



Court Services Online e-filing available June 4th, 2007

After a successful pilot, the e-filing component of the Court Services Online (CSO) project is complete and e-filing will be available to the general public at the seven pilot court locations as of June 4th, 2007.

Effective June 4th, 2007 any registered user can e-file to any of the following locations:

- Vancouver (Supreme only)
- Victoria
- Kelowna
- Vernon
- Chilliwack
- Abbotsford
- Prince Rupert

Additional sites will be added incrementally.

In order to e-file, you must have a registered account with CSO or BC Online, accept the User Agreement and have a registered card against the account. For information on how to register, click the **Register** link from the [CSO Home Page](#), under the Services menu.

The service fee to e-file a document is \$7.00 per package. A package can consist of 1 or many documents that all relate to the same court file number.

In order to e-file each account must first accept the User Agreement. If you already have a CSO account, the account manager must accept the new User Agreement on behalf of the account before users in the account can access e-filing. New accounts also must accept the User Agreement in order to access e-filing on the CSO website.

E-filing is available for most Supreme Court Civil and Provincial Small Claims documents. For restrictions on which documents can not be filed, refer to [Supreme Court Rule 69 \(5\)](#) and [Small Claims Rule 22](#)

Documents submitted by e-filing must be in PDF format and no bigger than 4MB. Reader enabled electronic forms are available free of charge online

through filing or you can access them from the following links; [Supreme Court Forms](#) and [Small Claims Forms](#).

E-filing is a simple process and can take less than 3 minutes to complete. If you would like to see the process of filing to an existing file and creating a new file, watch our two online demos found on the [CSO Home Page](#).

Once you e-file your document, you can retrieve your electronic filed copy of the document via your CSO account.

If you have questions or would like further information on e-filing, please contact our Toll Free Help Desk (within B.C) 1-800-663-6102