

File your Petty Civil Claim in 4 stages

Stage 1: Getting Started

- Access the Judiciary's eFiling portal by visiting: <https://eservices.ttlawcourts.org/filing>.
- Create an account.
*Registered users can continue to login.
- Select "Electronic Filing"
- Then select "Petty Civil"

Stage 2: Prepare Your Documents

- Access "Forms" in the "Resources" section.
- Complete selected form and select the Court location.
- Confirm your email address.
- Select the "+" sign next to "Filings"

Stage 3: Upload, Review & Submit

- Upload the document by choosing the document type from the options provided and selecting the documents from your device.
- Next, select "Click here to file the documents above" to submit the documents to the court office.
- A confirmation page will be shown. (Details of the transaction are also sent to the email address provided.)

Stage 4: Next Steps

- The Court Office will process your documents.
- Notifications will be sent via email indicating the status of the filing.
- View the status of your filing via the "Filing History" link.