

eNCC Rules (Annex IV, NCC Rules of Procedure)

UPDATE – 9 JULY 2021 (July 2021 eNCC release)

eNCC Rules, Article 4, 3.2 [updated]

3.2 All messages and documents must be sent by a lawyer to NCC electronically in eNCC. Documents must be in PDF format. Documents must comply with any technical requirements as published on [www.ncc.gov.nl](http://www.ncc.gov.nl) and the naming conventions below.

#### NAMING CONVENTIONS

- (a) Documents uploaded as exhibits (the “Upload” button in the Exhibits section) must comply with this naming convention:  
ABCD-1234[space][free text up to 50 characters]  
(four letters indicating the submitting party's name, dash, four numbers indicating the exhibit number, space, free text up to 50 characters).  
To fill the free text space, name your PDF file before uploading. eNCC will automatically use your PDF file name to fill the free text space.
  
- (b) Documents uploaded as case file documents from another court (the button “Upload case file from other court”) must comply with this naming convention:  
YYYYMMDD[space][free text up to 50 characters]  
(four letters indicating the year, two numbers indicating the month, two numbers indicating the day, space, free text up to 50 characters).  
The “other court” may, for example, be a lower court or referring court.  
To fill the free text space, name your PDF file before uploading. eNCC will automatically use your PDF file name to fill the free text space.  
To make this upload easier, please see the note below on downloading files from eNCC.

#### NOTE ON DOWNLOADING FILES FROM eNCC

You can download files from the Case File tab, the Exhibits tab, the Referring Court tab or the Lower Court tab. To do this, please use the “Download files” button in the lower part of the screen.

Any files you download from the Case File tab using the “Download files” button will automatically generate a new name using this convention: YYYYMMDD [text from the Subject column in eNCC]. (The date is the date the document was received by eNCC. Characters not allowed in file names are removed.) You can upload these files to the Lower Court or Referring Court tab. This is an easy way to submit the District Court case file to the Lower Court tab in an NCC Court of Appeal case.

Any files you download from the Exhibits tab, the Referring Court tab or the Lower Court tab using the “Download files” button will automatically generate a name identical to the file name (File name column) in eNCC. This name will not include any notes in the Notes column in eNCC. After downloading, you can upload to the equivalent tab (exhibits to the Exhibits tab, etc.) in a separate case in eNCC, such as an appeal case.

If you no longer have eNCC portal access (portal access is withdrawn six months after the case is closed), please contact the Registry.

If you encounter any issues with these topics, please contact the Registry. We continue to improve eNCC features as cases are dealt with and experience suggests new solutions.