



The Caribbean Agency for Justice Solutions

CURIA COURT MANAGEMENT SUITE

Folio E-Filing Portal - Registration User Guide

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WELCOME TO FOLIO E-FILING REGISTRATION FOR THE BELIZE COURTS

Web Browser Requirements

The Folio E-Filing Portal will operate with reasonable efficiency and response times on web browsers with the following specifications:

- Google Chrome (last two versions)
- Microsoft Edge (last two versions)
- Mozilla Firefox (last two versions)
- Apple Safari (last two versions)
- Opera (last two versions)

Please note that other browsers may be compatible but are not officially supported.

Minimum Bandwidth Requirements

The Folio E-Filing Portal will operate with reasonable efficiency and response times on the following minimum bandwidth requirements:

- Downstream at 10 MB per second
- Upstream speed at 5 MB per second

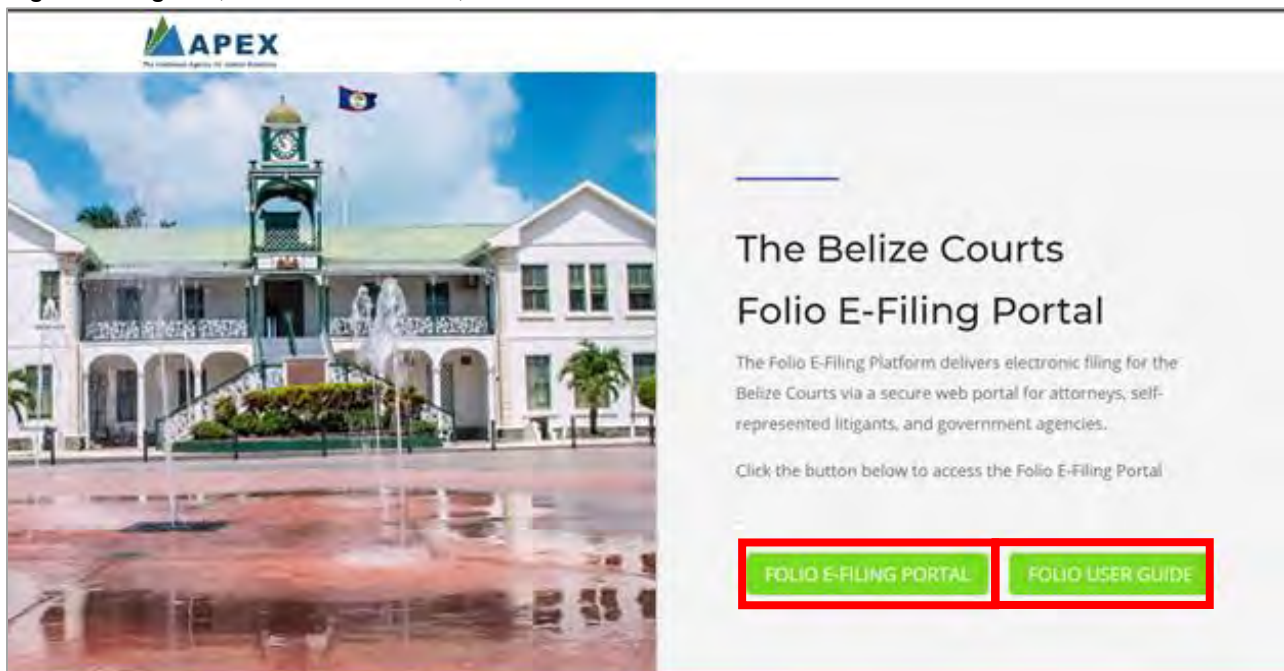
Step 1:

Click on the link below OR open a web browser, cut and paste the link in it, and press “Enter”:

<https://efiling.courts.bz/>

Step 2:

To access the Folio E-Filing Portal, click on the button, ‘[Folio E-Filing Portal.](#)’ To follow a step-by-step registration guide, click on the button, ‘[Folio User Guide.](#)’



APEX
The Associated Agencies of Belize Enterprises

The Belize Courts Folio E-Filing Portal

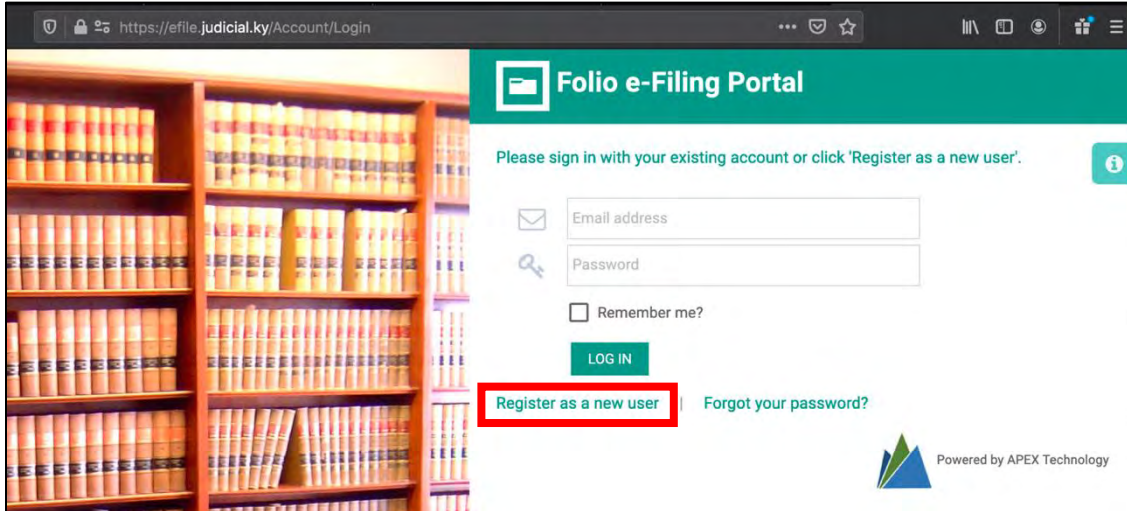
The Folio E-Filing Platform delivers electronic filing for the Belize Courts via a secure web portal for attorneys, self-represented litigants, and government agencies.

Click the button below to access the Folio E-Filing Portal

[FOLIO E-FILING PORTAL](#) [FOLIO USER GUIDE](#)

Step 3:

When you arrive at the Folio e-Filing Portal page, click on **'Register as a new user.'**

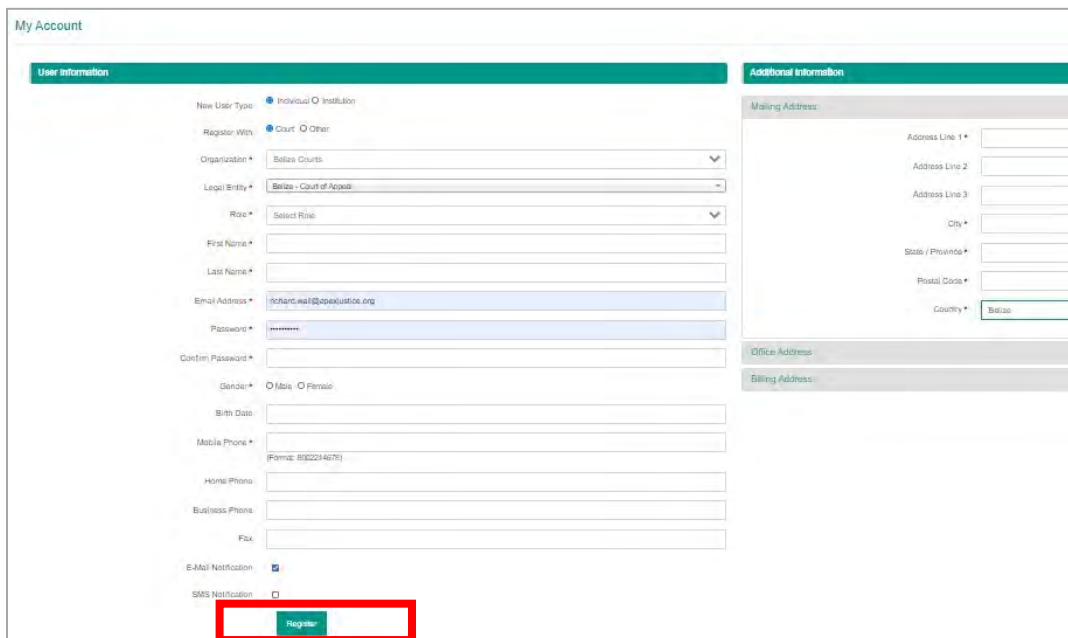


Step 4:

When you arrive at the registration page, complete the User Information form and click **'Register.'**

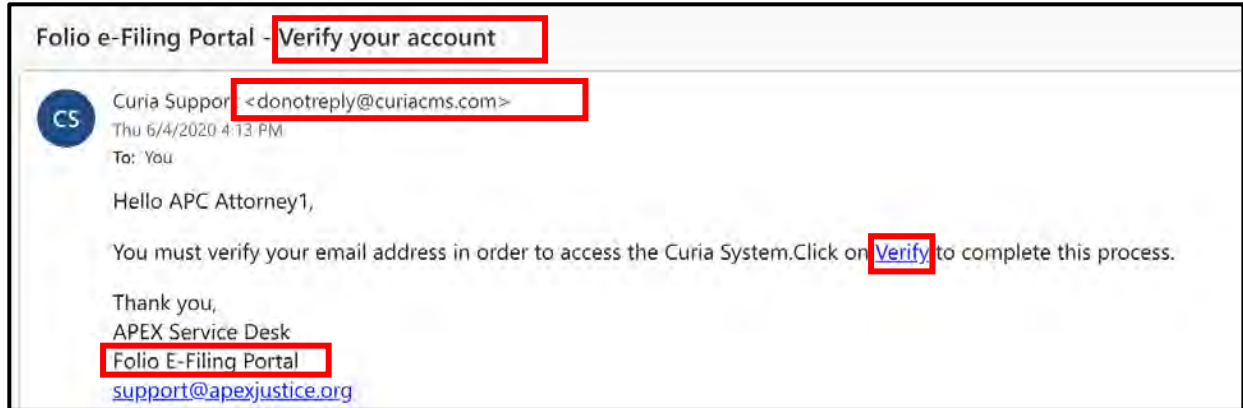
Key things to note:

- Ensure that **Belize Court** is selected.
- The password must contain at least one of the following special characters: @#\$\$%^&+=
- After selecting **'Register'**, check the **Terms and Agreement** box that will appear.
- On submission of the registration form, the system will send a verification link via email to the email address you entered on the User Information form.

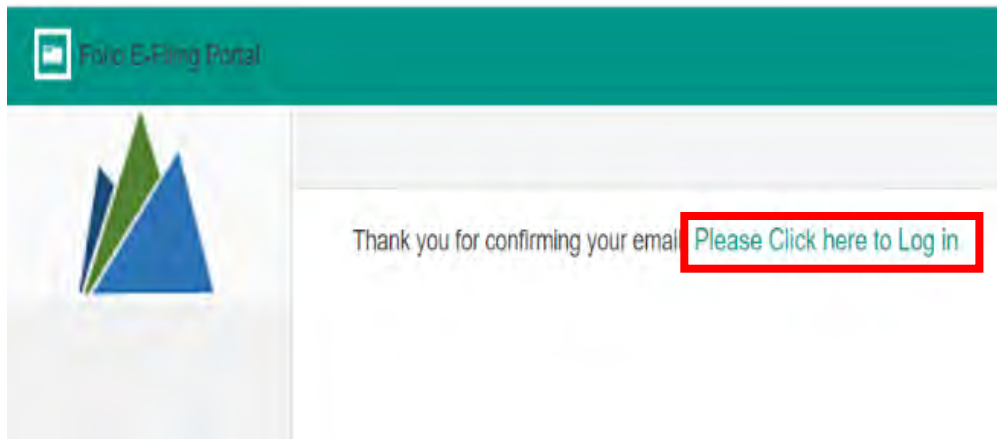


Step 5:

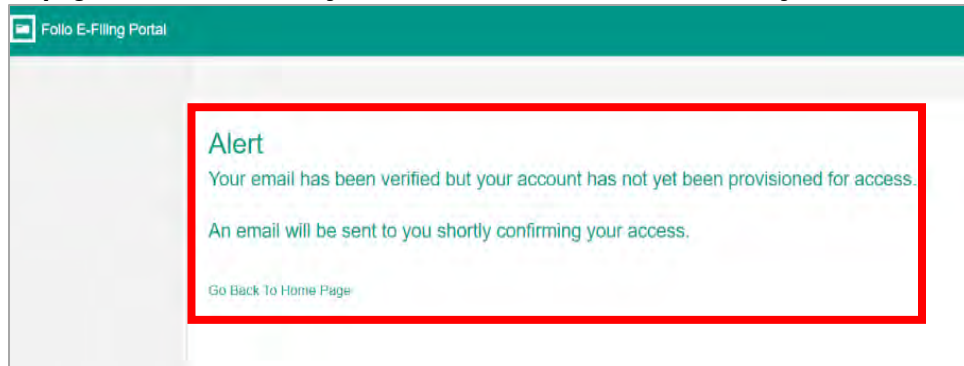
In the email that you receive, click on “[Verify](#)” to complete the email address verification process.

**STEP 6:**

You will be taken to a page where you are asked to Login. Click on the words, ‘[Please Click here to Log in.](#)’

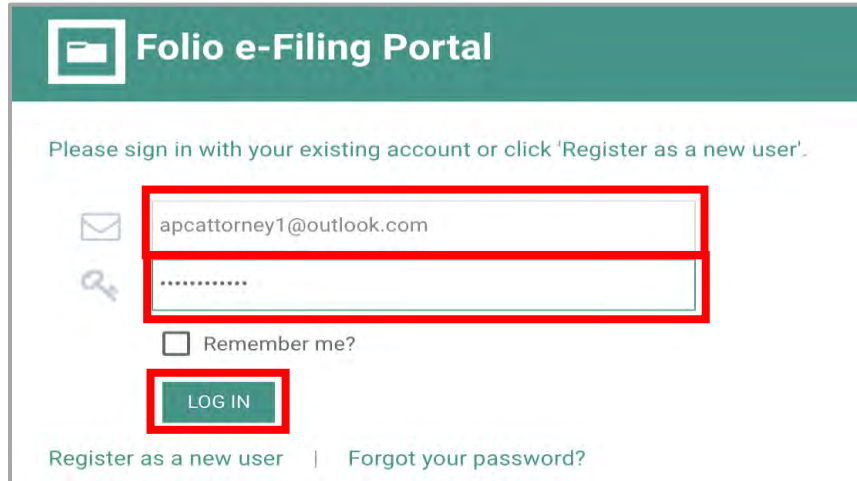
**STEP 7:**

You will see a page that confirms that your email has been verified and that you are awaiting approval.



STEP 8:

Check your email once more for a confirmation email stating that your account has been approved and provisioned. Once you have received this email, you will be able to log into Folio.



Folio e-Filing Portal

Please sign in with your existing account or click 'Register as a new user'.

Remember me?

LOG IN

[Register as a new user](#) | [Forgot your password?](#)