



HMCTS Document Upload Centre – Tax Chamber Guide

Before you start

- a. To use the Document Upload Centre (DUC) on your application/appeal you will be sent an invitation by the Tribunal which will give you a link to connect you to the DUC.
- b. This is a single use link with an automatic expiry once connected.
- c. Do not use the link to connect to the DUC until you are ready to upload all of the documents you need to provide at this stage.
- d. Once you connect you will be sent a pin by email which has a very short expiry window so you must be ready to proceed before you connect to the DUC.
- e. Follow the case reference and document naming conventions detailed below.

1. Purpose

- 1.1. This guide is being issued to allow you to upload tribunal document bundles for use in a tribunal hearing, where e-mail restrictions do not allow you to send (in a single e-mail) tribunal hearing documents, for example where the bundle size exceeds 25 Megabytes.

2. How the solution works

- 2.1. The solution has been designed using a public and private area and is by invitation only.
- 2.2. The public area is where documents are uploaded and tribunal staff will require an e-mail address from you that will be used for login purposes.
- 2.3. You will be able to upload single or multiple documents as well as a folder. There is no limit on volume or size and the speed of transfer will be dependent on your internet connection upload speeds.
- 2.4. As soon as the documents are uploaded they are moved to a private area for tribunal staff and the judiciary to access only. Once successfully uploaded you will not be able to delete, edit or alter them in anyway. They are automatically deleted from the public area, so you will not have access to them.
- 2.5. This centre is for delivering hearing bundles to the tribunal, you will need to make separate arrangements to serve the bundle on the other parties to the appeal/application.

3. General Important Information – Please ensure you read

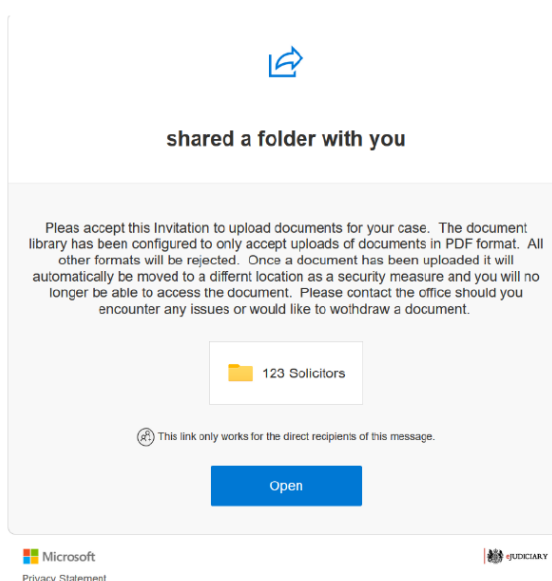
- 3.1. An invitation must have been received from tribunal staff to one of your e-mail accounts in order for you to use this service. You will need access to the mailbox in order to receive the pin number for access purposes, which will be sent separately.
- 3.2. The solution is being made available for electronically submitting tribunal hearing bundles only. Other documents will not be processed. You must make your own separate arrangements to serve the bundle on the other party to the proceedings.
- 3.3. The document being uploaded must be in PDF format only. Any other format will not be accepted by the system. The bundle should comply with the [General Guidance on PDF Bundles](#) issued by the President of the Tax Chamber of the First-tier Tribunal on 23 June 2020.
- 3.4. **Case reference convention** - On uploading a document you will be required to enter a case reference. This must be entered in the required field when uploading the document. This

will be the tribunal appeal reference number plus the taxpayer's name, for example "TC/20yy/xxxxx – Taxpayer". The tribunal admin will use this reference to identify documents and share documents with the judge.

- 3.5. If the hearing is for more than one appeal, use the first case reference and name as shown on the invitation email sent by the Tribunal and show others: "TC/20yy/xxxxx – Taxpayer and ors".
- 3.6. You will be able to upload multiple documents and each should be named clearly using the same name for the Tribunal and the other side so as to avoid confusion during the hearing.
- 3.7. **Document naming convention** – Documents should be named as "xxxxx descriptor" where xxxxx represents the final 5 digits of the tribunal reference number e.g. 00123 Hearing Bundle. Where the document is not joint, i.e. witness statements and skeleton arguments, the party should be indicated e.g. 00123 app witness statement – John Smith.
- 3.8. The only use for this service is for the purpose of submitting tribunal hearing documents in relation to your case(s).
- 3.9. Once documents have been uploaded, you will receive an automatically generated email confirmation. Nevertheless, you must ensure you let the tribunal staff know it has been completed by emailing the tribunal at taxappeals@justice.gov.uk, quoting the case reference and name.
- 3.10. If you experience any technical issues with uploading, please let the tribunal staff know.

4. Uploading PDF document(s)

- 4.1. An invitation to upload documents will be sent to you from a member of tribunal staff. This is an example of what to expect: Alternatively, a hyperlink to the shared folder may be sent in the body of an email from a member of tribunal staff using the taxappeals@justice.gov.uk address.



- 4.2. Click on the button with the folder name, or "Open" button or hyperlink to access the document.

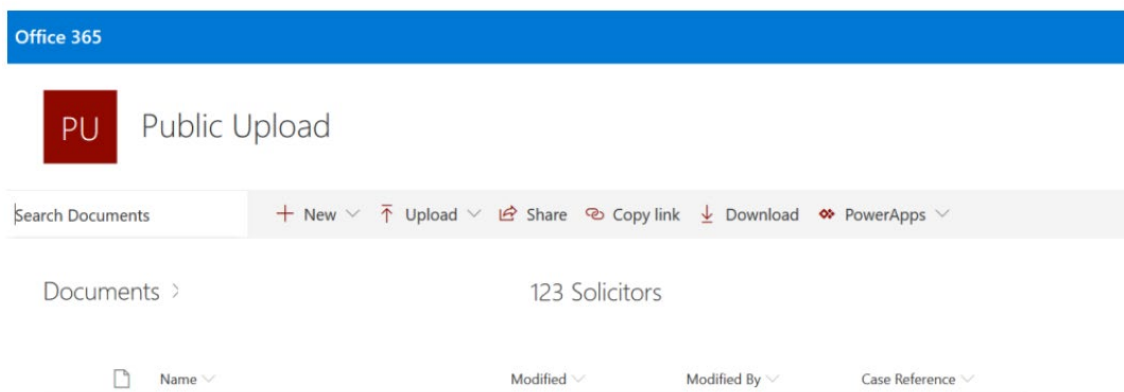


- 4.3. You will now be directed to a SharePoint page where you will be asked to enter the email address the invitation was sent to. It is important to note if the emails do not match, the access will not be granted.

The first screenshot, titled "Verify Your Identity", shows a user interface where the user has received a secure link to "123 Solicitors". The user is prompted to enter the email address that the item was shared to. There is an "Enter email" input field and a "Next" button. A small disclaimer at the bottom states: "By clicking Next you allow eJudiciary to use your email address in accordance with their privacy statement. eJudiciary has not provided links to their terms for you to review."

The second screenshot, titled "Enter Verification Code", shows the user being prompted to enter a verification code. The user has received a secure link to "123 Solicitors" and is asked to enter the code emailed to "Invited.Sols@Gmail.com". There is an "Enter code" input field and a "Verify" button. A checkbox option "Keep me signed in" is also present.

- 4.4. If the email addresses match, you will be redirected to a page requesting a verification code as pictured above.
- 4.5. You must retrieve the verification code which will have been sent to you in a email separate to the invitation email. Retrieve the code and enter it into the field to progress to the upload folder. Check your inbox or spam folder for the verification code, the sender of the email should be no-reply@sharepointonline.com.
- 4.6. Once verification has been accepted you will be directed to the Upload folder:



- 4.7. Once in the upload area select Upload followed by Files.
- 4.8. You can now select the PDF document you wish to upload.
- 4.9. Once the document has been uploaded you will notice that the "Case Reference" field is marked with "Required info". It is important to note that if this field is not entered, the document will not be transferred to the secured area. Therefore, tribunal nor Judiciary will gain access to the document:



Documents >

> 123 Solicitors

Name ▾	Modified ▾	Modified By ▾	Case Reference ▾
Download Instructions - Goo...	A few seconds ago	invited.sols@gmail.com	Required info

- 4.10. To enter the case reference number, click on “Required info” and a new pane will appear on the right of the page.
- 4.11. To enter the same case reference number for multiple files, once all files are uploaded select all the files which will share the number, click ‘Required info’ then move to the next point to enter the reference number.
- 4.12. You will see the Case Reference section and click on the ‘Enter value here to enter the case reference number. You must use the prescribed format for the Case Reference, as above, to ensure that the judge can identify the correct documents for the hearing.
- 4.13. Click on a different part of the page for the case reference number to be accepted at which point the document will move to the secure area and you will no longer be able to see the document nor change it.
- 4.14. Once the Case Reference has been accepted refresh the page to check if the document has been moved. Depending on the size of the document(s) and your upload speed this could take several minutes.
- 4.15. Once the upload has been completed, you will receive an automatic email confirmation - please ensure you e-mail the tribunal to let them know it has been successfully completed.

Properties

[Edit all](#)

This file is missing required information

Name *

Download Instructions - Google Chrome.pdf

Title

Enter value here

Case Reference *

Enter value here

5. Case reference alerts

- 5.1. If you do not enter a case reference for your file(s) you will receive notification from the system.
- 5.2. If you have not entered a case reference 1 hour after uploading a document, you will receive an email to remind you to enter the case reference.
- 5.3. If after 7 days the case reference is still missing, the system will delete the document and it will not be available to the tribunal or judiciary.