

UPPER TRIBUNAL, LANDS CHAMBER PRACTICE NOTE ISSUED BY MR
JUSTICE FANCOURT, CHAMBER PRESIDENT, ON 25 JUNE 2021

ELECTRONIC FILING OF DOCUMENTS ONLINE – CE-FILE

1. CE-File is the online system for filing documents electronically at the Upper Tribunal, Lands 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) (Lands Chamber) Rules 2010 (“the Lands Chamber Rules”).
3. For proceedings commenced after **28 June 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 provided a CE-file reference in the format LC-2021-xxxxxx.
4. Professional representatives are encouraged to use CE-file to commence new cases or deliver documents to the Tribunal, and in due course, when sufficient experience of the new system has been acquired, its use may become compulsory for professional users.
5. CE-file is also available for use by parties who do not have a professional representative, but the Tribunal will also continue to accept documents from them by post, DX, fax, email or by hand.
6. 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 Lands Chamber 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 Lands Chamber Rules.
7. The Tribunal will use CE-File to send and deliver documents to all registered users.
8. Parties who register for CE-File may decide at any time that they will no longer accept receipt of documents in this manner by notifying the Tribunal and all other parties. Parties should be aware that it may take the Tribunal up to 7 days to process this notification.

9. CE-File has size limits. As regards electronic bundles for use in hearings, the Chamber's guidance on electronic hearing bundles¹ requires each bundle to 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.
10. 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 Lands Chamber Rules. They must make such a request in writing as soon as reasonably practicable after receiving any document.

Registering for and using CE-File

11. 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 5 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 (Lands 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 filling 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
 - (e) pay the appropriate fee for the application, reference or appeal, if applicable. Fees can be paid either by credit card or debit card or by using Payment by Account ('PBA')

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>

¹ GUIDANCE FOR USE OF ELECTRONIC HEARING BUNDLES: <https://www.judiciary.uk/wp-content/uploads/2020/11/04-Nov-20-SPT-Lands-Chamber-Guidance-for-Electronic-Hearing-Bundles-031120.pdf>

For more information on registering and filing documents, please refer to the relevant guidance on the following page:

<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](#)