APEX

CURIA COURT MANAGEMENT SUITE

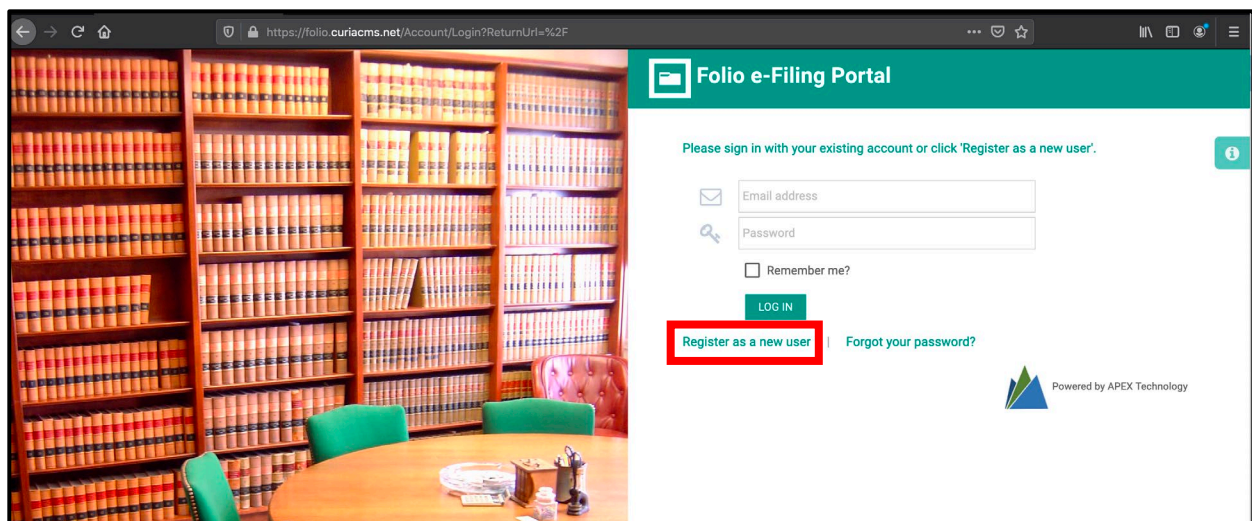Folio User Guide

Table of Contents

www.apexjustice.org

How do I Register in the Folio E-Filing Portal?

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."

Step 3:

Fill out the registration form and click "Register."

My Account

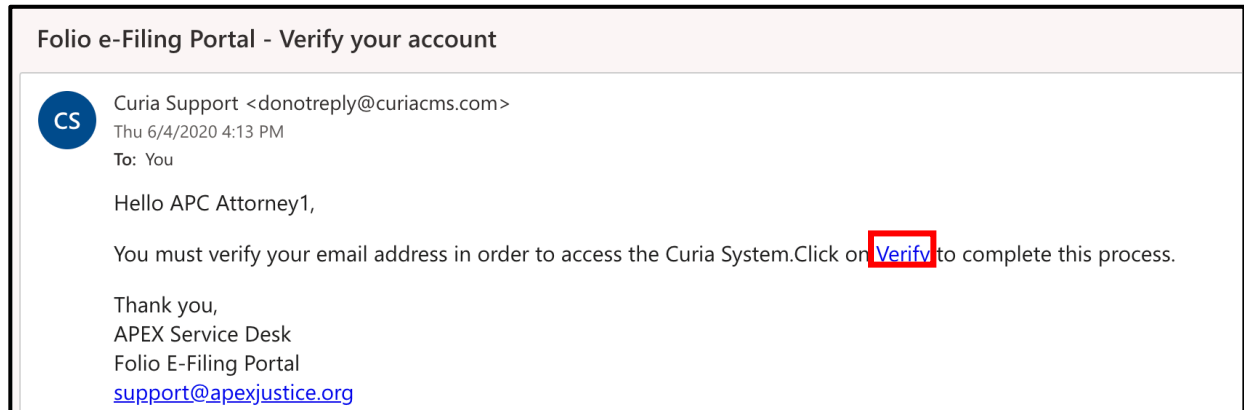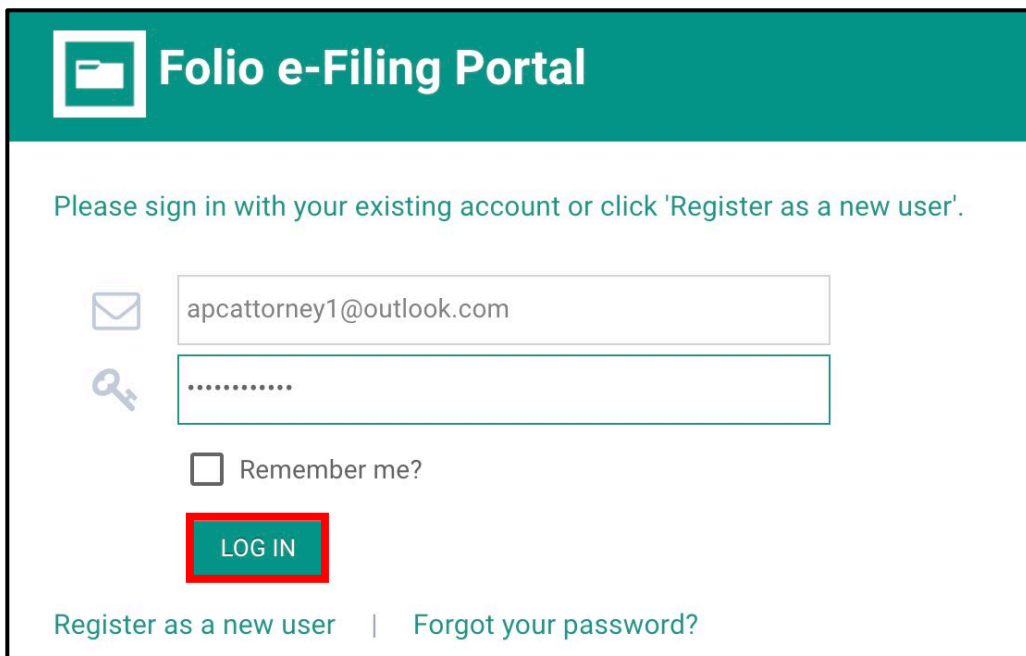| User Information		Additional Information	
New User Type	● Individual ○ Institution	**Mailing Address**	
Register With	● Court ○ Other	Address Line 1 *	
Organization *	Select Organization ▾	Address Line 2	
Legal Entity *	Select Legal Entity ✱	Address Line 3	
Role *	Select Role ▾	City *	
First Name *		State / Province *	
Last Name *		Postal Code *	
Email Address *		Country *	Select Country ▾
Password *			
Confirm Password *		**Office Address**	
Gender *	○ Male ○ Female	**Billing Address**	
Birth Date			
Mobile Phone *			
	(Format: 8002214678)		
Home Phone			
Business Phone			
Fax			
E-Mail Notification	☐		
SMS Notification	☐		
	Register		

User can choose from several Courts during the registration process, depending on if he/she is affiliated with different Courts.

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.

Folio e-Filing Portal - Verify your account

CS Curia Support <donotreply@curiacms.com>
Thu 6/4/2020 4:13 PM
To: You

Hello APC Attorney1,

You must verify your email address in order to access the Curia System.Click on Verify to complete this process.

Thank you,
APEX Service Desk
Folio E-Filing Portal
support@apexjustice.org

After the email address is verified, the Registry personnel will review the registration form. Once the Registry personnel has approved the user, the user can then access the system. Before the user is approved, he/she will only be able to log in to the system but will not be able to use it.

How do I Login to the Folio E-Filing Portal?

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.

Folio e-Filing Portal

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

✉ apcattorney1@outlook.com

🔑 ············

☐ Remember me?

LOG IN

Register as a new user | Forgot your password?

How do I change the Court in Folio E-Filing Portal?

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.

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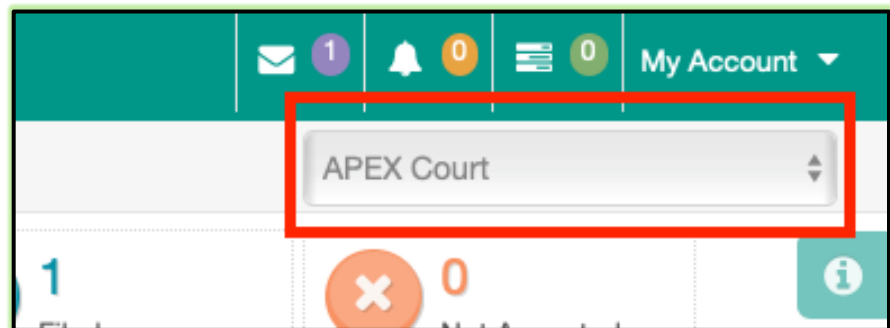
How do I submit a new case in the Folio E-Filing Portal?

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 <u>change the court</u> if required
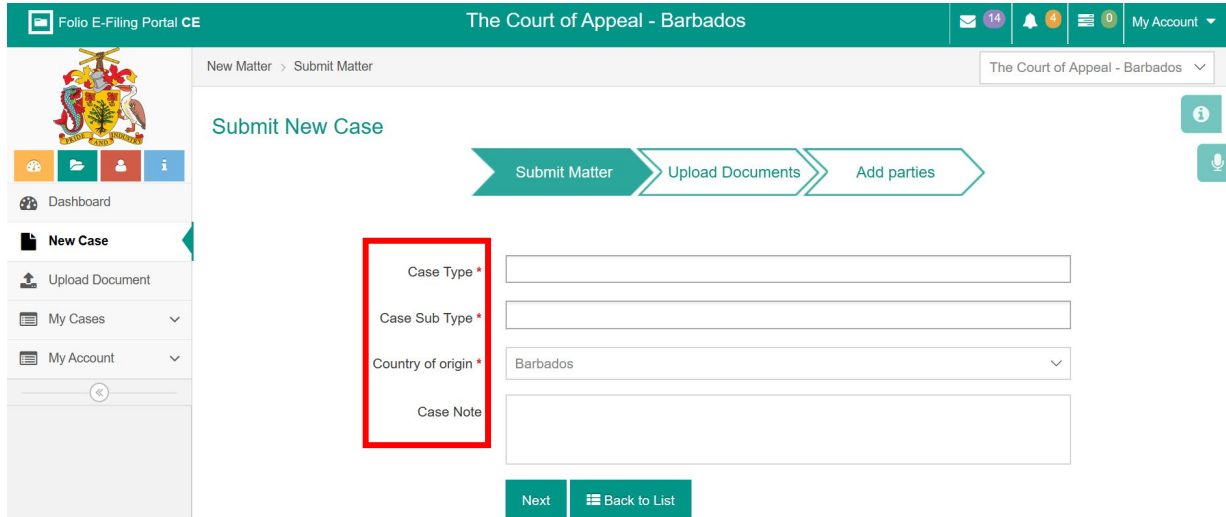
Step 3:

Click on the "New Case" button from the left navigation menu
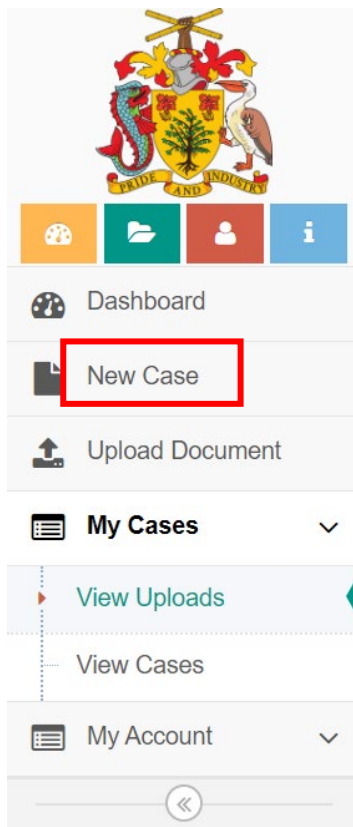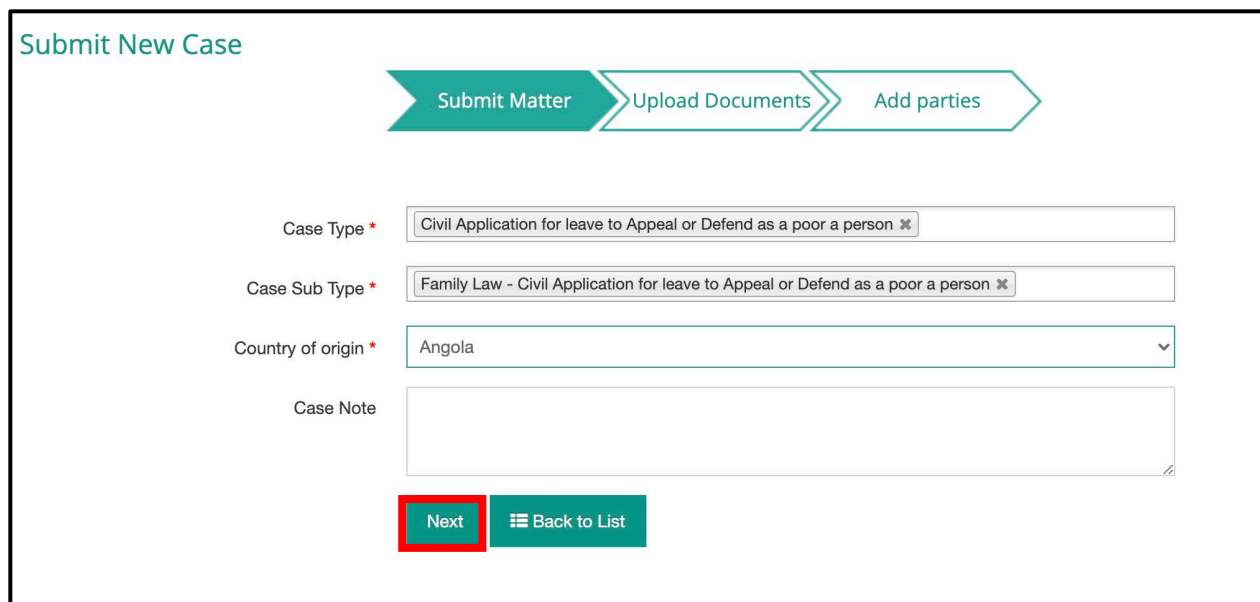
Step 4:

Fill in the required fields for the Case Details
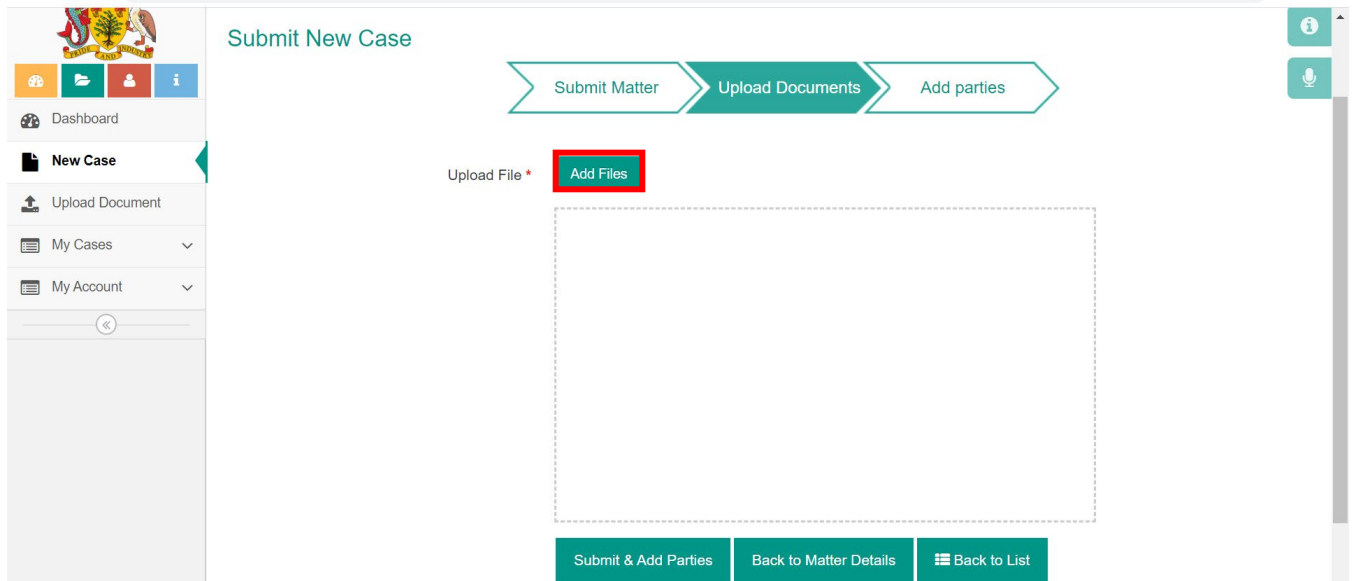
Step 5:

Click on the "Next" button to upload the documents
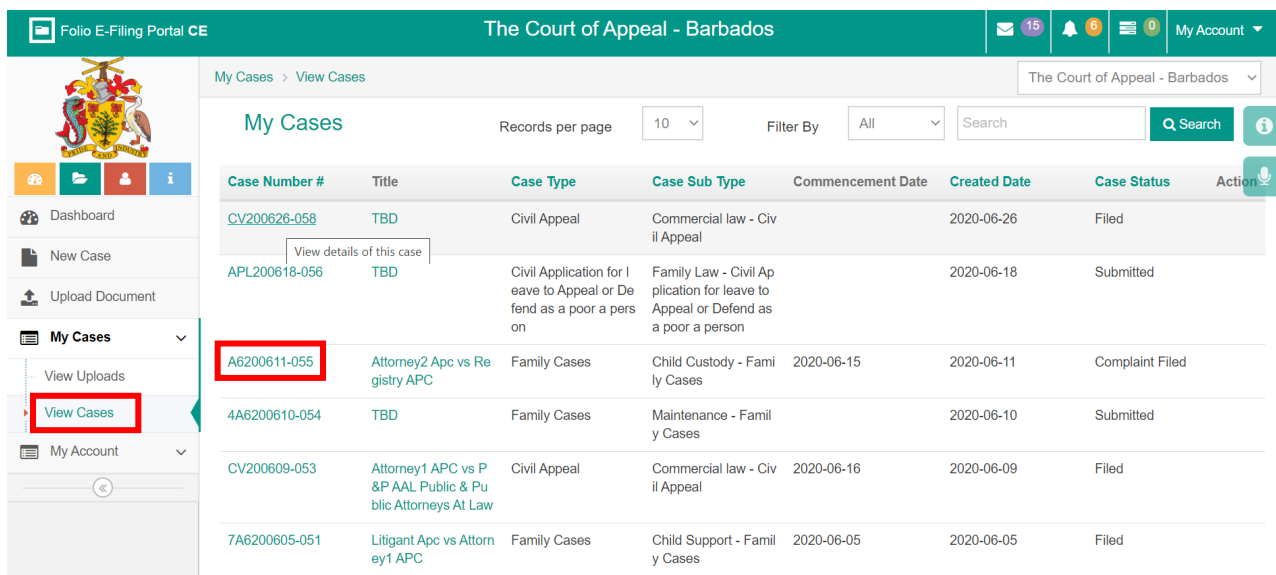
Step 6:
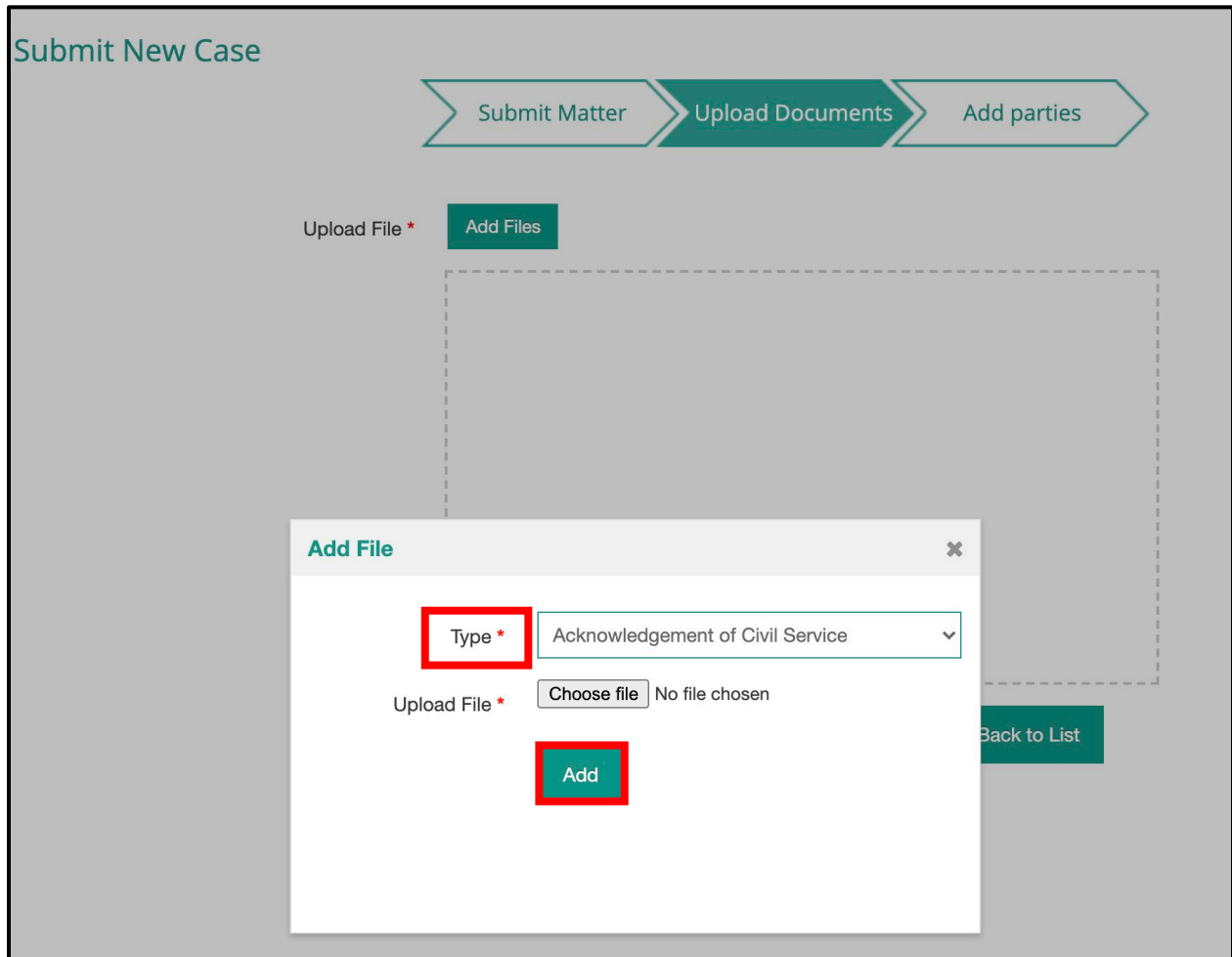
Click on the "Add Files" button

Submit New Case

Submit Matter — Upload Documents — Add parties

Dashboard

New Case

Upload Document

My Cases

My Account

Upload File * | Add Files

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

Step 7:

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

Submit New Case

Submit Matter Upload Documents Add parties

Upload File * Add Files

Add File   ✖

Type * Acknowledgement of Civil Service ▾

Upload File * Choose file No file chosen

Back to List

Add

Step 8:

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

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.

How do I add an Existing Party to a Case in the Folio E-Filing Portal?

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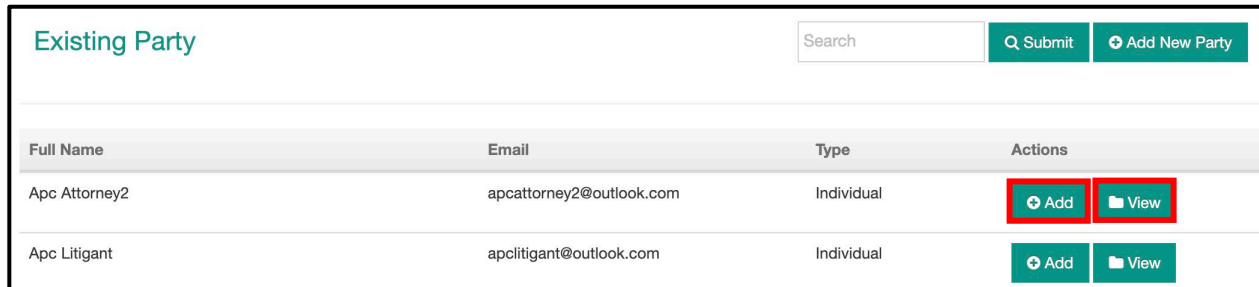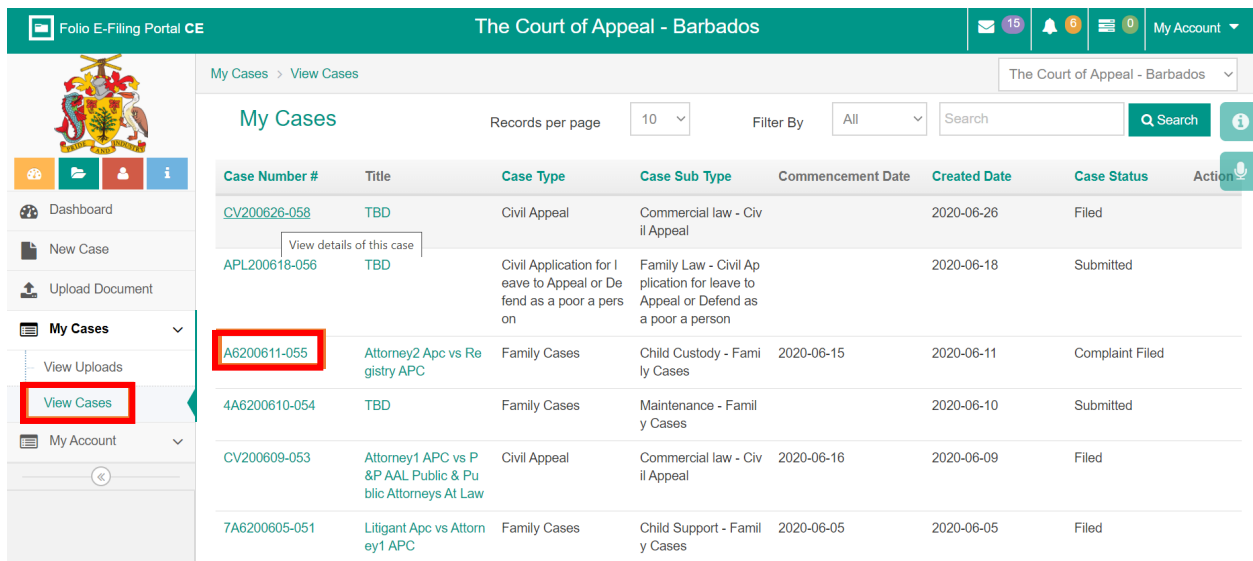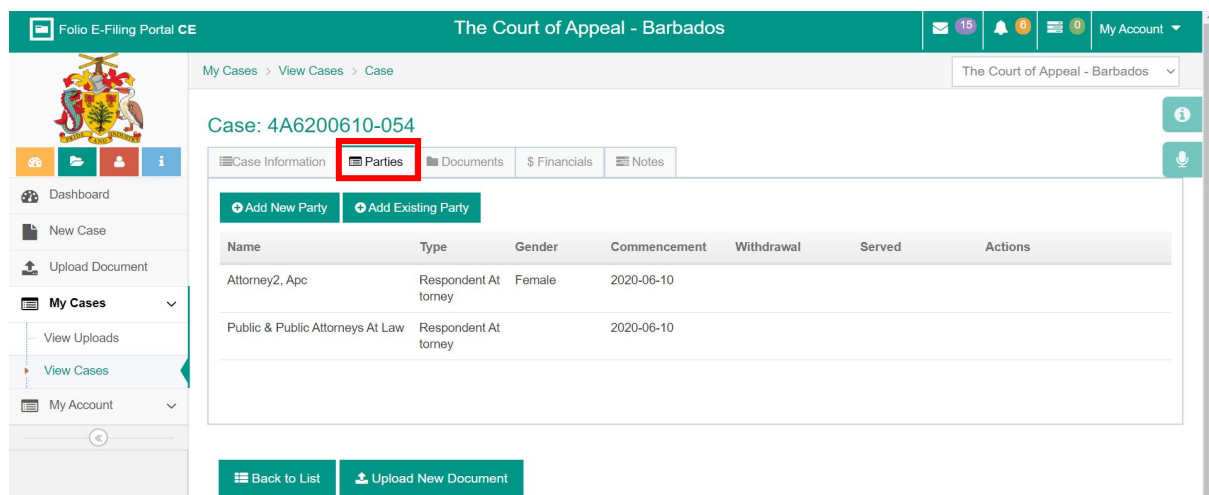
www.apexjustice.org

Step 3:

Click on the "Add Existing Party" button.
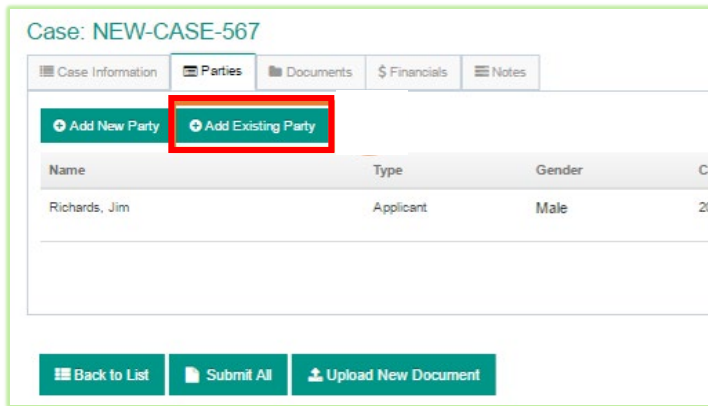
Step 4:

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

Step 5:

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

Add Party   ✖

Party Information

Email Address *	apcattorney2@outlook.com
Party Type *	Respondent Attorney ⌄
Withdrawal Date	
Date Served	

○ Applicant   ⦿ Respondent   ○ Other

☑ Primary Respondent

☑ Is Allowed to view case details

Submit   **Cancel**

How do I add a new Party to a Case in the Folio E-Filing Portal?

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

Step 3:

Click on the "Add New Party" button.

Step 4:

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

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

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

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

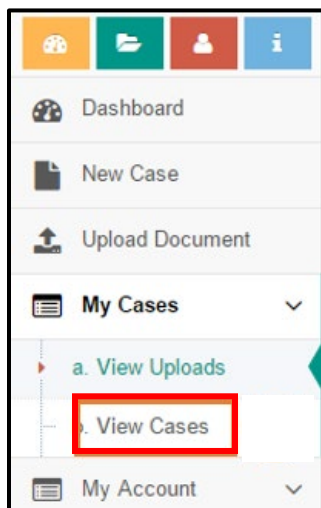## How do I search/filter Cases in the Folio E-Filing Portal?

Step 1:

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

Step 2:

Verify the court/law firm at the top right of the screen and change if required.

Step 3:

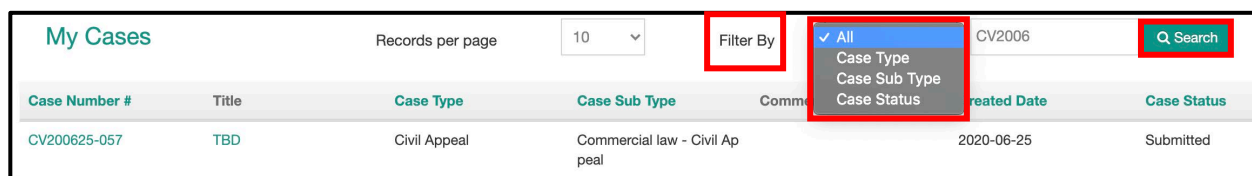Click on "View Cases" under "My Cases" in the left navigation menu.

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:

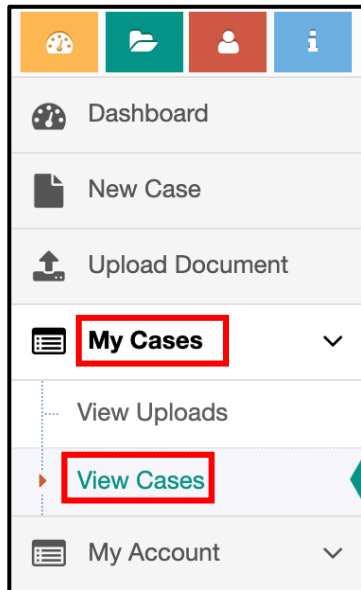Type key word to search in the search box and click the "Search" button.

How do I view details of a Case in Folio E-Filing Portal?

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."
The Case details page will open where details of the case can be edited. For a summary of the case, click the **title name** under the "Title" column.

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**

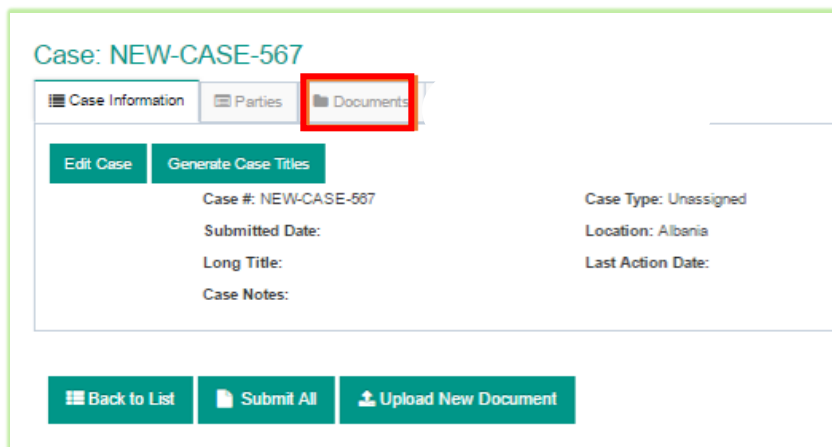## How do I find an uploaded document for a Case in the Folio E-Filing Portal?

Step 1:

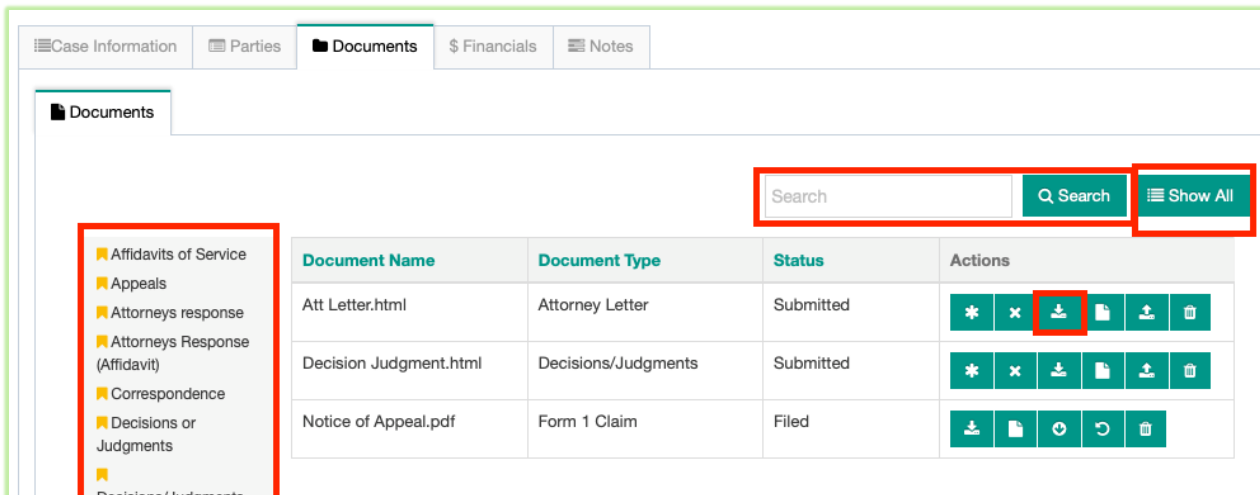Select the specific Case under "View Cases."
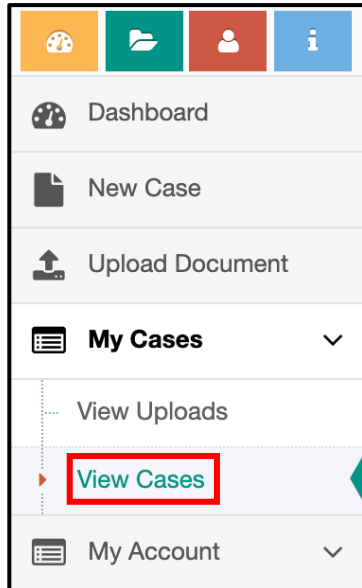
Step 2:

Click on the "Documents" tab.

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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.

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

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.

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

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 *	**Add Files**

DOCX

CNA 045
-...docx

Upload

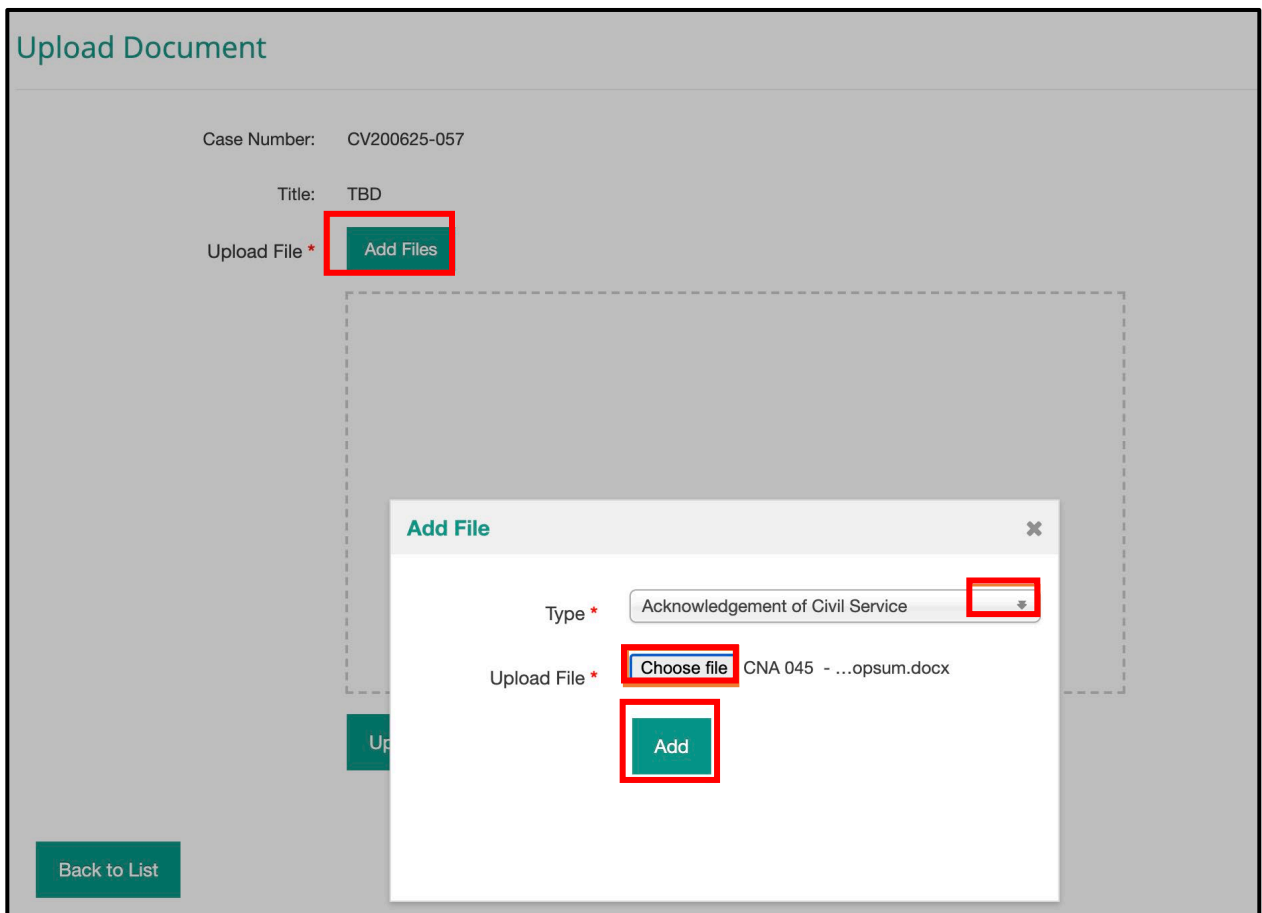User can add one or more documents. All the added documents will be displayed in the area above.

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

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 find uploaded documents in the Folio E-Filing Portal?

Step 1:

Log in to the Folio E-Filing portal.
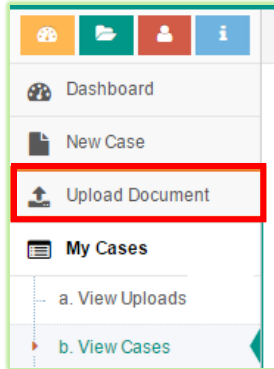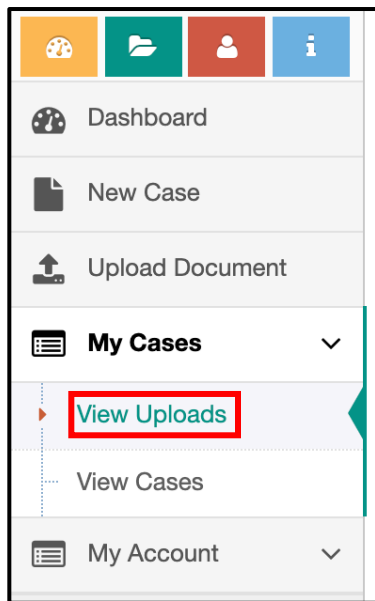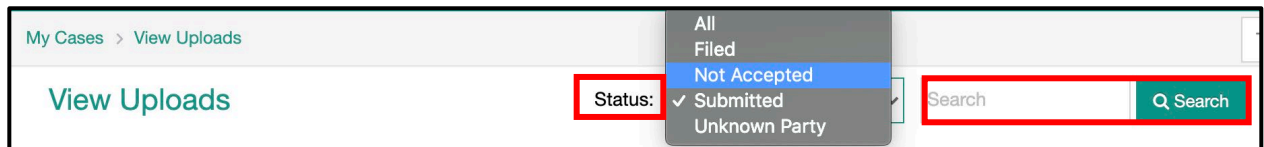
Step 2:

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

Step 3:

Use the filter dropdown to filter documents based on the status.
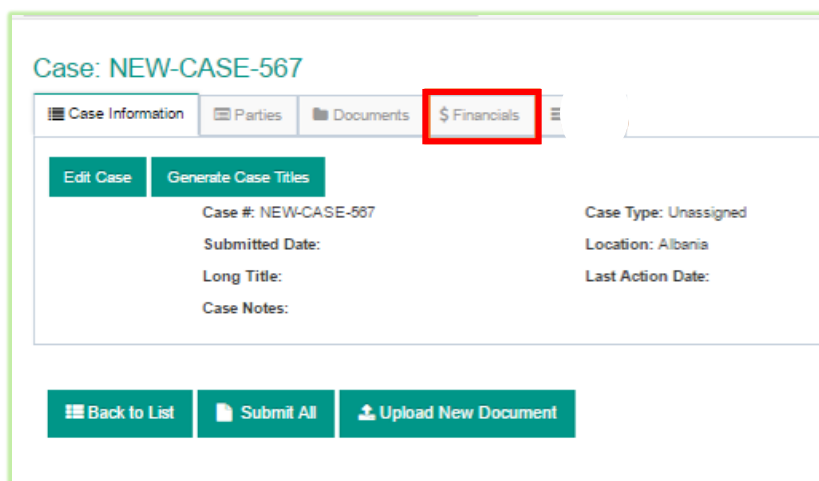Use the search box to search documents based on the "Case Number" & "Case Title."

How do I find fees for an existing Case in the Folio E-Filing Portal?

Step 1:

Go to the Case Information tab of the case.

Step 2:
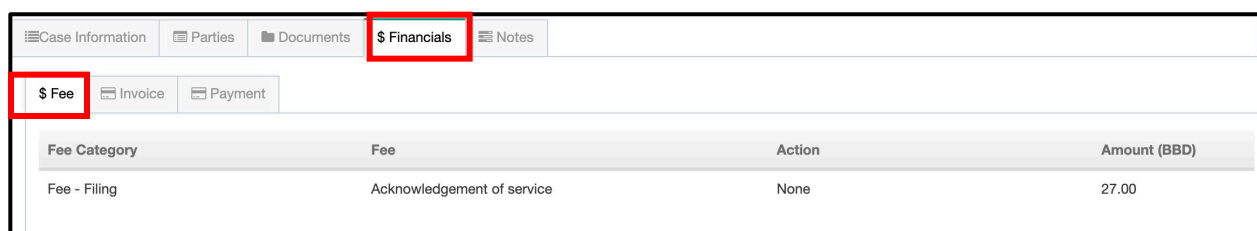
Click on the "Financials" tab

Case: NEW-CASE-567

Case Information	Parties	Documents	$ Financials	

Edit Case   Generate Case Titles

Case #: NEW-CASE-567   Case Type: Unassigned
Submitted Date: Location: Albania
Long Title: Last Action Date:
Case Notes:

Back to List   Submit All   Upload New Document

The Financials tab will show the Fees with the relevant information.

Case Information	Parties	Documents	$ Financials	Notes

$ Fee	Invoice	Payment

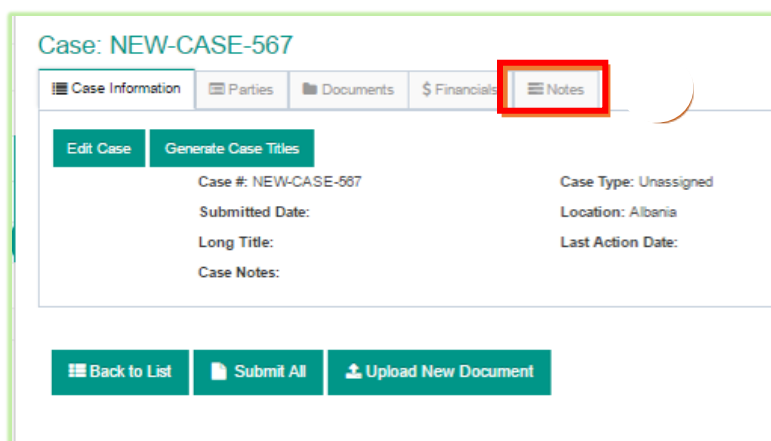| Fee Category	Fee	Action	Amount (BBD)
Fee - Filing	Acknowledgement of service	None	27.00

How do I add Notes for an existing Case in the Folio E-Filing Portal?

Step 1:

Go to the Case Information tab of the case.

Step 2:

Click on the "Notes" tab

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

Step 4:

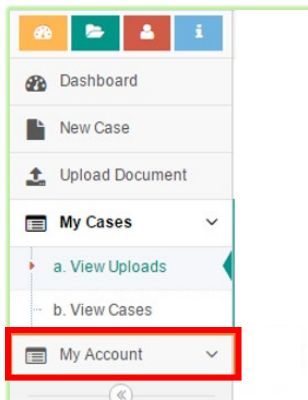Fill in the required fields and click the "Save" button
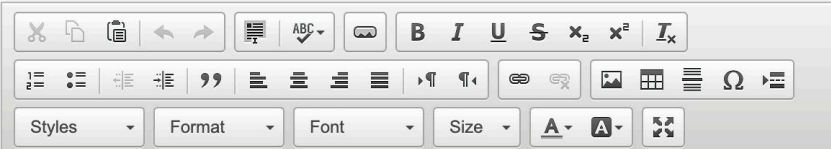
How do I view My Account in the Folio E-Filing Portal?

Step 1:
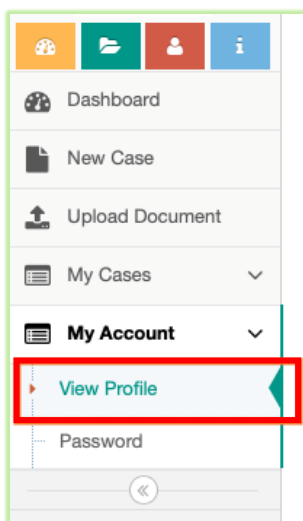
Log in to the Folio E-Filing portal.

Step 2:

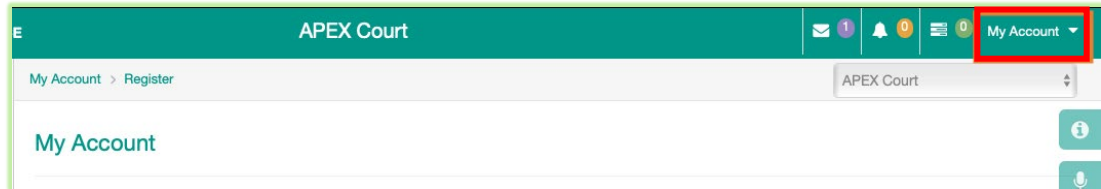Click on the "My Account" option in the left navigation menu.

Step 3:

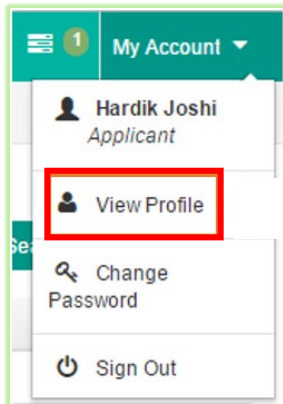Click on "View Profile" under the "My Account" option.

From 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 in the Folio E-Filing Portal?

Step 1:

Go to "My Account."

Step 2:

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

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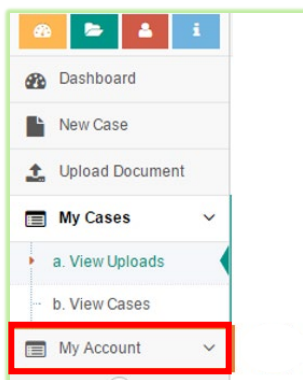## How do I change my password in the Folio E-Filing Portal?

Step 1:

Log in to the Folio E-Filing portal.
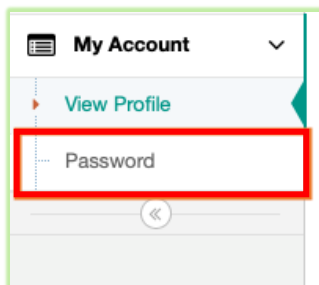
From Left Navigation Menu
Step 2:

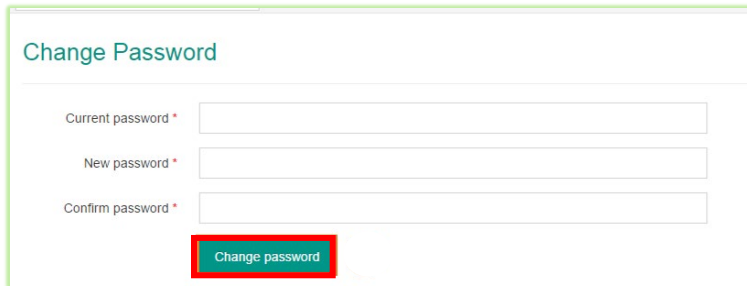Click on the "My Account" menu option in the left navigation menu.

Step 3:

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

Step 4:

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.
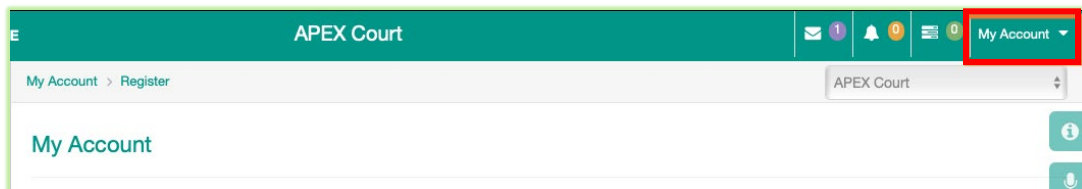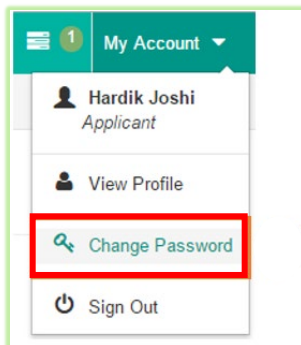

From Top Menu bar

Step 2:

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

Step 3:

Click on "Change Password" in the submenu under "My Account"

www.apexjustice.org

Step 4:

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.
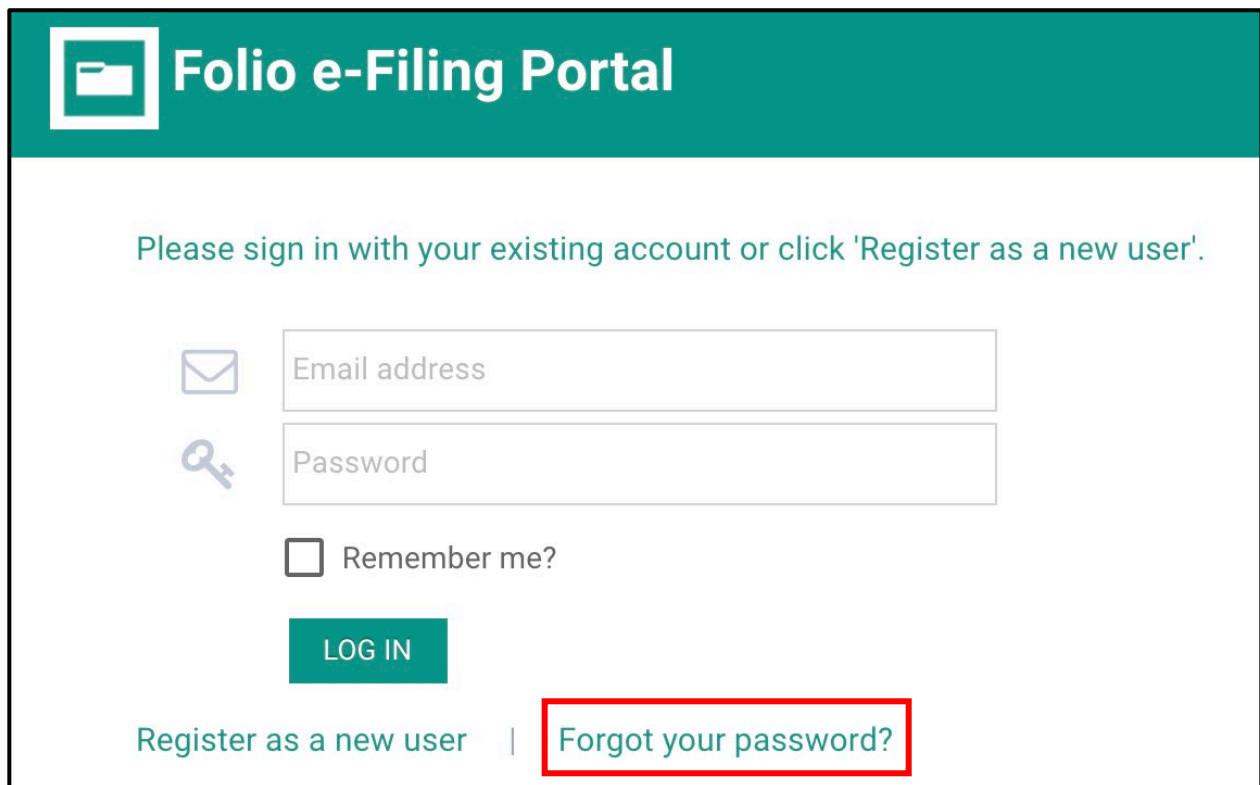
How do I reset my password in Folio, if I forget the existing one?

Step 1:

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

Step 2:

Click on "Forgot your password?"
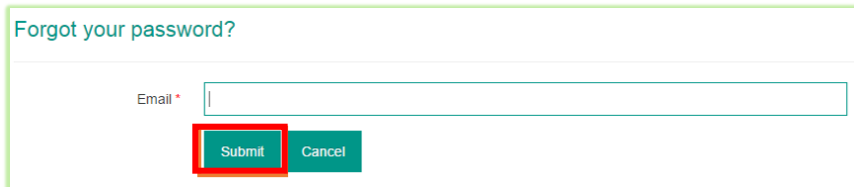
Step 3:

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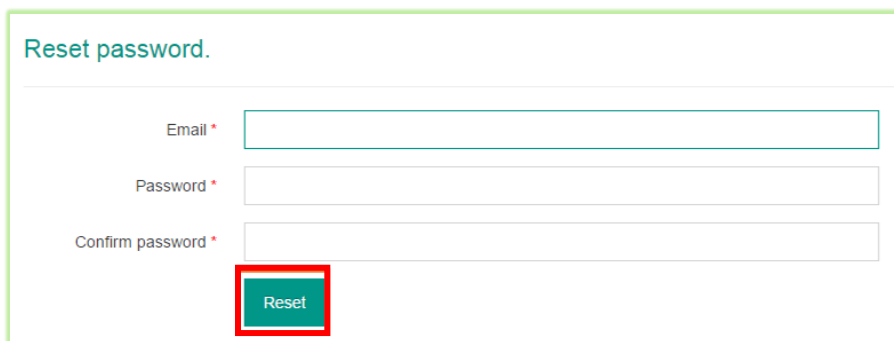

An email will be sent with the password reset link.

Step 4:

Open the email received from the Folio Support Service 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.