



# E-FILING SYSTEM PROCEDURE

Log into the system using url > <https://efiling.court.go.ke>

*Are you new to the system?*

If yes, click on the sign-up button and choose an account you want to register (Law firm, Organization, individual)

**Step 1** - Enter your valid details

**Step 2** - Enter your contact details

**Step 3** - Enter log in Details (the desired password)

**Step 4** - Confirm your account details and submit  
(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.)

**Step 5** - Activate your account (An email notification will be sent directly to your email address for account activation. Valid for 24 hours)

**Step 6** - After successful activation, login and proceed with the filing.

## If you already registered

*File new case or File additional documents to an existing case*

**Step 1** - Enter user name and password.

**Step 2** - Once you log into the system, click on file new case.

**Step 3** - For existing cases which you intend to file additional documents, click request mapping to existing cases.

**Step 4** - Choose the correct court station.

**Step 5** - Correctly enter the details of the parties and then click next.

**Step 6** - Upload the document into the e-filing system

*NB:* the system will auto-assess the document and advice on the amount to be paid.

**Step 7** - Pay the correct amount assessed using the **MPESA Paybill Number 553388** and the Unique Account Number indicated on the Invoice.

**Step 8** - Once you receive a confirmation message from KCB, the system will auto generate a case number (Starting with letter "E")

**Step 9** - Write the generated case number on your documents.

**Step 10** - Print the Electronic Receipt and keep it for service of pleadings to other party and for future court visit to enable you follow up on the progress of the case.

YES...  
IT WORKS!

