



The Caribbean Agency for Justice Solutions

CURIA COURT MANAGEMENT SUITE

Folio User Guide

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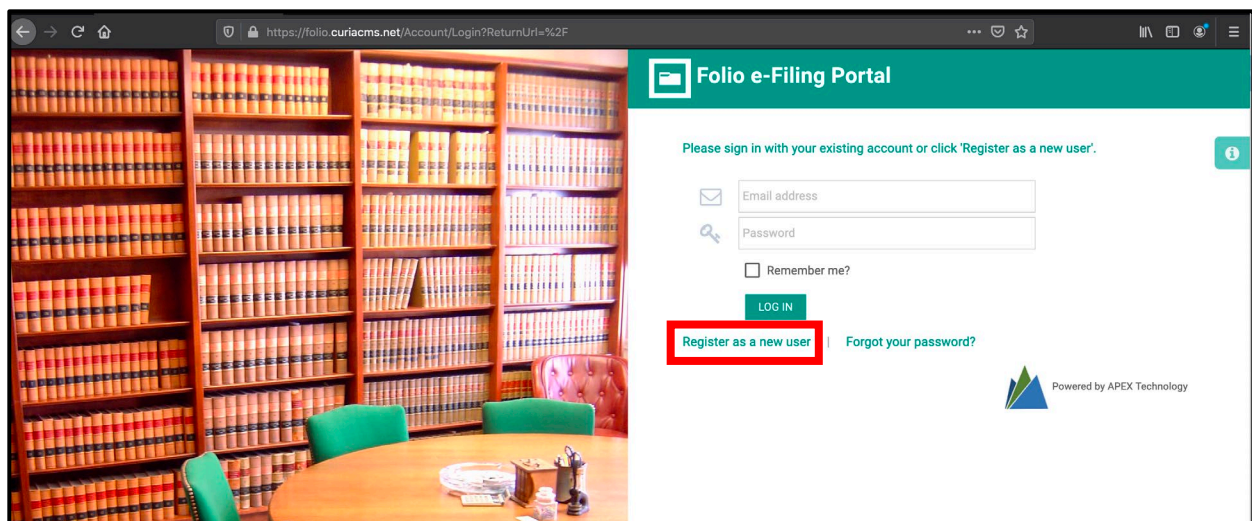
How do I Register in the Folio E-Filing Portal?

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

New User Type Individual Institution

Register With Court Other

Organization *

Legal Entity *

Role *

First Name *

Last Name *

Email Address *

Password *

Confirm Password *

Gender * Male Female

Birth Date

Mobile Phone *
(Format: 8002214678)

Home Phone

Business Phone

Fax

E-Mail Notification

SMS Notification

Additional Information

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State / Province *

Postal Code *

Country *

Office Address

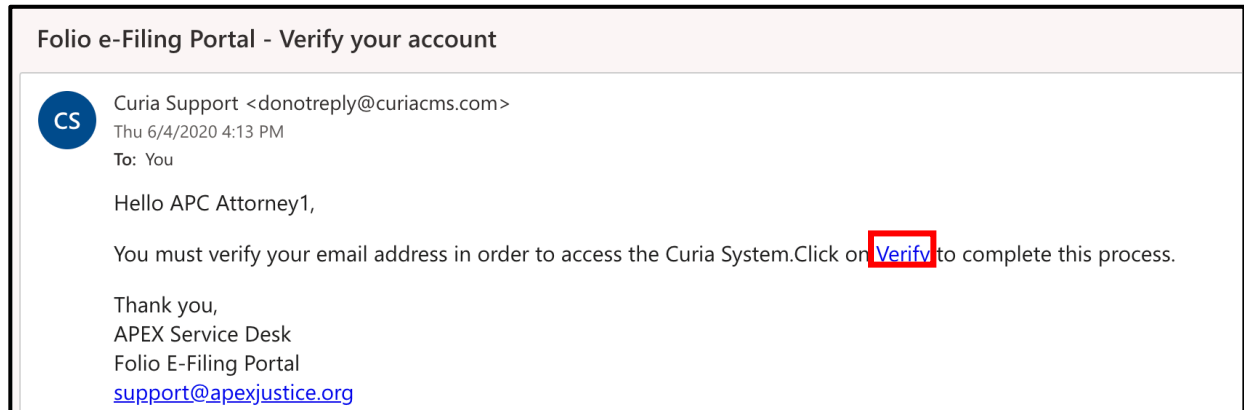
Billing Address

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.



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.

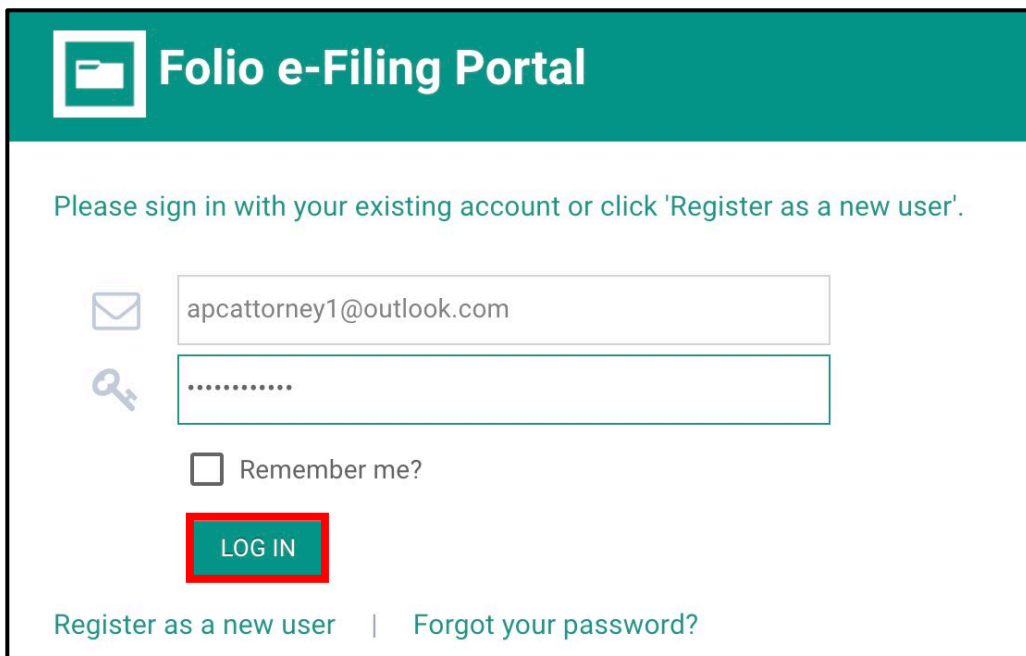
How do I Login to the Folio E-Filing Portal?


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'.





Remember me?

LOG IN

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

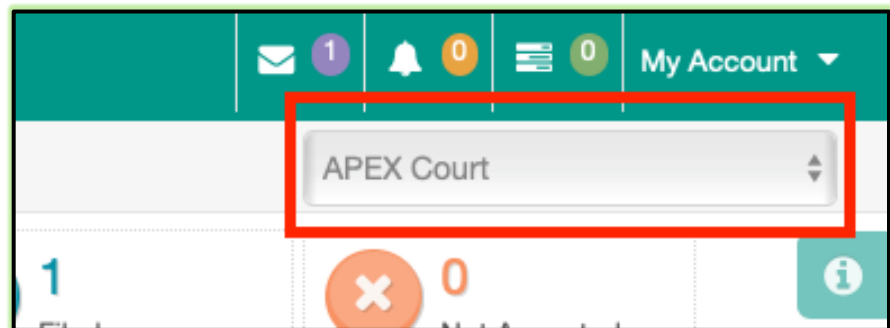
How do I change the Court in Folio E-Filing Portal?

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.



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

Step 1:

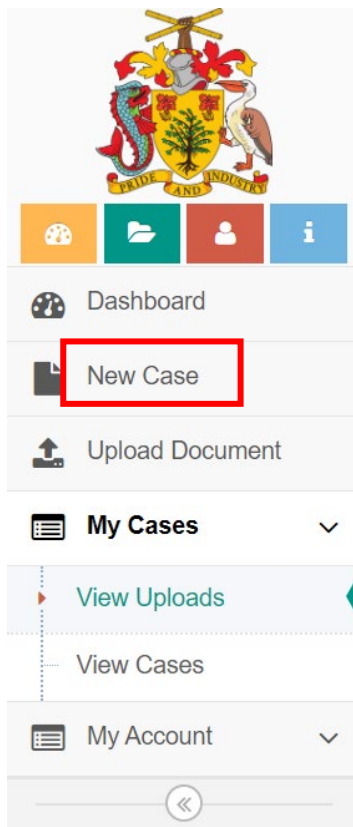
Log in to the Folio E-Filing portal using the Folio link provided to you

Step 2:

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

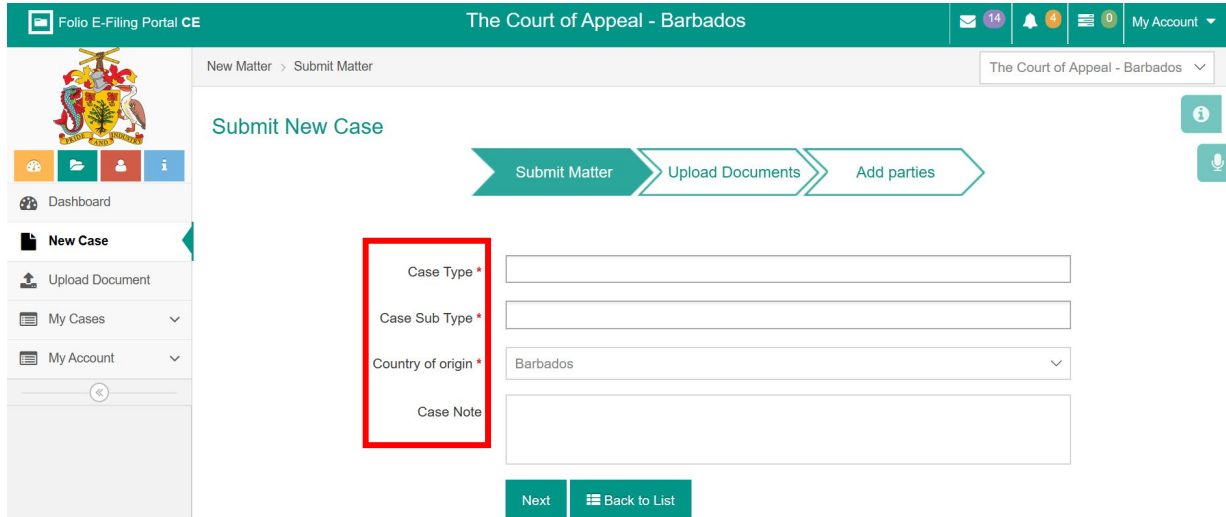
Step 3:

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



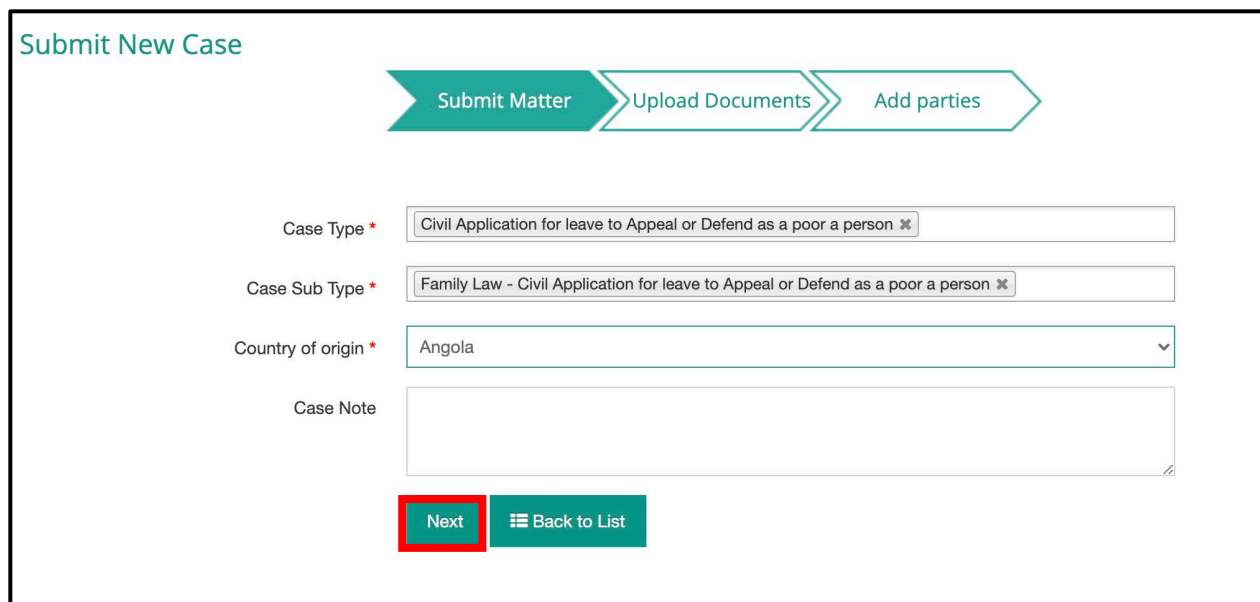
Step 4:

Fill in the required fields for the Case Details



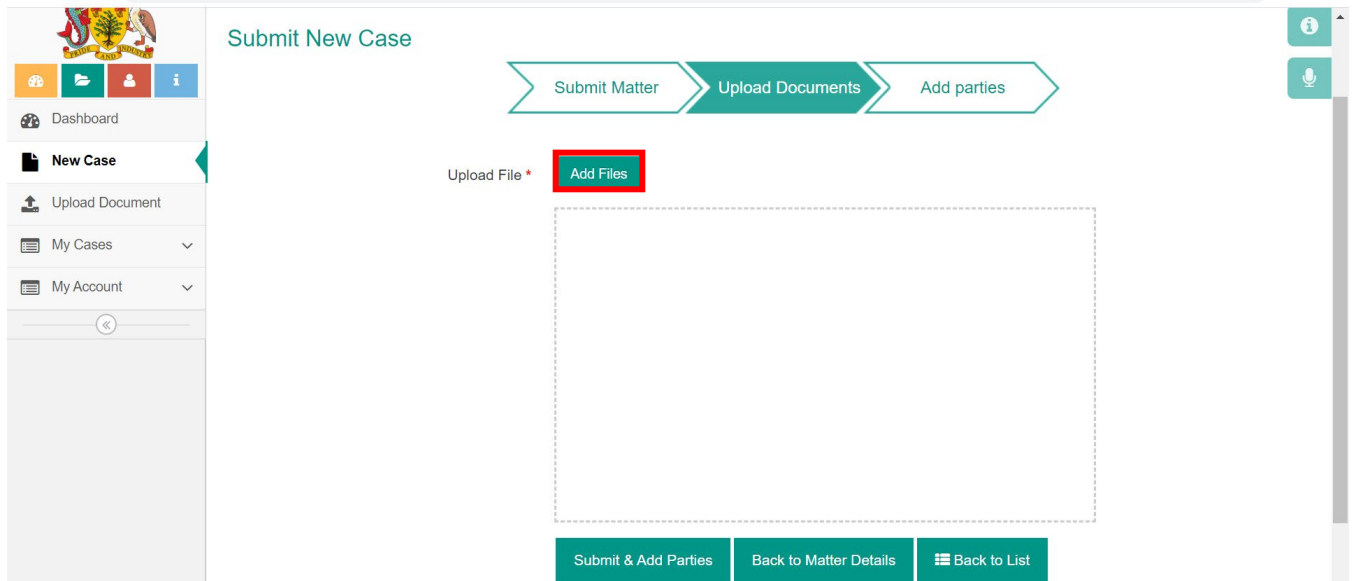
Step 5:

Click on the "Next" button to upload the documents



Step 6:

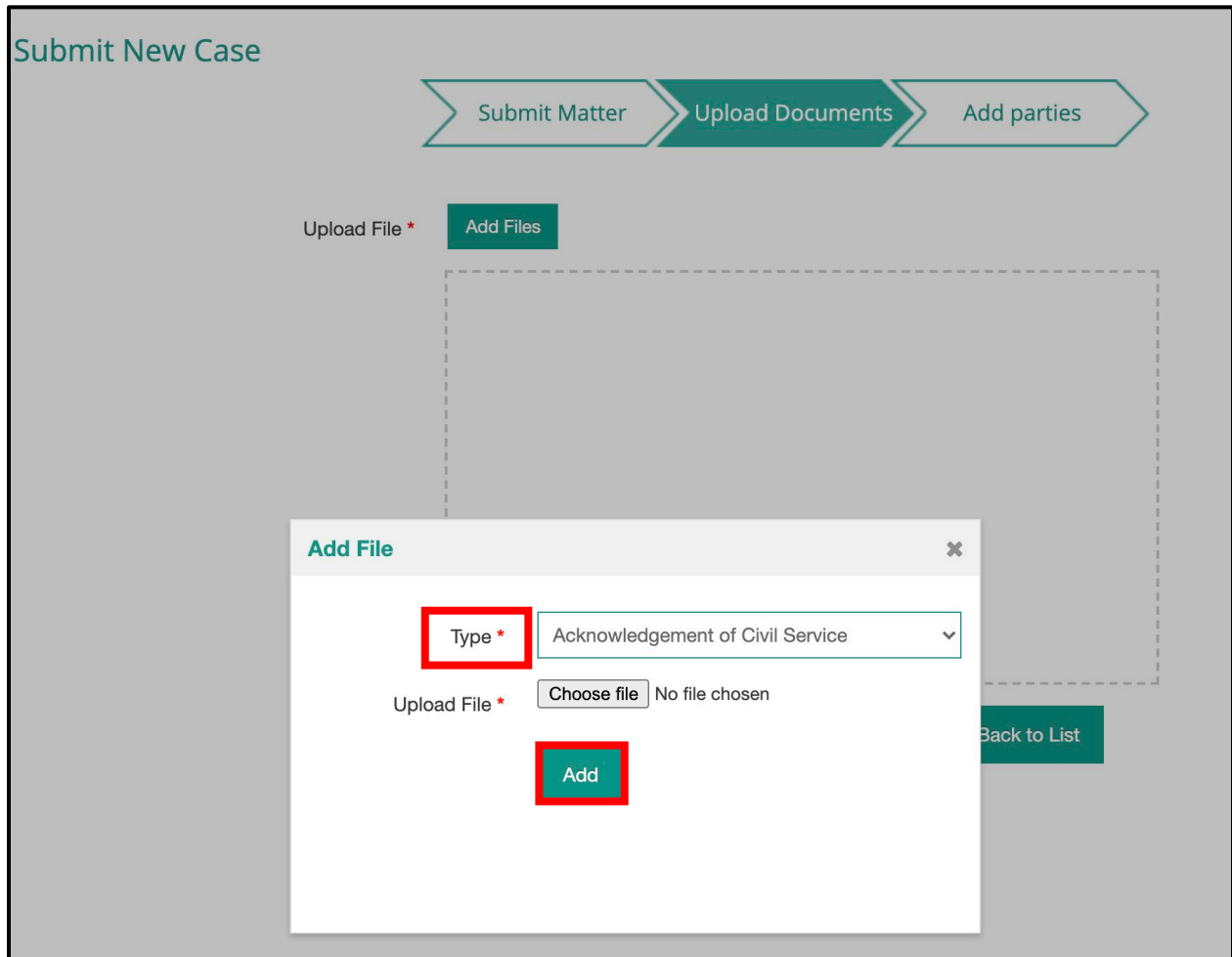
Click on the "Add Files" button



The screenshot shows a web application interface for submitting a new case. On the left is a sidebar menu with options: Dashboard, New Case (selected), Upload Document, My Cases, and My Account. The main content area is titled "Submit New Case" and features a progress bar with three steps: "Submit Matter", "Upload Documents", and "Add parties". Below the progress bar, there is an "Upload File" section with a red-bordered button labeled "Add Files". A large dashed rectangular box is positioned below the "Add Files" button, indicating the area for file uploads. At the bottom of the main content area, there are three buttons: "Submit & Add Parties", "Back to Matter Details", and "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 [Close]

Type * Acknowledgement of Civil Service

Upload File * Choose file No file chosen

Add

Back to List


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



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		Edit Party Delete

View Case Details Back to List

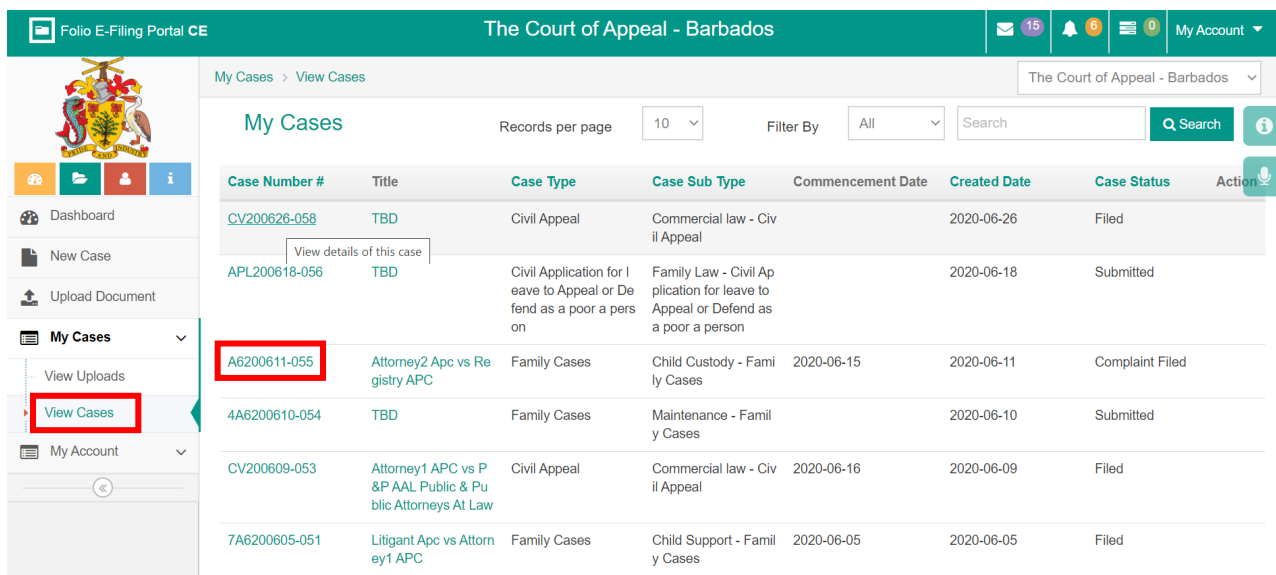
How do I add an Existing Party to a Case in the Folio E-Filing Portal?

Step 1:

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

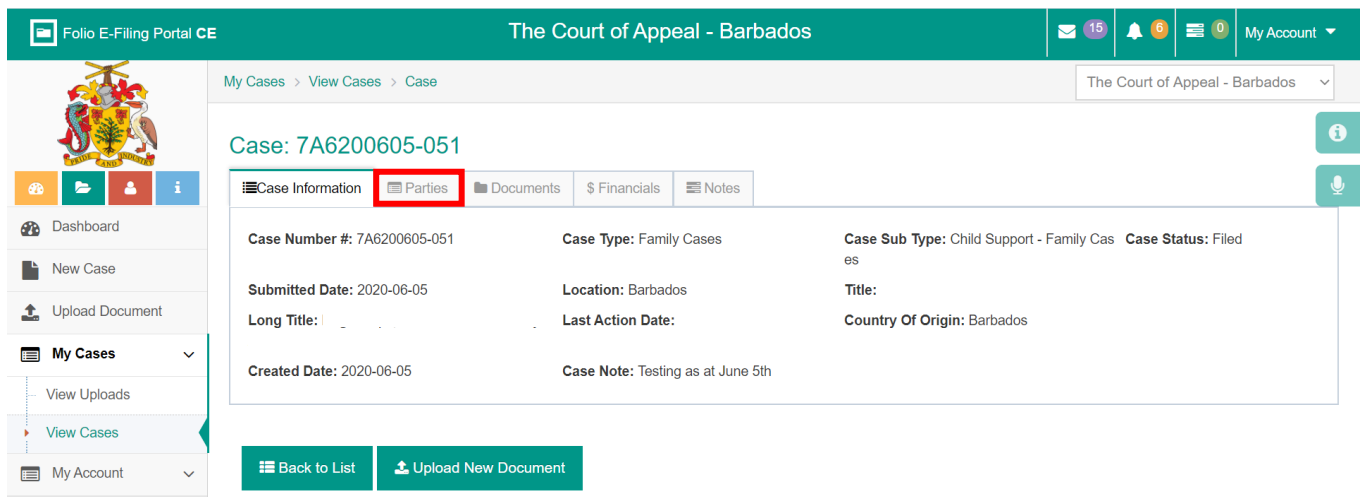
Step 2:

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.



The screenshot shows the 'My Cases' page in the Folio E-Filing Portal for The Court of Appeal - Barbados. The page displays a table of cases with columns for Case Number #, Title, Case Type, Case Sub Type, Commencement Date, Created Date, Case Status, and Action. The case number A6200611-055 is highlighted with a red box. A tooltip 'View details of this case' is visible over the case number.

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	



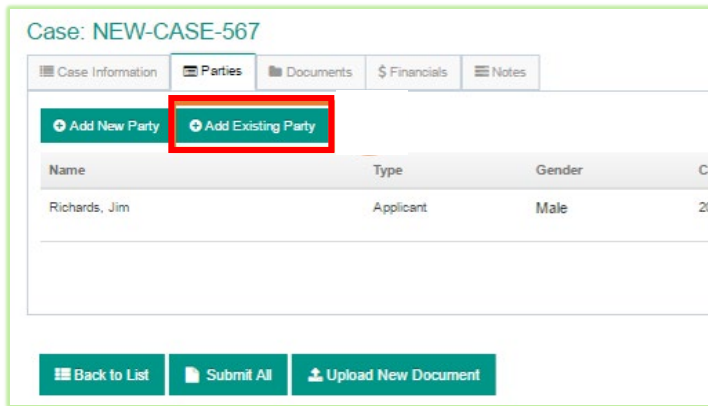
The screenshot shows the 'Case: 7A6200605-051' page in the Folio E-Filing Portal for The Court of Appeal - Barbados. The 'Parties' tab is selected and highlighted with a red box. The page displays case information including Case Number #, Case Type, Case Sub Type, Case Status, Submitted Date, Location, Long Title, Last Action Date, Created Date, and Case Note.

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:		
Long Title:	Last Action Date:	Country Of Origin: Barbados		
Created Date: 2020-06-05	Case Note: Testing as at June 5th			

Buttons: Back to List, Upload New Document

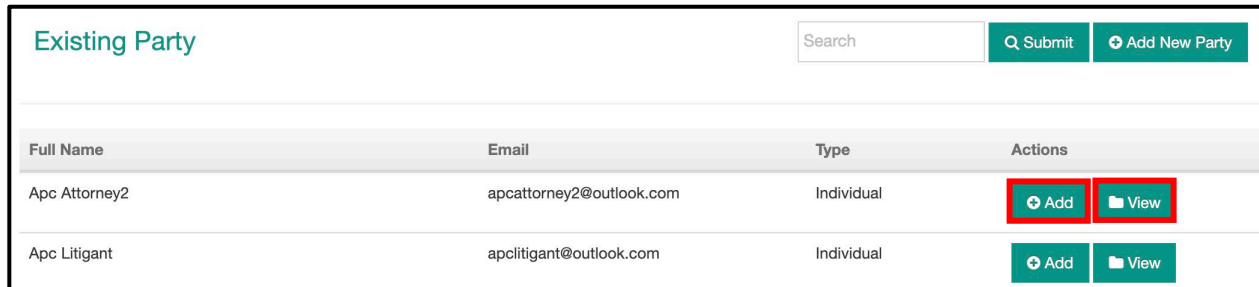
Step 3:

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 *

Party Type * ▼

Withdrawal Date

Date Served

Applicant Respondent Other

Primary Respondent

Is Allowed to view case details

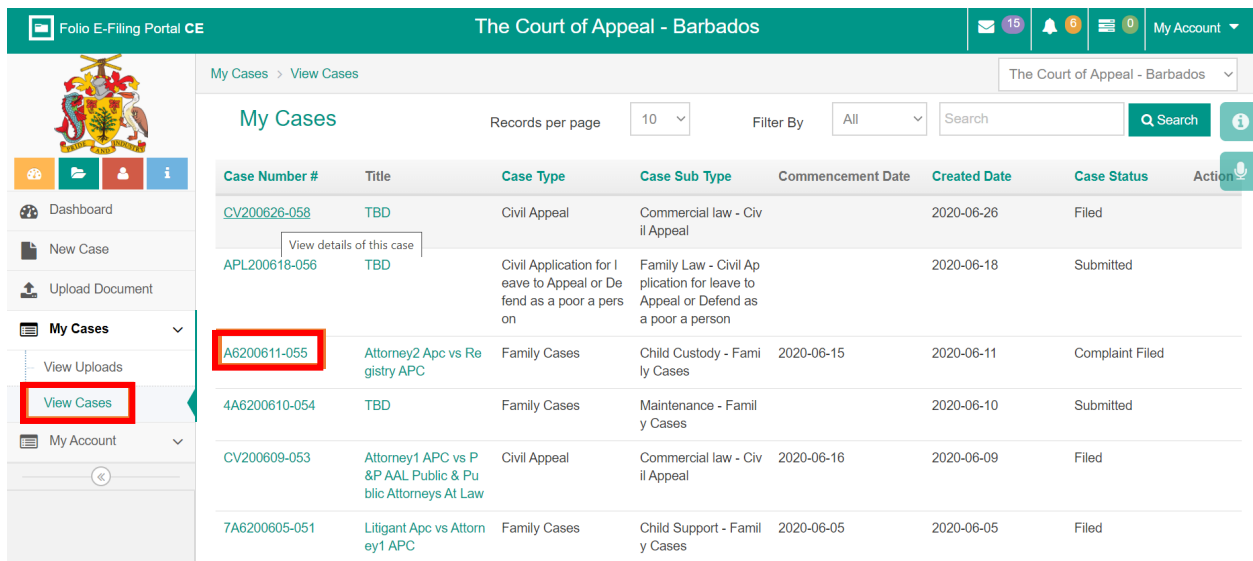
How do I add a new Party to a Case in the Folio E-Filing Portal?

Step 1:

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

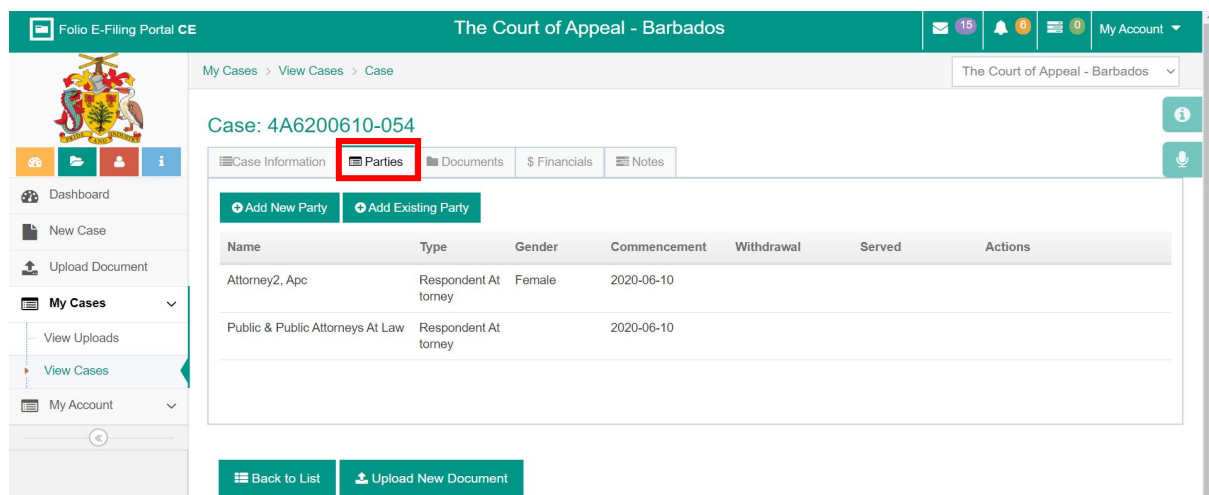
Step 2:

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.



The screenshot shows the 'My Cases' page in the Folio E-Filing Portal. The left sidebar has 'View Cases' highlighted with a red box. The main table lists several cases, with 'A6200611-055' highlighted in red. The table columns are Case Number #, Title, Case Type, Case Sub Type, Commencement Date, Created Date, Case Status, and Action.

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	

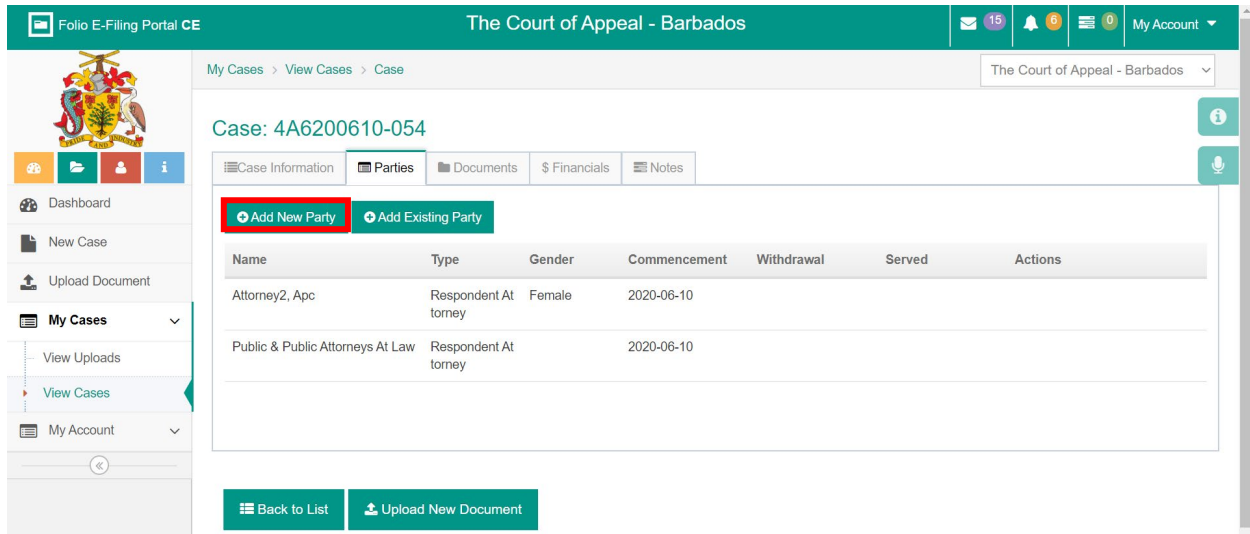


The screenshot shows the 'Parties' tab for case 4A6200610-054. The 'Parties' tab is highlighted in red. The page shows options to 'Add New Party' and 'Add Existing Party'. Below is a table of existing parties.

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

Step 3:

Click on the "Add New Party" button.



The screenshot displays the Folio E-Filing Portal CE interface for 'The Court of Appeal - Barbados'. The main content area shows the 'Parties' tab for Case: 4A6200610-054. The 'Add New Party' button is highlighted with a red box. Below the buttons is a table with the following data:

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

Step 4:

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

Create Party

Party Information

Additional Information

Individual Entity

Role *

First Name *

Last Name *

Email Address

Gender Male Female

Birth Date

Mobile Phone
(Format: 8002214678)

Home Phone

Business Phone

Fax

E-Mail Notification

SMS Notification

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State / Province

Postal Code

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.

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:

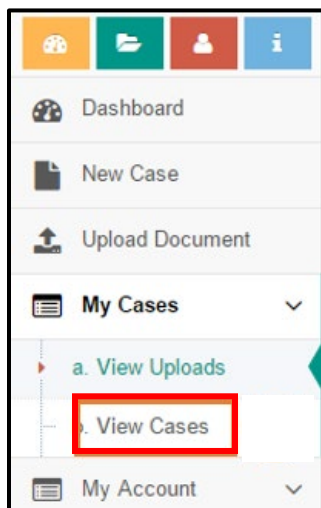
Log in to the Folio E-Filing portal using the Folio link provided to you.

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.

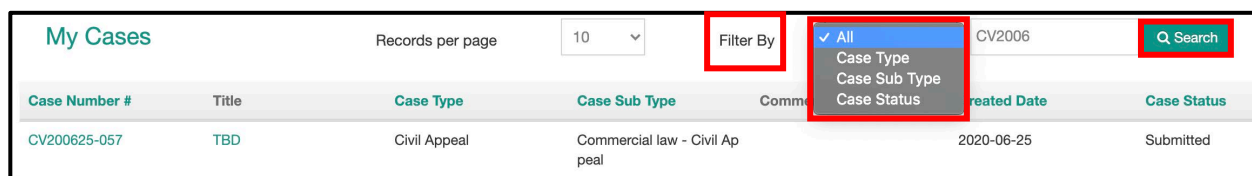


Step 4:

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.



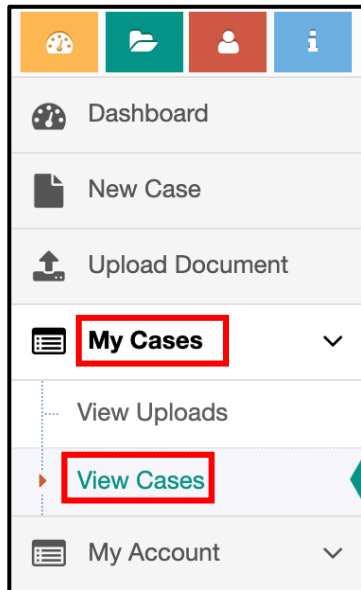
How do I view details of a Case in Folio E-Filing Portal?

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.

Case Number #	Title
CV200625-057	TBD

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](#)

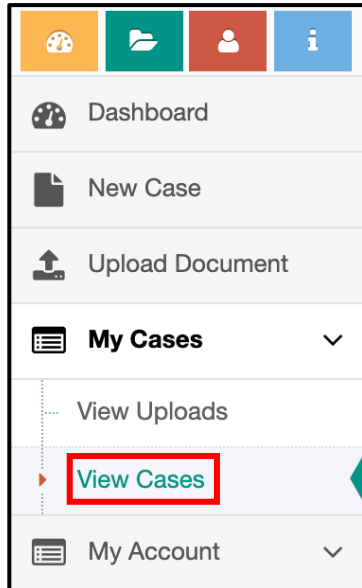
Case Number #: CV200625-057	Case Type: Civil Appeal	Case Sub Type: Commercial law - Civil Appeal	Case Status: Submitted
Submitted Date: 2020-06-25	Location: Barbados	Title: TBD	
Long Title: TBD	Last Action Date:	Country Of Origin: Barbados	
Created Date: 2020-06-25	Case Note:		

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

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

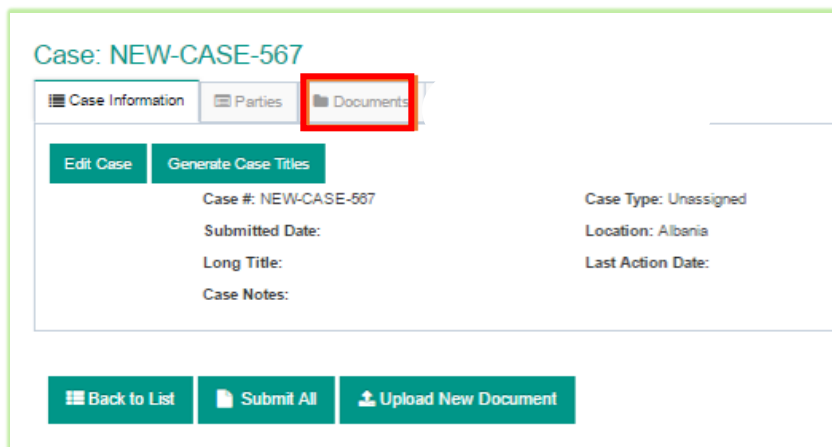
Step 1:

Select the specific Case under “View Cases.”




Step 2:

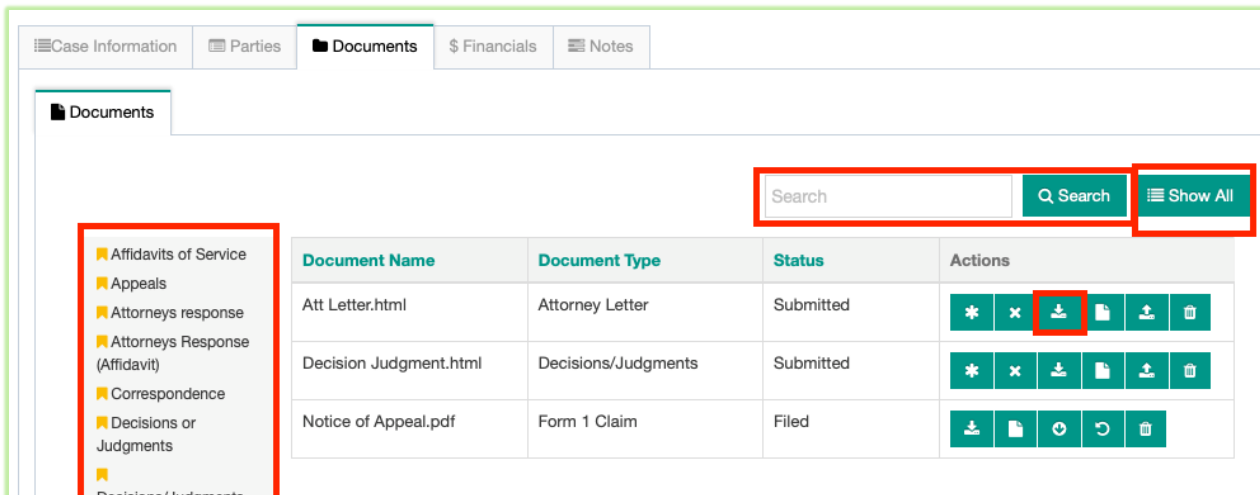
Click on the “Documents” tab.
















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 Curia Folio interface with the 'Documents' tab selected. At the top, there are navigation tabs for 'Case Information', 'Parties', 'Documents', 'Financials', and 'Notes'. Below these, there is a search bar with a 'Search' button and a 'Show All' button. A list of documents is displayed with columns for 'Document Name', 'Document Type', 'Status', and 'Actions'. The 'Actions' column for each document contains several icons, including a download icon (a square with a downward arrow) which is highlighted with a red box. The document list includes 'Att Letter.html' (Attorney Letter, Submitted), 'Decision Judgment.html' (Decisions/Judgments, Submitted), and 'Notice of Appeal.pdf' (Form 1 Claim, Filed).

Document Name	Document Type	Status	Actions
Att Letter.html	Attorney Letter	Submitted	* x    
Decision Judgment.html	Decisions/Judgments	Submitted	* x    
Notice of Appeal.pdf	Form 1 Claim	Filed	    

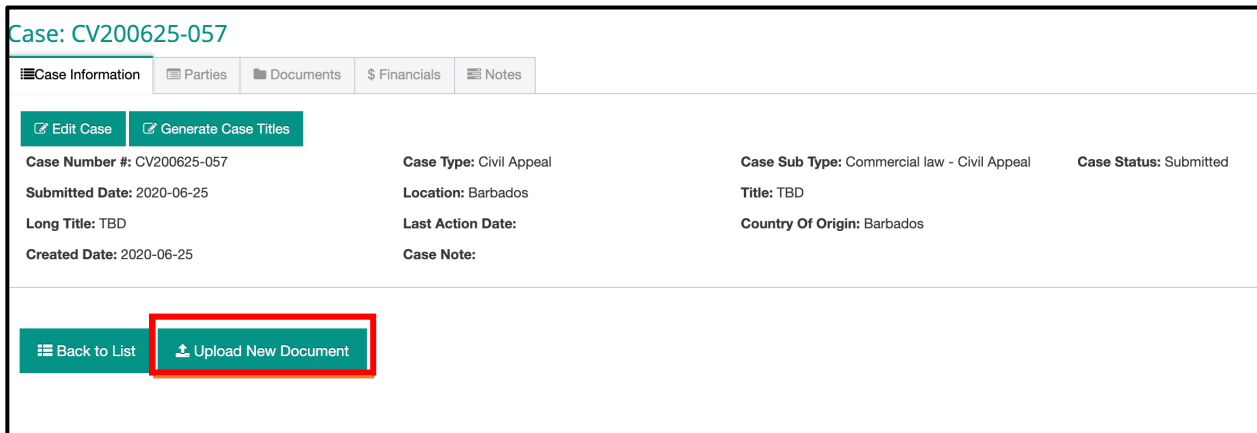
How do I upload a document for an existing Case from the Case information screen in Folio?

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:		

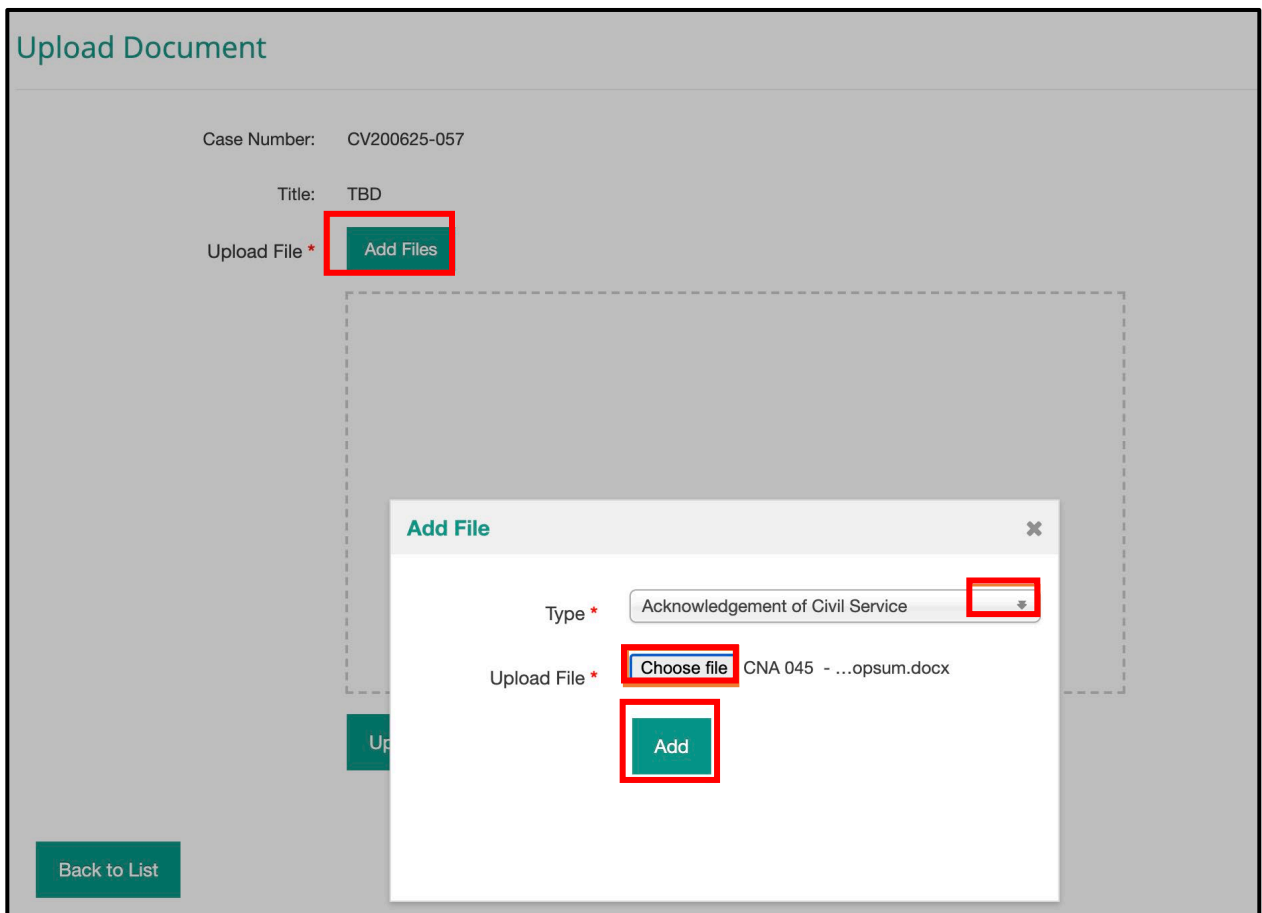
Back to List Upload New Document

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.



The screenshot displays the 'Upload Document' interface. At the top, the case number is 'CV200625-057' and the title is 'TBD'. The 'Upload File *' section contains a red-bordered 'Add Files' button. A dashed-line box highlights the 'Add File' dialog box, which is open. Inside the dialog, the 'Type *' dropdown menu is set to 'Acknowledgement of Civil Service' and is highlighted with a red box. Below it, the 'Upload File *' section shows a red-bordered 'Choose file' button and the filename 'CNA 045 - ...opsum.docx'. At the bottom of the dialog is a red-bordered 'Add' button. In the bottom-left corner of the main interface, there is a 'Back to List' button.

Step 5:



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

Upload Document

Case Number: CV200625-057

Title: TBD

Upload File *

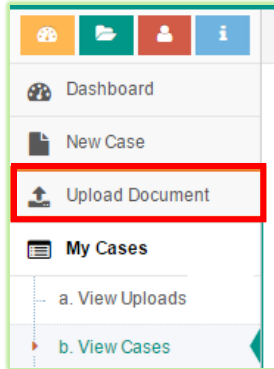


CNA 045
-...docx

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 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

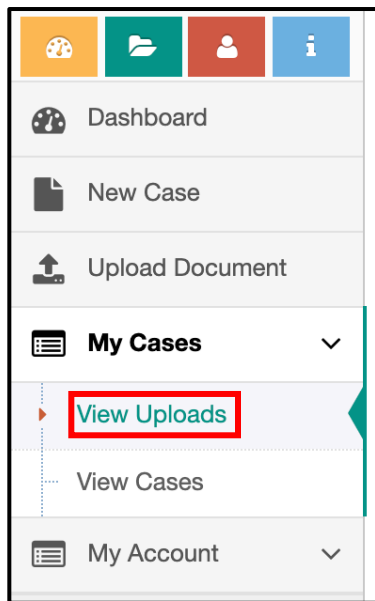
How do I find uploaded documents in the Folio E-Filing Portal?

Step 1:

Log in to the Folio E-Filing portal.

Step 2:

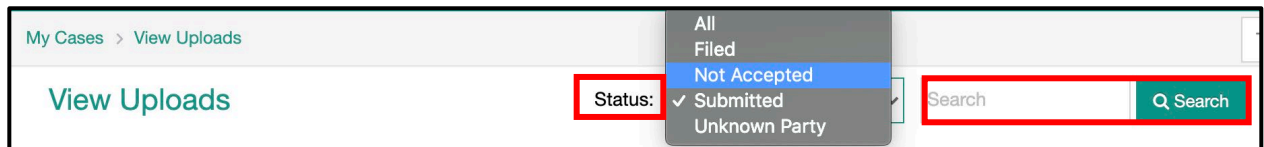
Click on "View Uploads" under "My Cases" in the left navigation menu.



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."



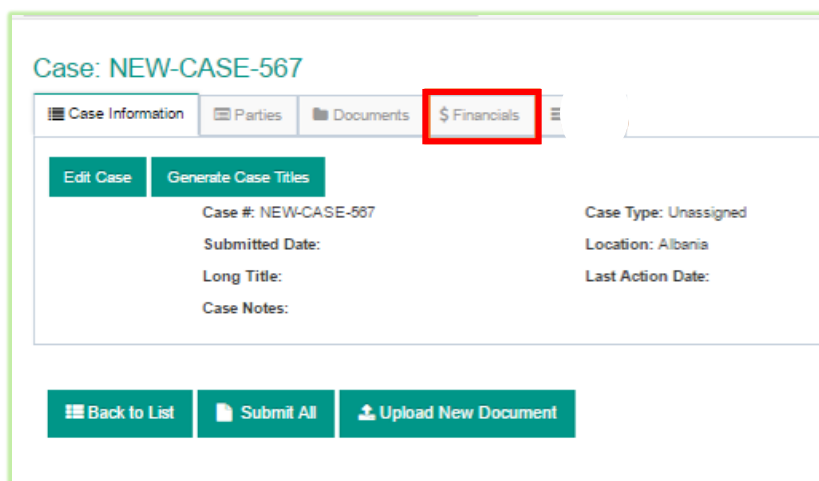
How do I find fees for an existing Case in the Folio E-Filing Portal?

Step 1:

Go to the Case Information tab of the case.

Step 2:

Click on the "Financials" tab



Case: NEW-CASE-567

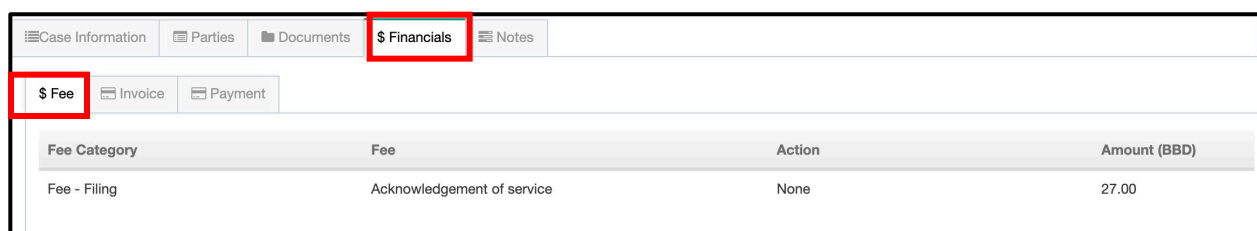
Case Information | Parties | Documents | **\$ Financials** | Notes

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.



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

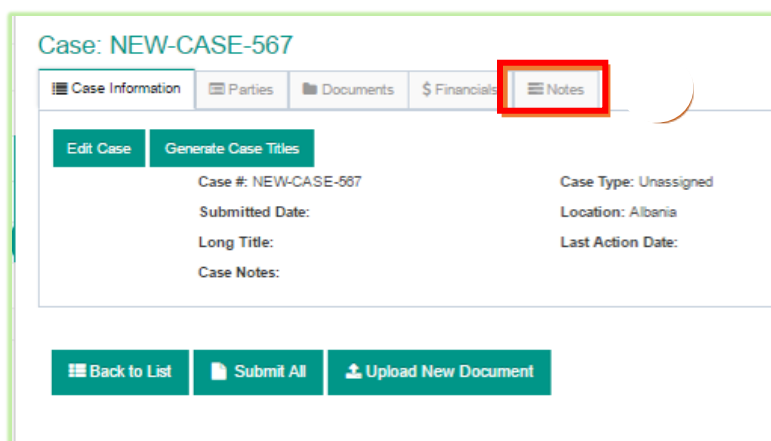
How do I add Notes for an existing Case in the Folio E-Filing Portal?

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

Notes Type	Subject	Body	Date	Action
Disposition	Disposition on Harry Lecan	Judge asked to resubmit the case files after corrections.	2020-06-26	

Step 4:

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

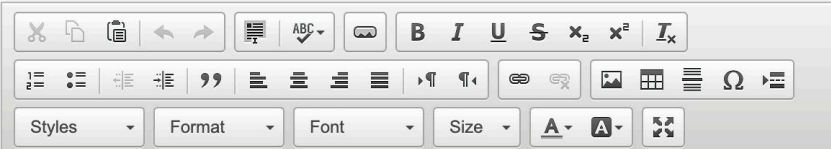
Add Note

Note Type *

Note Date *

Subject *

Body



Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, ABC, Link, Bold (B), Italic (I), Underline (U), Strikethrough (S), Subscript (x₂), Superscript (x²), and Text Color (I_x).

Additional icons for Bulleted List, Numbered List, Indent, Outdent, Quote, Unquote, Link, Unlink, Image, Table, Horizontal Line, and Insert Comment.

Dropdown menus for Styles, Format, Font, and Size. Font color (A) and background color (A) buttons, and a Refresh icon.

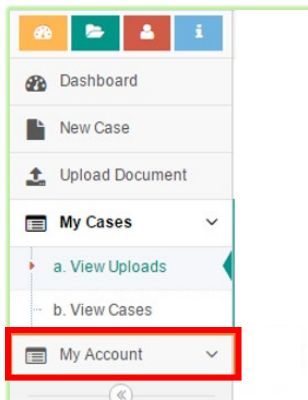
How do I view My Account in the Folio E-Filing Portal?

Step 1:

Log in to the Folio E-Filing portal.

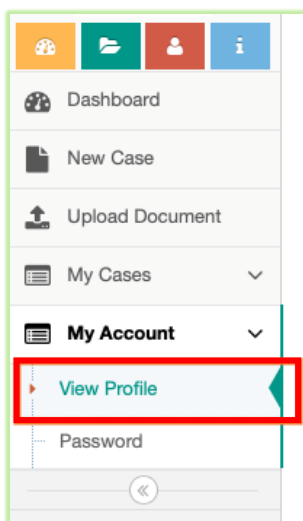
Step 2:

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



Step 3:

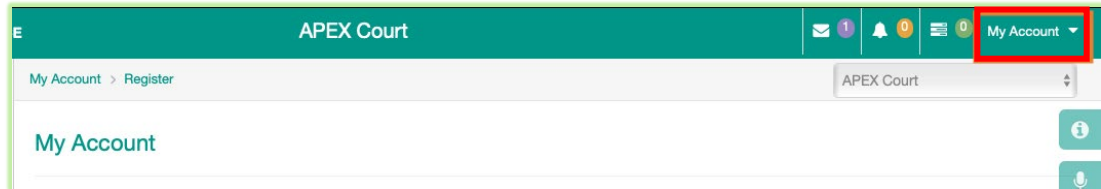
Click on "View Profile" under the "My Account" option.



From Top Menu bar

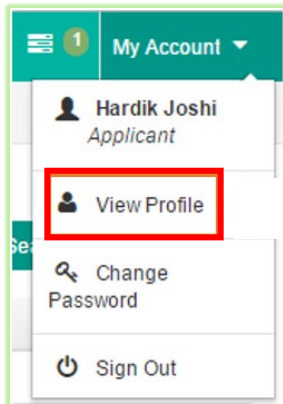
Step 1:

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.

My Account

User Information

New User Type Individual Institution

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

Organization *

Default Legal Entity *

Role *

Bar Id/Number

First Name *

Last Name *

Email Address *

Gender * Male Female

Birth Date

Mobile Phone *
(Format: 8002214678)

Home Phone

Business Phone

Fax

E-Mail Notification

SMS Notification

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 in the Folio E-Filing Portal?

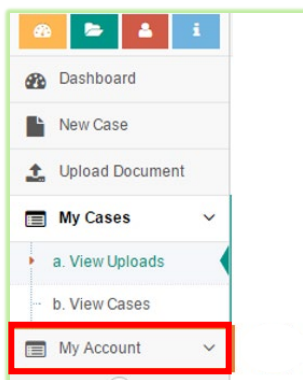
Step 1:

Log in to the Folio E-Filing portal.

From Left Navigation Menu

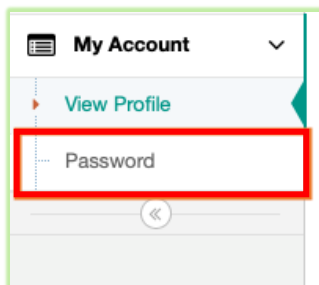
Step 2:

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



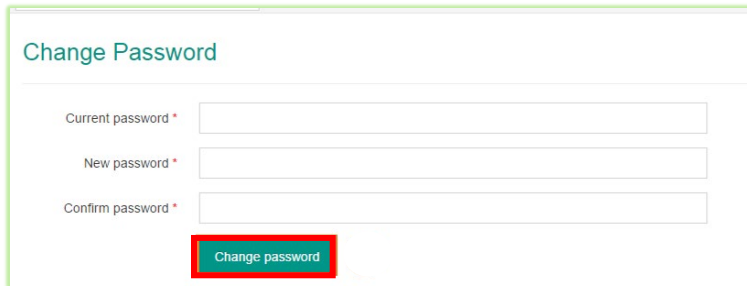
Step 3:

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.



Change Password

Current password *

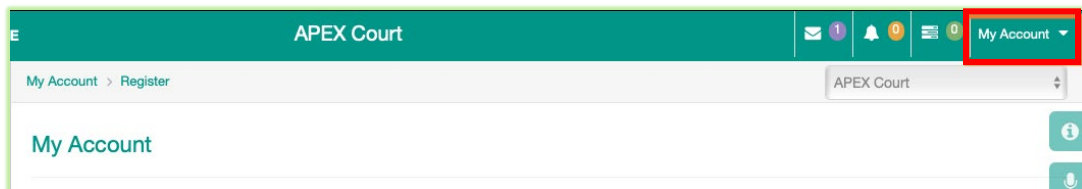
New password *

Confirm password *

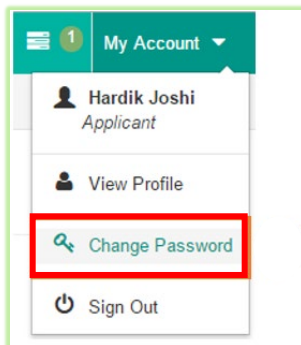
[Change password](#)

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”



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.

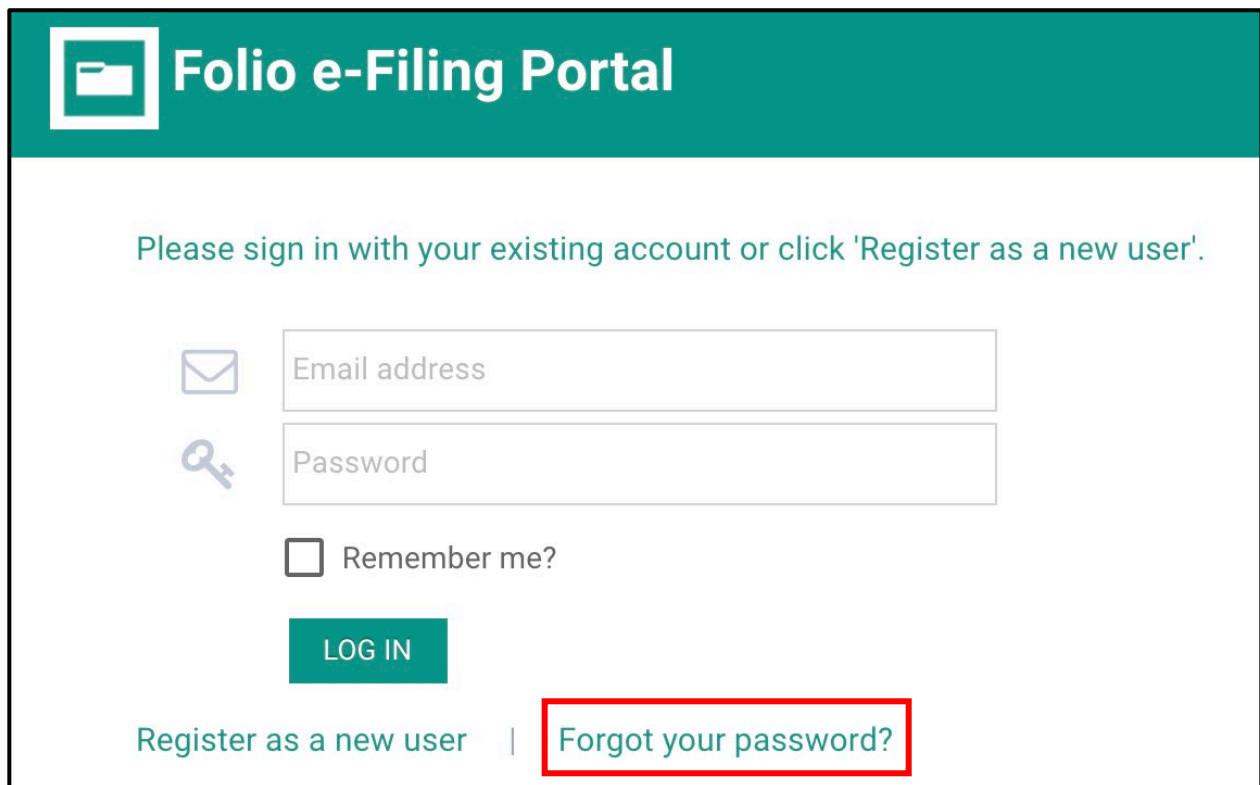
How do I reset my password in Folio, if I forget the existing one?

Step 1:

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

Step 2:

Click on “Forgot your password?”



Folio e-Filing Portal

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

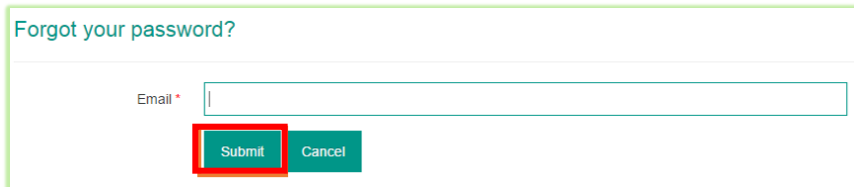
Remember me?

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.



Forgot your password?

Email *

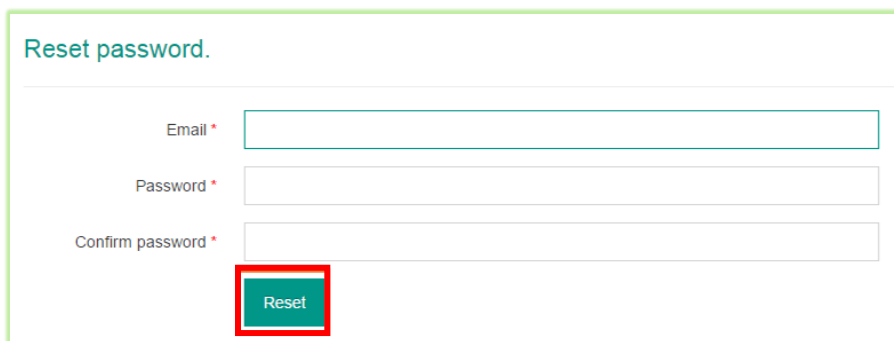
An email will be sent with the password reset link.

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.



Reset password.

Email *

Password *

Confirm password *