

UPPER TRIBUNAL, TAX AND CHANCERY CHAMBER PRACTICE NOTE ISSUED  
BY MR JUSTICE ZACAROLI CHAMBER PRESIDENT ON 14 MAY 2021

**ELECTRONIC FILING OF DOCUMENTS ONLINE – CE-FILE**

1. CE-File is the online system for filing documents electronically at the Upper Tribunal, Tax and Chancery Chamber (“the Tribunal”).
2. It is a database where Tribunal users can easily access all their cases, and a permitted method for sending and delivery of documents to the Tribunal for the purpose of Rule 13(1)(c) of the Tribunal Procedure (Upper Tribunal) Rules 2008 (“the Upper Tribunal Rules”).
3. For proceedings commenced after 17 May **2021** any party or their representative may use CE-File (provided they register to do so, as explained below) to provide documents to the Tribunal. They may also use it in other proceedings where the Tribunal has invited the party or representative to use CE-File.
4. Where a party or representative chooses to use CE-File to send documents to the Tribunal, they will be regarded, for the purposes of Rule 13(2) of the Upper Tribunal Rules as providing details of CE-File as a means of electronic transmission of documents to them by the Tribunal. That means the party or representative must also accept delivery of documents by CE-File from the Tribunal as required by Rule 13(2) of the Upper Tribunal Rules.
5. Where the Tribunal sends and delivers documents to registered users it will, in addition to uploading the documents to CE-File, continue to email them to the registered users.
6. CE-File has size limits. As regards electronic bundles for use in hearings, the Chamber’s guidance on electronic bundles documents<sup>1</sup> envisages that each bundle will be a single pdf document. Parties or representatives may use CE-File to lodge such bundles if the size limit allows but otherwise will need to use other means to file the bundle rather than splitting the bundle up.
7. Where a party or representative has registered to use CE-File, they may also request the Tribunal to send them a hard copy of all documents delivered by CE-File as provided by Rule 13(4) of the Upper Tribunal Rules. They must make such a request in writing as soon as reasonably practicable after receiving any document.
8. Parties or representatives who register for CE-File may decide at any time that they will no longer accept receipt of documents in this manner. They must first give 7 days notice in writing to the Tribunal. Once that notice period has

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<sup>1</sup> GUIDANCE ON THE CONDUCT OF PROCEEDINGS IN THE UPPER TRIBUNAL, TAX AND CHANCERY CHAMBER DURING THE COVID-19 PANDEMIC, Annex 1 – Electronic Bundles - guidance notes issued 16 October 2020

expired, CE-File shall no longer be used for sending and delivering documents to that party (see Rule 13(3)).

## Registering for and using CE-File

9. To use CE-File, you must first register as an E-Filer. This will allow you to file and receive documents electronically. To register or log in and file a document using CE-File, a party or representative should follow these 4 steps:

- (a) access the CE-File website address: <https://efile.cefile-app.com/login>;
- (b) register for an account or log on to an existing account by following the 'Register as an E-Filer' link at the bottom of the landing page.
- (c) enter details of a new case or use the details of an existing case;  
Select 'Upper Tribunal (Tax and Chancery Chamber)' from the 'Courts' menu and then select whether this is a filing for a 'New Case' or an 'Existing Case'.
- (d) upload the appropriate document;  
Explain what is being filed and upload the claim form or documents in Microsoft Word or PDF format.

Once your filing in a new case is accepted, a case number will be created and you will be notified of it in CE-File and via email. In CE-File this will appear in the top right corner of the screen.

## Further information and guidance:

General guidance and more information about the operation of CE-File, as it already applies in some Courts, can be found at: <https://www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals>

For more information on filing documents please refer to the relevant guidance:

<https://www.gov.uk/government/publications/how-to-use-the-hmcts-e-filing-service>

The current maximum capacity is 50MB. If a document (apart from electronic bundles for hearings – see above) is too large send it in sections and make a note in the comments box.

The guidance also addresses the following topics:

1. [Manage your account](#);;
2. [Filing](#);
3. [Public searches](#);
4. [Service availability](#);
5. [Security and data protection](#);
6. [Support and enquiries](#)

See also the videos:

- [Video: An introduction to CE-File](#)
- [Video: setting up a CE-File account](#)