



Dear Family Public Law Service user

Case file view and Manage Documents

On 14 December 2023 we will be launching the case file view on the Family Public Law Service.

Case file view replicates the layout of court bundles and previous electronic filing structures to make the service more intuitive. To ensure documents are clearly identifiable we have worked with the judiciary to agree a simple naming convention that must be followed:

Document Type _ Name of related person _ Role of related person
E.g. Witness statement _ Jane Smith _ Respondent 2

We're making these changes following your feedback asking us to make uploading, locating and viewing documents quicker and easier. The case file view will save you time looking for documents in multiple places and will resolve the issue of being unable to upload a document when there is no hearing date.

Other advantages of case file view include:

- a clear file/folder structure, making it easier to find documents
- the ability to preview documents on MyHMCTS quickly without having to open them in a new tab
- the ability to search by document name
- a new, streamlined document upload process based on feedback from local authorities and solicitors
- the ability to remove uploaded documents which have been uploaded post release

Alongside Case File View we have redesigned the 'Manage Document' event tab that is used to upload documents that update the following tabs:-

- Documents
- Hearing Documents
- Correspondence

As we are releasing Case File View and 'Manage Documents' together once this redesigned event is released when documents are uploaded using this feature it will only update the appropriate Case File View folder and not the existing tabs. Therefore when we release the above tabs will no longer be visible and will be found in the Case File View.

Guidance

Guidance on uploading documents when [applying](#) and [responding](#) to public law applications is available on GOV.UK

Yours faithfully,

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