



SUPREME COURT OF NEWFOUNDLAND AND LABRADOR

NOTICE TO THE PROFESSION AND GENERAL PUBLIC

FAMILY DIVISION IN ST. JOHN'S TO BEGIN USING MANAGED FILE TRANSFER SERVICE TO SEND OUT COURT DOCUMENTS

On January 11, 2021, the Family Division of the Supreme Court in St. John's will begin using the Government of Newfoundland and Labrador's Managed File Transfer ("MFT") service to send sensitive digital court documents to litigants, counsel and other external entities.

Why use MFT?

The use of the MFT service will improve the security of the digital information and enable the transfer of much larger documents.

How does MFT work?

Instead of sending a court document as an email attachment, a court staff member will upload the document to a secure encrypted server. Then, recipients will receive an email notification that the document is ready to be downloaded. A sample notification is provided below:

You have received 1 secure file from [REDACTED]@supreme.court.nl.ca.
Use the secure link below to download.

This is a test document and email.

Supreme Court of NL - Family Division

This email (including any attachments) may contain information that is confidential, privileged, or otherwise protected from disclosure of law. If you have received this message in error, please notify the sender immediately by email and confirm that the original message and any attachments and copies have been destroyed or deleted.

Please consider the environment before printing this e-mail.

Secure File Downloads:
Available until: 01 October 2020

Click link to download:
[202001K0000-TEST - September 24, 2020.docx](#)
11.14 KB, Fingerprint: 7effedc19fe273bcc92c47b955e867bc ([What is this?](#))

You have received attachment link(s) within this email sent via Accellion Secure File Transfer. To retrieve the attachment(s), please click on the link(s).

This is an automated email from Secure File Transfer. Please do not reply to this email.

Internal Government users ONLY, requiring assistance, please contact the Service Desk at 729-HELP or servicedesk@gov.nl.ca. External non-Government users requiring assistance should contact their internal IT Support Team or notify your Government Departmental contact.

Once recipients receive the notification, they will have to log into MFT and then ***download the information securely within 7 days***. Information about how to log into MFT and download the document is provided in the appendix to this Notice. ***Please note that you must save or print the document once you have downloaded it. It will not be accessible once the 7 days have expired.***

Questions about MFT?

Questions about the MFT system or downloading documents should be sent to familyinquiries@supreme.court.nl.ca.

**SHELLEY ORGAN
Chief Executive Officer**

APPENDIX

Secure File Transfer: A User Guide for Recipients

When secure documents are requested from Supreme Court, they will be emailed to the recipient through a secure email portal. To access the documents through the portal, you will need to log in and download the document via a provided link. Below are instructions on how to do so.

You will receive an email from a court staff person, advising receipt of a secure file and providing a download link. The body of the email will look like this:

You have received 1 secure file from [REDACTED]@supreme.court.nl.ca.
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Supreme Court of NL - Family Division

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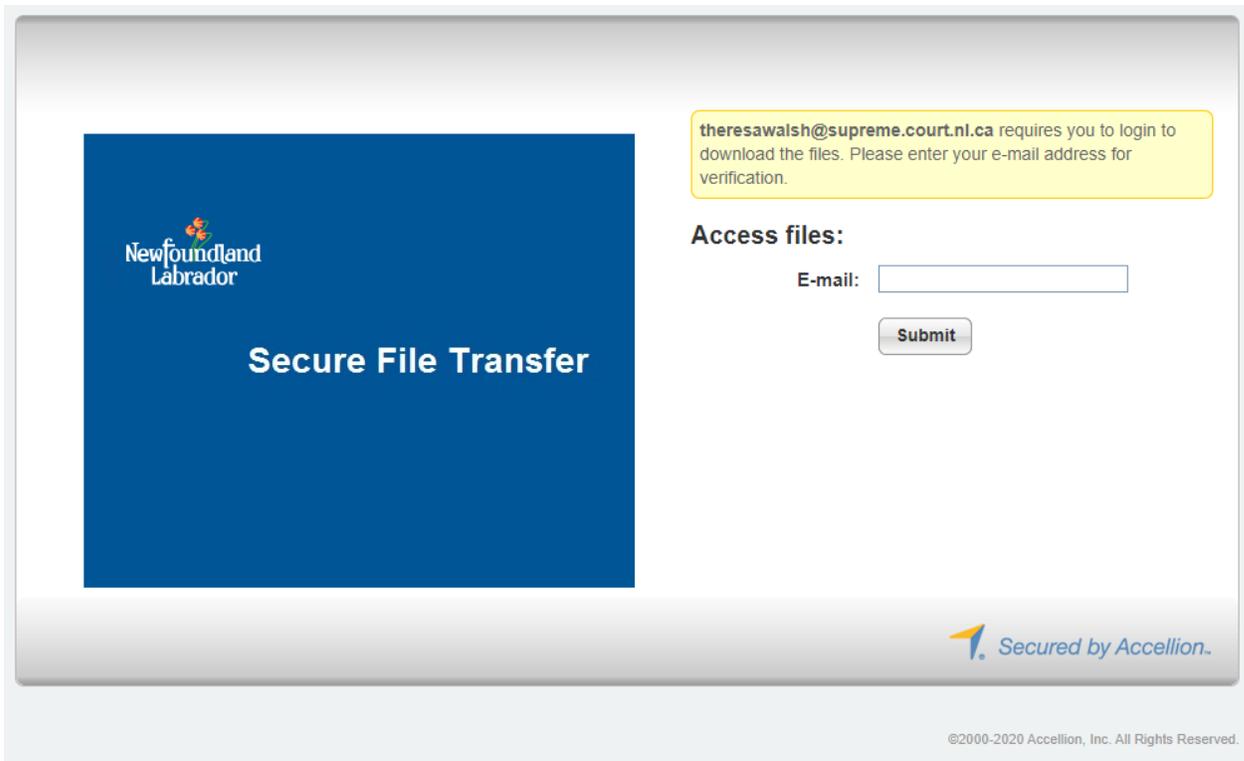
To download and access your attachment(s), click on the document link provided.

Secure File Downloads:
Available until: 01 October 2020

Click link to download:

[202001K0000- TEST - September 24, 2020.docx](#)
11.14 KB, Fingerprint: 7effedc19fe273bcc92c47b955e867bc ([What is this?](#))

The Secure File Transfer webpage will open and prompt you to enter your email address for verification.

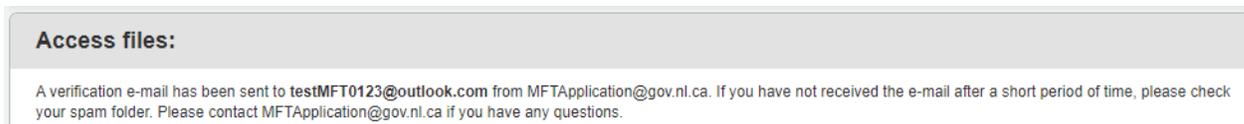


Enter your email address in the field provided and press **Submit**.

Access files:

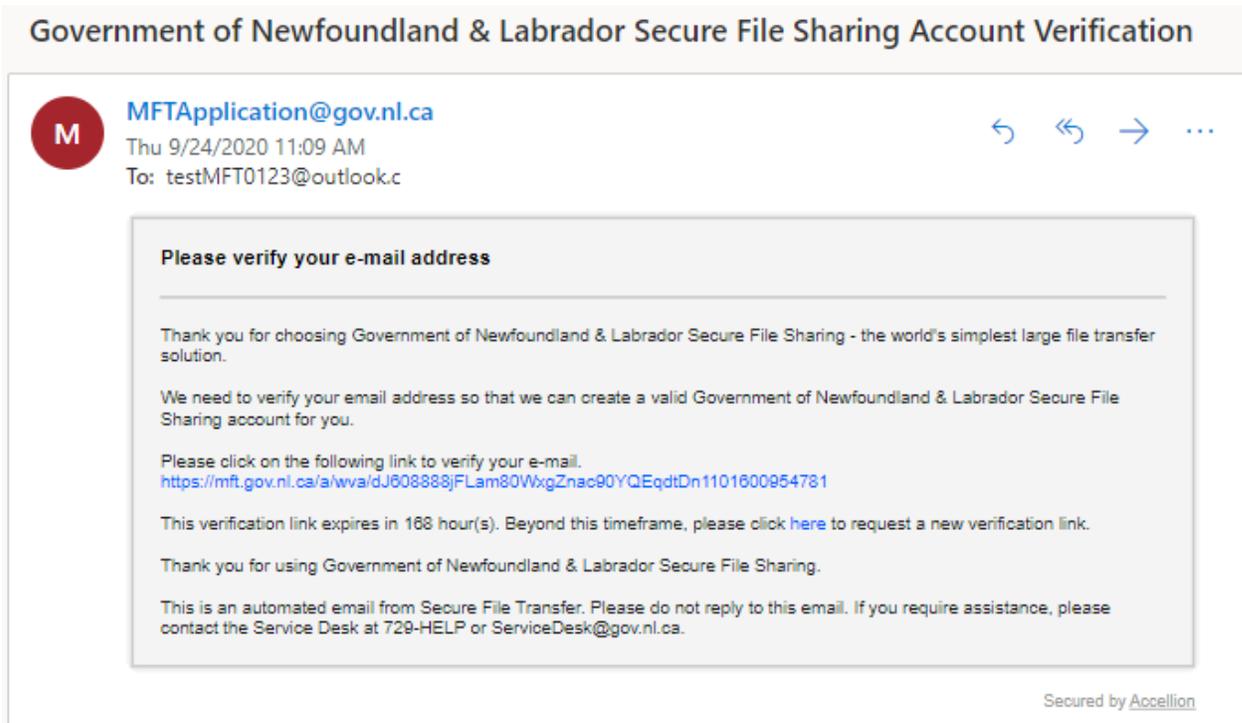
E-mail:

A message will appear, advising you that a verification email has been sent to the provided email address.

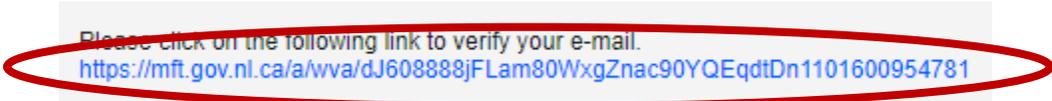


The verification email will be from MFTApplication@gov.nl.ca. If it does not appear in your inbox, please check your junk folder.

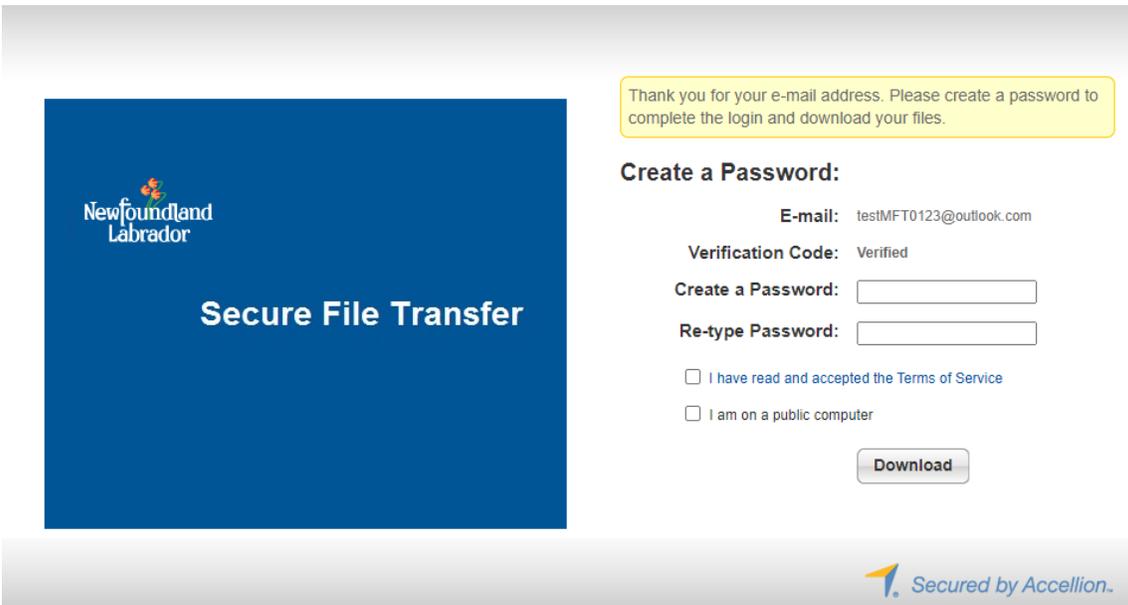
The email will look like this:



Click on the link provided within to complete the verification process.



The Secure File Transfer window will open again, this time prompting you to create a password.



Your password must be at least 6 characters long, with 1 special character, 1 number, and 1 uppercase letter.

Your password will remain active for multiple logins, but if unused for an extended period, you will be prompted to create a new one.

Once you have created your password and entered it in both fields provided, select “**I have read and accepted the Terms of Service.**” Press **Download**.

Create a Password:

E-mail: testMFT0123@outlook.com

Verification Code: Verified

Create a Password:

Re-type Password:

I have read and accepted the [Terms of Service](#)

I am on a public computer

[Download](#)

A new webpage will open, with a link to download your file.

Newfoundland
Labrador
testMFT0123@outlook.com | [Not you?](#)

Download Files

Click on the filename to download:

File Name	Size
↓ 202001K0000- TEST - September 24, 2020.docx	11.14 KB

From:
theresawalsh@supreme.court.nl.ca

Subject:
test

Available until:
October 01, 2020

Click on the link.

Your document will download and appear at the bottom of your screen OR in the download folder on your PC. Click on the file title to open it.

The link to download the file through Secure File Transfer will remain available for one week (7 days) from the day it is emailed to you. **You must print or save the document to your computer in that time as it will be unavailable after that period – it is not saved in the MFT system.**

If you encounter issues accessing your document, please contact the Supreme Court Family Division at familyinquiries@supreme.court.nl.ca.