

User Guide for SMS Alert Service

(Release 1.0 – 17 September 2002)

1. Introduction to SMS Alert service

This service allows you to get instantly alerted with an SMS message (to a designated telephone¹), as soon as the Court replies to your EFS filings or when another law firm has served on your firm through EFS.

The Court Reply alert will display the status (Accepted/Rejected) of your submission, as well as relevant details (such as URN, Case No, and Document Name). The SOD alert will display the sender law firm name, date and time of service, and Case No.

2. How to configure the telephone number for SMS-alerts

- (a) First, your law firm's EFS system administrator has to configure the SMS telephone number using the **Sys Admin module** of EFS Front-End application.
- (b) Login as the Sys Admin at www.efs.com.sg and invoke **Law Firm Information** function. If you have subscribed to the SMS-alert service, SMS telephone number field will be displayed along with other details of your firm. (See Fig below)

The screenshot shows a web browser window titled "Break through with CrimsonLogic - It makes better sense - Microsoft Internet Explorer". The browser address bar shows "www.efs.com.sg". The page content includes a navigation menu with links like "Home", "My Account", "Product Info", "Help Desk", "User Guide", "Feedback", "About Us", "FAQ", and "Logout". Below the navigation is a "Launch->" dropdown menu. The main content area is titled "LAW FIRM INFORMATION" and contains the following fields:

Law Firm Web Account ID	efs9009
Law Firm Code	FPTAAA
Law Firm Site No.	1
Law Firm Domain No.	1
Law Firm Name *	Ten and Partners
Law Firm Address *	31 Science park road
	The Crimson
	Singapore
	117611
Law Firm Tel No. *	68877888
	Country Area Fax No. *
Law Firm Fax No.	065 1 68877888
Law Firm SMS Handphone No.	90009000

At the bottom of the form are two buttons: "Save LawFirm Info" and "Cancel". The footer of the page reads ">> Electronic Filing System".

- (c) Enter a designated telephone number belonging to your firm, where you wish the SMS alerts to be sent to. This is the default number to be used for SMS alerts, when the court replies to your filings or other firms serve on your firm. (This field is not displayed for non-subscribers, who will not be able to configure it.)

¹ It must be a valid working number of GSM mobile phone, or any other compatible phone where local SMS messages can be received. Users must be able to receive SMS messages from any of the providers (SingTel, MobileOne, StarHub). Other terms and conditions also apply (see <http://info.efs.com.sg> for more details).

3. How to request SMS-alert for a submission filed to court

- (a) Both subscribers **and** non-subscribers may request for SMS alerts to be sent, when the Court replies to a particular submission². To request for the alert, FE user needs to provide the telephone number, as an additional submission detail.
- (b) [For subscribers] SMS telephone number configured by Law Firm FE Sys Admin will be displayed in each of the submission your firm is filing. You can overwrite this default number with another valid SMS telephone number, if you wish the alerts be sent to a different phone. You can clear this field and leave it blank, if you wish not to get any alert for this particular submission. (See Fig below)
- (c) [For non-subscribers] The SMS phone number field will be blank initially. You may request for SMS alert for this submission by entering a valid SMS telephone number³.

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Powered by **EFSS** CrimsonLogic

Launch-> Click on the application

SUBMISSION INFORMATION

Submission Information

- Header
- Work Group
- Party
- Document
- Estimated Fees

HEADER DETAILS

Unique Ref.No. :
Creator Login ID. : shankar
Submission Type : Other Court Document Filing
Court Type : High Court
Counter ID. :
Law Firm Remarks (Submission) :
Get Status via SMS **Now** : 90009000 Provide a valid H/P No. to receive Reply Status of this Submission via SMS.
[More Details](#)

Case No. [\[Check Case Suffix\]](#) : / / / Case No. List
Originating Case No. : / / /
Document No. : / / / Document No. List
Reference Doc No. : / / / Document No. List
 Not Applicable
File Ref.No. : File Ref. No. List

(Retrieve Party Details for the Case No.)
 (Assign/View Access Rights for this submission)

Done Trusted sites

4. How to request SMS-alert for a service of documents

- (a) [For subscribers] You need not do anything, provided your firm's SMS telephone no. has been configured (see Section 2). SMS-alerts will be sent automatically to this number, whenever other law firms serve on your firm.
- (b) [For non-subscribers] This is not applicable. SMS-alerts will not be sent to non-subscribers, when there is a service of document on them.

² Subscribers will enjoy a lower transaction fee, for each SMS-alert requested. Subscription and transaction fees for SMS-alert service can be found at (http://info.efs.com.sg/file/sms_register.htm)

³ Non-subscribers will incur a higher transaction fee, for each SMS-alert requested.