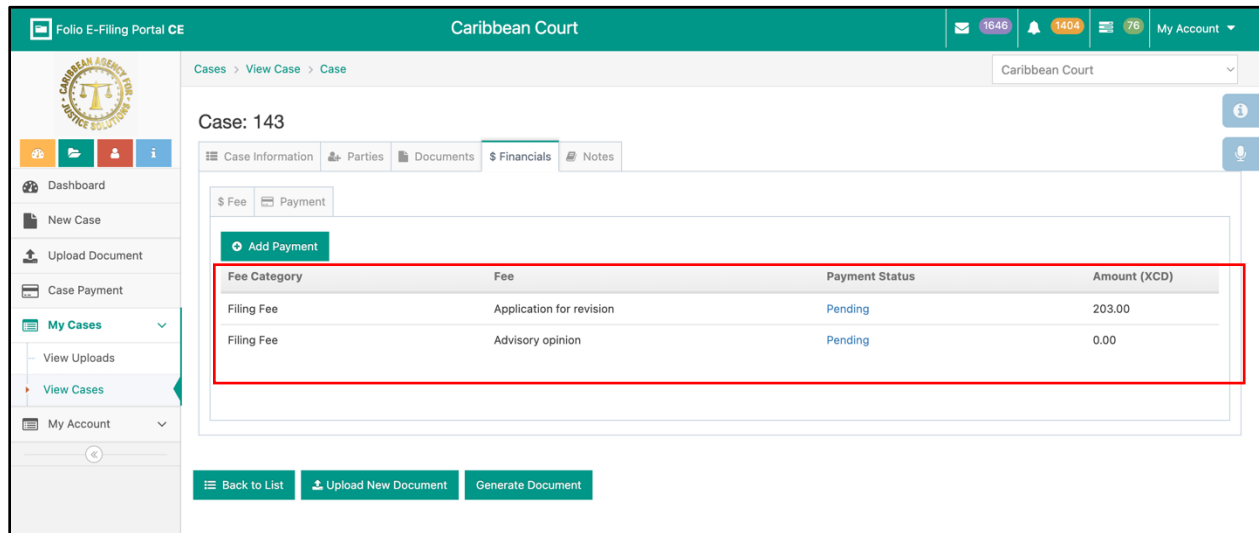


The "Financials" tab will display two sub tabs:

- Fees and
- Payments

How do I find fees?

The Fees tab will display any fees generated based on documents that have been successfully uploaded and/or as assigned to you by the Registry.



The screenshot shows the 'Financials' tab for Case 143. The table below is highlighted with a red border:

Fee Category	Fee	Payment Status	Amount (XCD)
Filing Fee	Application for revision	Pending	203.00
Filing Fee	Advisory opinion	Pending	0.00

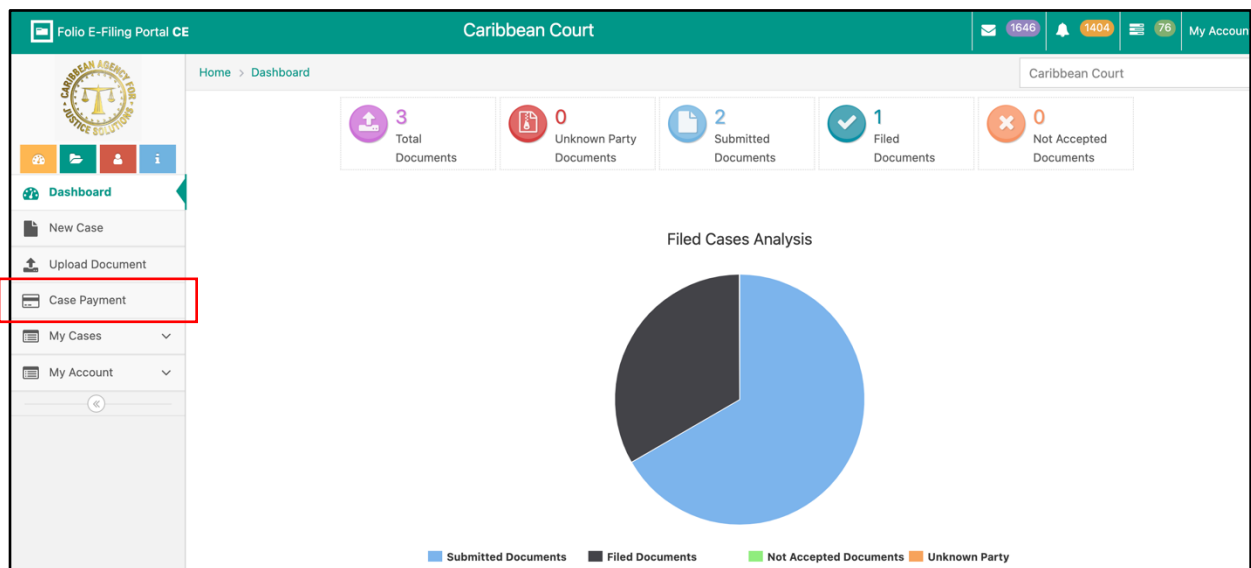
**NB: Only fees assigned specifically to you (your account) will be displayed. Fees can only be assigned to one person/account.**

How do I make case payment?

### Option 1: Case Payment from the Main Menu

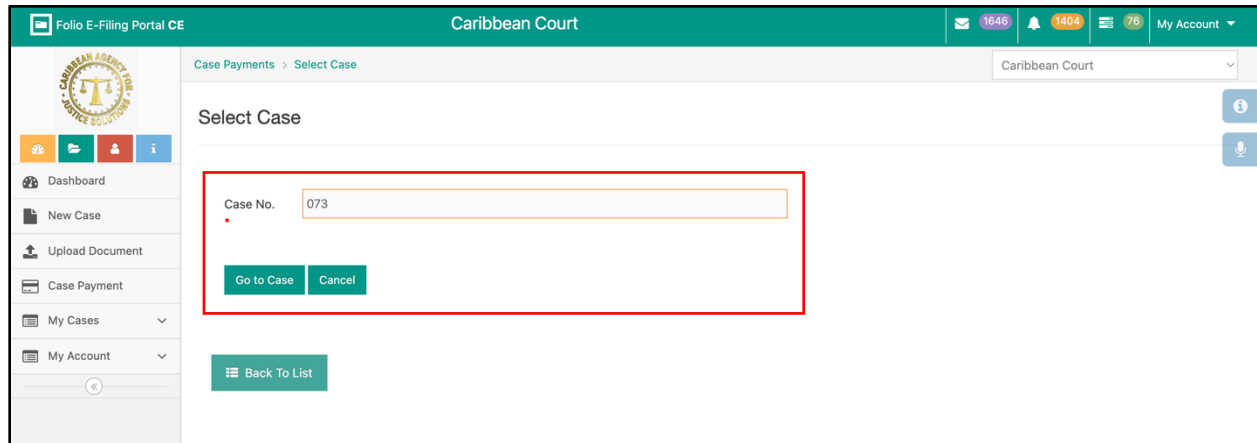
#### Step 1:

From the main menu, click "Case Payment"



## Step 2:

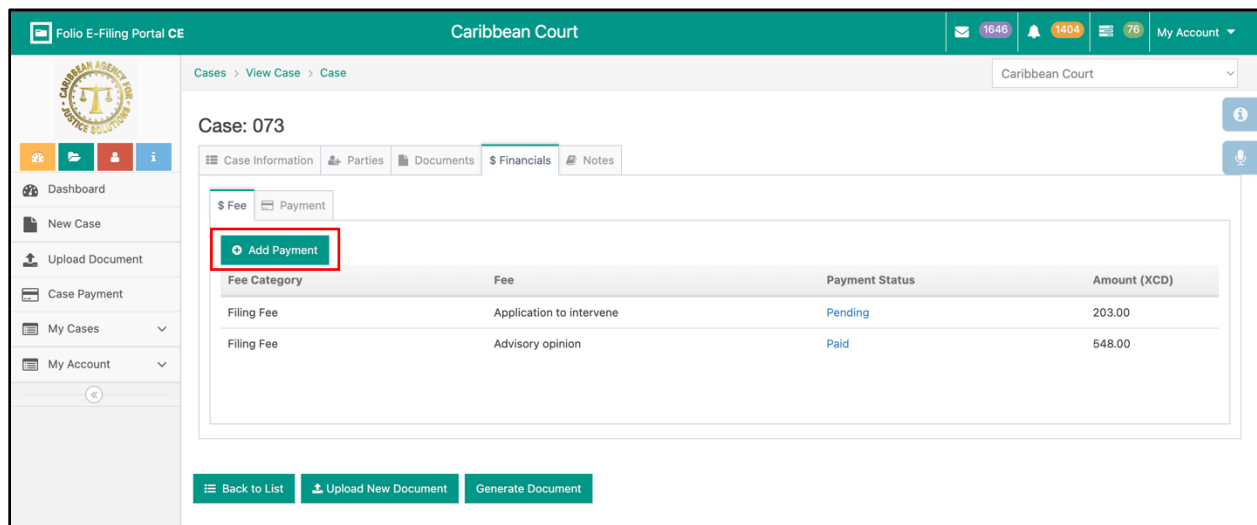
Enter your case number and click "Go to Case"



This action will take a user directly to the 'Financials' tab of the case, from here you can proceed to make a payment.

## Step 3:

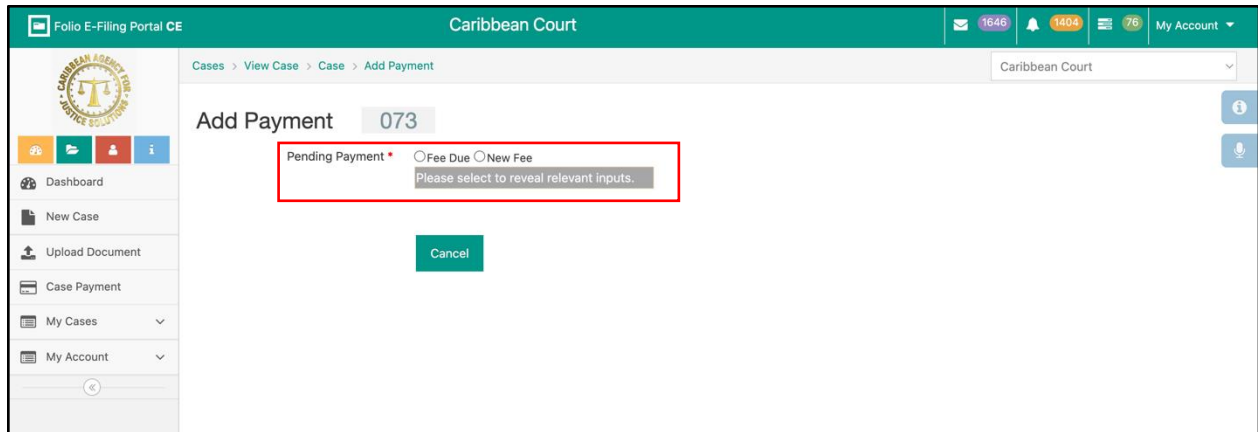
Once on the "Financials" tab, click "Add Payment"



Fee Category	Fee	Payment Status	Amount (XCD)
Filing Fee	Application to intervene	Pending	203.00
Filing Fee	Advisory opinion	Paid	548.00

#### Step 4:

Select Pending Payment: "Due Fee" or "New Fee"



#### Key things to note:

- **Due Fees** are fees already assigned to you and can be viewed in the "Fees" tab of the Financials page.
- **New Fees** are fees not already assigned but are upcoming to you. Users have the ability to pay fees beforehand. E.g., a Judgement fee that has not yet been assigned to you by the Registry.

**Step 5:** Select "Fee Due" and enter the relevant details

Cases > View Case > Case > Add Payment Caribbean Court

### Add Payment 073

Pending Payment \*  Fee Due  New Fee Status: Select Fee Status

Payment Type \* Credit/Debit Card Invoice For: Robertson, Arnold

Pending Fees \* 05-09-2022 09:06:10 AM - On certify

Fee Category \* Fee - Other

Fee (XCD) \* 54.00 Fee Total (XCD): 54.00

Description \* Case Payment Paid Date \* 2023-01-26





#### Card Information

Card Number \* 1111111111111111 Cvc \* 123


Expiry Month (MM) \* 3 Expiry Year (YYYY) \* 2023

Name on Card \* Arnold Robertson

Submit
Cancel

POWERED BY



- Select Payment Type (e.g., Credit/Debit Card)
- Select Pending Fees
- Enter a Description
- Enter your Credit Card information
- Click "Submit" Payment

**Step 6:** To pay a "New Fee Select "New Fee" and enter the relevant details

Cases > View Case > Case > Add Payment Caribbean Court

### Add Payment 073

Pending Payment •  Fee Due  New Fee

Payment Type •

Fee Category •

Fee Types •

Fee (XCD) •

Description •

Fee Total (XCD)

Paid Date •

#### Card Information





Card Number •

Cvc •


Expiry Month (MM) •

Expiry Year (YYYY) •

Name on Card •

POWERED BY



- Select "Payment Type"
- Select "Fee Category"
- Select "Fee Types"
- Enter the Fee amount
- Insert Description
- Enter Credit Card information (if applicable)
- "Submit" Payment

Once Payment has been successful. Your receipt will be available to download in the "Payments" tab.

Case Information
Parties
Documents
Financials
Notes

\$ Fee
Payment

+ Add Payment

Receipt No.	Invoice Number	Invoice For	Type	Date	Amount (BBD)
REC-36043000005-638061065049478780	36043000005	Richard Waardric	EZPay	08-12-2022	108.00
REC-36043000006-638061222501809886	36043000006	Richard Waardric	EZPay	08-12-2022	108.00
REC-36043000009-638062073502254306	36043000009	Richard Waardric	EZPay	09-12-2022	54.00

Back to List
Upload New Document
Generate Document

## Option 2: Case Payment from the Case Information screen

### Step 1:

From the main menu, [go to the Case Information](#) screen by clicking "My Cases" then "View Cases" and selecting your case number

Folio E-Filing Portal CE
Caribbean Court
1726
1479
76
My Account



- Dashboard
- New Case
- New Criminal Case
- Upload Document
- Case Payment
- My Cases
  - View Uploads
  - View Cases
- My Account

My Cases > View Cases
Caribbean Court

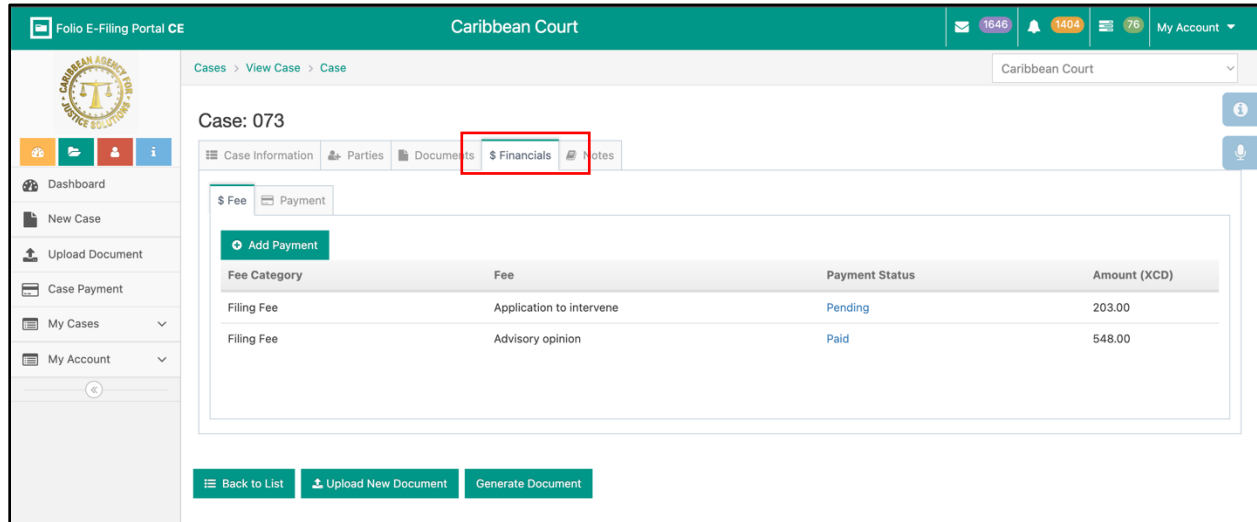
Records per page: 10
Filter By: All
Search

Case #	Title	Case Type	Case Sub Type	Created Date	Commencement Date	Assigned Judge	Case Status	Action
068	Reza Foods vs Brits Ltd	Civil	Breach of Contract - Civil	29-08-2022 03:27:49 PM	28-08-2022 06:00:00 P M		Active	
029	Joshua Nunn vs Dumbells Inc. & Associates	Employment	Salary Claim - Employment	29-08-2022 02:03:21 PM	29-08-2022 06:00:00 P M		Submitted	
066	Willsford Will vs Peters Antonia	Civil	Breach of Contract - Civil	26-08-2022 02:22:16 PM	29-08-2022 06:00:00 P M	Winston Anderson	Filed	
065	Cynthia Civic vs Civic Ltd.	Civil	Breach of Contract - Civil	26-08-2022 07:38:26 AM	28-08-2022 06:00:00 P M		Submitted	
028	Willsford Will vs Test Vishal	Real Estate	Competition Commission matters - Real Estate	25-08-2022 06:44:36 PM	25-08-2022 06:00:00 P M	Carl Ashok Singh	Submitted	
027	Nancy Drew vs Jason Wells & Wells	Criminal, Family	Drug Related - Family, Theft - Criminal	25-08-2022 12:16:34 PM	26-08-2022 06:00:00 P M	Jacob Wi t	Filed	



**Step 2:**

Once on the Case Information screen click on the "Financials" tab



The screenshot shows the 'Financials' tab selected in the 'Case: 073' view. The table below lists the fees:

Fee Category	Fee	Payment Status	Amount (XCD)
Filing Fee	Application to intervene	Pending	203.00
Filing Fee	Advisory opinion	Paid	548.00

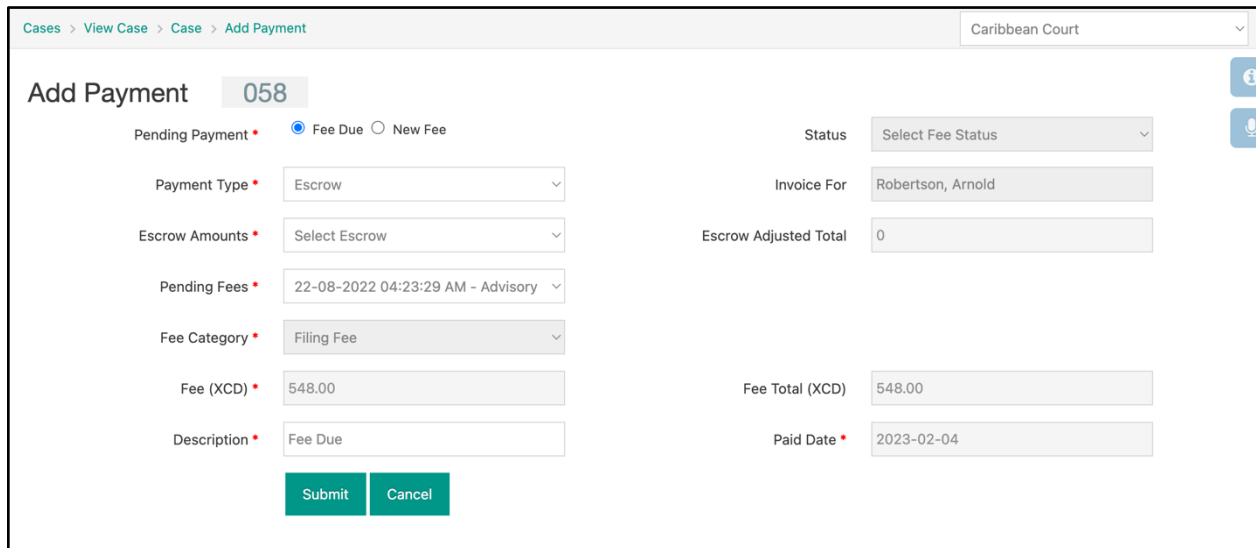
**Step 3:**

Click 'Add Payment' and follow steps 4 to 6 of the previous section.

## How do I make a case payment with Escrow?

**Step 1:** [Go to the Financials tab](#) of a Case and select "Add Payment"

**Step 2:** Select the fee you would like to pay. Choose either "Fee Due or "New Fee"



- Select Payment Type – Escrow
- Select Escrow Account
- Select Pending Fees
- Enter Description
- Click 'Submit' Payment

## How do I manage my Escrow account?

Escrow account administration and maintenance is controlled by the Registry team. Please contact your local Registry for more information regarding specifics related to your Escrow accounts.