



REPUBLIC OF KENYA
THE JUDICIARY



**PRACTICE NOTE ON E-FILING OF COMMERCIAL CASES TO MITIGATE
COVID-19 IN THE COMMERCIAL JUSTICE SECTOR**

16th March 2020

In line with the Government's directive allowing employees to work from home and the subsequent directive by the Honourable Chief Justice limiting access to the Court premises; the Commercial Court encourages litigants to make use of the e-filing platform when initiating commercial cases both at the **High Court (Commercial & Tax Division)** and at the **Chief Magistrates' Commercial Court** by following these steps:

- Log into the system using the url; <https://efiling.court.go.ke>
 - Are you new to the system?
 - If yes, register for an account by clicking on the **sign-up button**
 - Enter your relevant details in the fields provided

Ensure you enter the correct contact details (E-mail & Telephone Contacts) as the Court will use these media for important communication and dissemination of Rulings and Orders.

- If already registered in the system, enter **user name and password**
- Once you log into the system, Click on **file new case**
- Correctly enter the details of the parties and then click next
- Ensure that each document is scanned separately and correctly labelled
- Choose the name of the document to be uploaded from the drop -down menu and attach the document from the storage location (flash disc/ harddrive)
- Upload the document into the e-filing system
 - NB the system will auto-assess the document and advice on the amount to be paid
- Pay the correct amount assessed using the **MPESA Paybill Number 553388** and the **Unique Account Number indicated on the Invoice (Starting with letter "E")**
- Once you receive a confirmation message from KCB, the system will autogenerate a case number
- Write the generated case number on your documents.
- Print the Electronic Receipt and keep it for future court visit to enable the cashier give you an official receipt and subsequent stamping of your documents.
- In case of any query, write to us an email through; commercialjusticereforms@gmail.com or call: Hon. Elizabeth Tanui: **0721398722**
or Mr. Victor Otieno: 0720702066

HON. LADY JUSTICE MARY KASANGO
PRESIDING JUDGE, COMMERCIAL & TAX DIVISION