



Magistrates Court of Western Australia

# eCourts Portal User Guide



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## 1. Before you start

Magistrates Court currently provide two effective methods of electronic lodgment via the eCourts Portal. For real estate agents and parties who are representing themselves that would benefit from guided lodgment, it is recommended you commence your initiating claim via the [Magistrates Court Online Forms](#).

For members of the legal profession or government departments, it is recommended you commence initiating claims via eLodgment.

An action in the Magistrates Court is likely to be time-consuming and may be costly. We recommend that before starting your action you seek legal advice and/or try to resolve your dispute outside of the court system.

It is recommended you seek independent legal advice in relation to your matter and to address any concerns you may have. You may wish to seek assistance from a Community Legal Centre (CLC). The Community Legal Centres Association (WA) Inc. is the peak organisation representing the 28 Community Legal Centres operating in Western Australia which provide free or low cost help to the community. The Community Legal Centres Association can be contacted on telephone (08) 9221 9322 during office hours or via [email](#).

If you choose to proceed and represent yourself it is very important that you understand the rules and legislation that govern the Magistrates Court's civil process. Magistrates Court registry staff may be able to provide you with procedural advice but they cannot advise you how to conduct your action or give you legal advice based on the facts of your case.

A reference point for additional information that may be of benefit are the fact sheets located on the [Magistrates Court website](#).

### Useful websites before you start

[Magistrates Court of Western Australia](#)

[Western Australian Legislation](#)

[Community Legal Centres](#)

[Legal Aid](#).

## 2. eLodgment

From 30 March 2020, all documents within the civil jurisdiction of the Magistrates Court, with limited exceptions, may be lodged electronically via the [eCourts Portal](#).

This user guide will assist you in lodging via the eCourts Portal. There are significant benefits to using the system. You will be able to lodge your documents from home at any time and you will also be able to view your court file within the portal.

Your Court eFile will contain:

- Any Court lodged documents.
- The Orders of the Court including adjournment notices.
- General Correspondence.

If you don't have the internet or a computer at home you may wish to use local libraries or community centres; however, there may be costs involved for use of that service.

### **3. Definitions**

#### **eCourts/ eCourts Portal / ECMS**

eCourts are sometimes referred to as the Electronic Court Management System ("ECMS") – usually in legislation.

The online system where a document can be lodged and viewed with the Magistrates Court, where parties receive official communications of a party lodging a document on their case; a place where the parties can see upcoming hearings; be notified of hearing outcomes; and receive communications from the court (by eDistribution).

#### **eDistribution**

A service within the eCourts Portal that requires notifications to be distributed by electronic means, upon a user becoming a registered user of the eCourts Portal. eDistribution looks at the following:

- Is the party a registered user of the eCourts Portal? If yes, then the Court will distribute their documents/ notices/ sealed court orders/ letters to their portal Inbox.
- If the party is not a registered user of the eCourts Portal, does the party have a preferred delivery method of email? If yes, send link to that document via email.
- If the party is not a registered user of the eCourts Portal, does that party have a preferred delivery method of Post? If yes, print the document and manually post the physical documents.

#### **eFile**

Is the electronic court file comprised of electronically lodged documents? This electronic file replaces the physical court file. The 'court record' is the data stored within the electronic court system and no longer the physical documents.

#### **eLodgment**

eLodgment is the term used to describe the lodging of a document in the Magistrates Court of Western Australia electronically, using an online system (the eCourts Portal). eLodgment is also used in the Supreme and District Courts.

#### **Exemption from mandatory eLodgment**

A party must make an application to be exempt from mandatory eLodgment, based on their exceptional circumstances. The application should be completed and lodged with the court. A Registrar will assess the application make a formal order granting or refusing the application.

### **Rendered document**

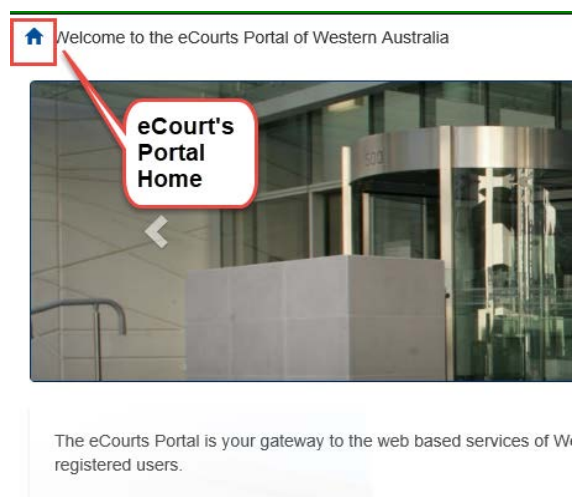
Is a document created by the system based on data entered into the fields as prompted by the form specifications at the time of lodgment.

### **Uploaded document**

Is a document attached by a party at the time of lodgment.

### **eCourts Portal Home Page**

You can return to the eCourts portal home page by selecting the “House” icon located at the top left of your screen.



## **4. What you will need to register**

Special software is not required to use the eLodgment system.

However, you will need:

- Internet access;
- Google Chrome browser; and
- Email.

The eCourts portal and eLodgment is supported by and optimised for Google Chrome. You may use other browsers but we recommend you use Google Chrome. If you do not currently use [Chrome it can be downloaded.](#)

**Registrations for new accounts and new users  
will be processed upon lodgment.**

For your account, you will need to determine:

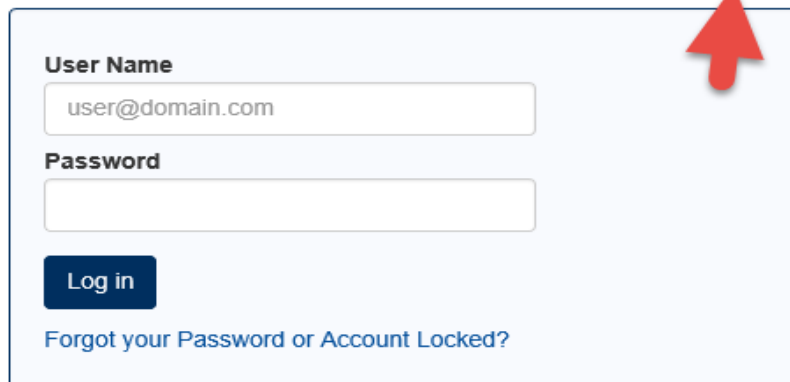
- An email address to receive notifications and documents from the Court.
- A payment method linked to the account.

## 5. How to Register a new account

01. From the [eCourts Portal home page](#) click on the **Register a new account** button.

### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).



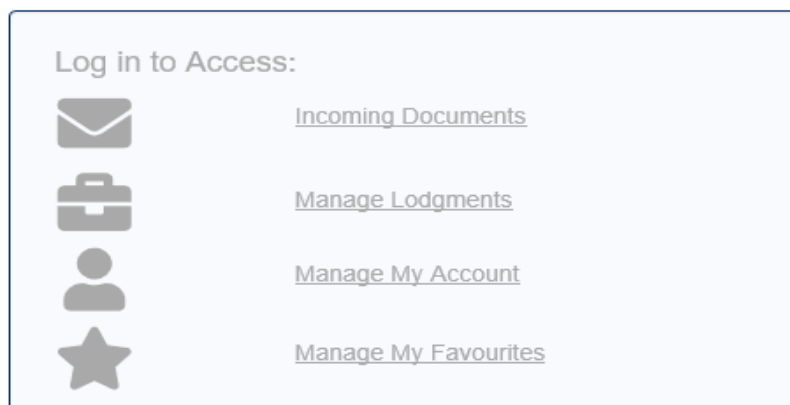
**User Name**

user@domain.com





**Password**

Log in

[Forgot your Password or Account Locked?](#)

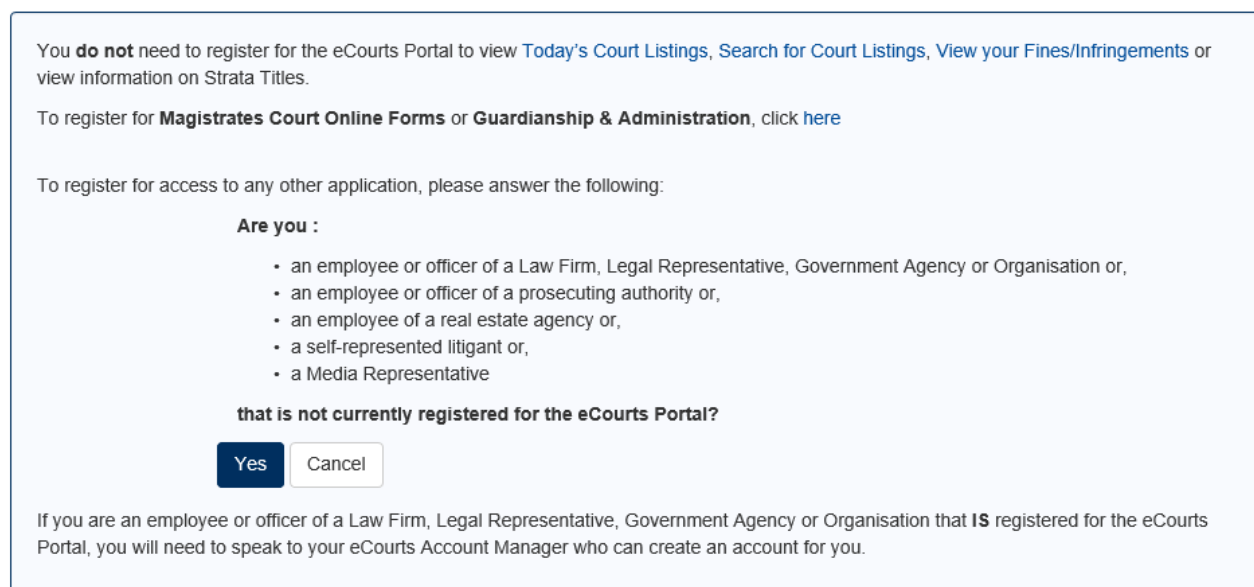


Log in to Access:

	<a href="#">Incoming Documents</a>
	<a href="#">Manage Lodgments</a>
	<a href="#">Manage My Account</a>
	<a href="#">Manage My Favourites</a>

The **Register New Account** screen displays.

### Register for eCourts Portal



You **do not** need to register for the eCourts Portal to view [Today's Court Listings](#), [Search for Court Listings](#), [View your Fines/Infringements](#) or view information on Strata Titles.

To register for **Magistrates Court Online Forms** or **Guardianship & Administration**, click [here](#)

To register for access to any other application, please answer the following:

**Are you :**

- an employee or officer of a Law Firm, Legal Representative, Government Agency or Organisation or,
- an employee or officer of a prosecuting authority or,
- an employee of a real estate agency or,
- a self-represented litigant or,
- a Media Representative

**that is not currently registered for the eCourts Portal?**

Yes Cancel

If you are an employee or officer of a Law Firm, Legal Representative, Government Agency or Organisation that **IS** registered for the eCourts Portal, you will need to speak to your eCourts Account Manager who can create an account for you.

02. Click the **Yes** button.

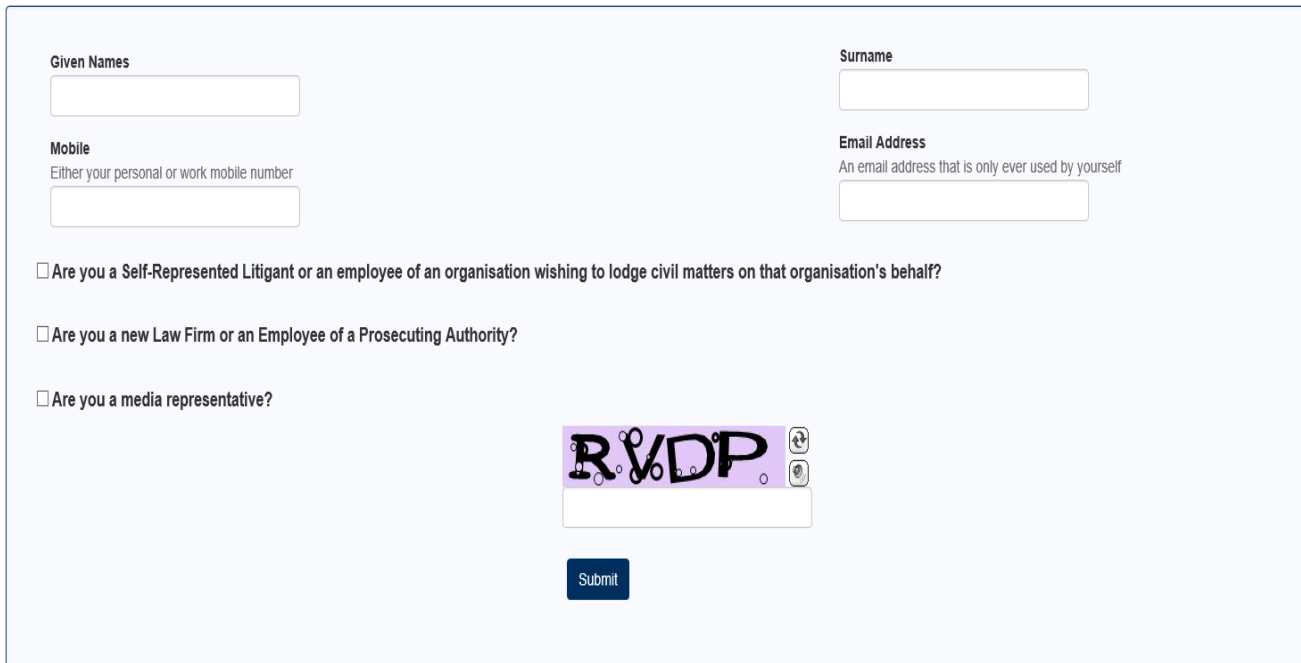
The **Registration Form** displays.

03. Enter your name and work contact details.

04. If you are a **legal representative**, specify that you are a law firm.

**Registration Form.**

Note: You do not need to register for the eCourts Portal to view [Today's Court Listings](#), [Search for Court Listings](#), [View your Fines/Infringements](#), or view information on Guardianship & Administration and Strata Titles.



The screenshot shows the 'Registration Form' interface. It features several input fields: 'Given Names', 'Surname', 'Mobile' (with a subtext 'Either your personal or work mobile number'), and 'Email Address' (with a subtext 'An email address that is only ever used by yourself'). Below these fields are three checkboxes for user type: 'Are you a Self-Represented Litigant or an employee of an organisation wishing to lodge civil matters on that organisation's behalf?', 'Are you a new Law Firm or an Employee of a Prosecuting Authority?', and 'Are you a media representative?'. At the bottom center, there is a purple 'RVDP' logo with a circular pattern, a small icon of a person, and a 'Submit' button.

Extra fields applicable to a law firm appear.

05. Enter details of your manager.

06. As it is a new account, leave the currently registered law firms fields blank.

☒ Are you a new Law Firm or an Employee of a Prosecuting Authority?

#### Manager

Manager's Name

Manager's Contact number

Manager's Job Title

#### Law Firm

Note: If your Law Firm is currently registered for the eCourts Portal, please contact your eCourts Manager.

Currently Registered Law Firms:

#### New Law Firms

Note: Only Law Firms that are not currently registered for the portal need to complete this process. The person who completes this registration form will be set up as the eCourts Manager for the Law Firm. You will then have the ability to register other employees of the Law Firm as eCourts Portal users.

Law firm Name

Contact Number

Principal Place of Business Address

Law Firm Email Address

#### Prosecuting Authority

Currently Registered Prosecuting Authorities

☐ Are you a FER registered prosecuting officer to lodge unpaid infringements?

If your Prosecuting Authority is not currently registered, please contact the Courts Technology Group Helpdesk on 9425 2645

☐ Are you a media representative?

07. Click the **Submit** button.

The **Print Form** page is displayed with a completed system login request form.

08. Review the form and if all the data is correct click the **Print Form** button.

Please email your signed form to Court Technology Group Helpdesk, Dept of Attorney General:

**Email** [ctghelpdesk@justice.wa.gov.au](mailto:ctghelpdesk@justice.wa.gov.au)

**Phone** [\(08\) 9425 2645](tel:(08)94252645)

Further details will be sent to your email once access has been established.

**Print Form**

System Login Request Form	
	
<b>Applicant's Details</b>	<b>Surname:</b> Bloggs <b>Given Names:</b> Joe <b>Contact Number:</b> (08) 9412 1234 <b>Email Address:</b> joebloggs@lawfirm.com
<b>Self-represented litigants</b>	



09. The nominated account manager should review the paper form and then sign it.
10. Scan the form and then email it to the [CTG Helpdesk](#).
11. If you are not a law firm, and are a self-represented litigant that is not a party to an existing matter, select the individual option and complete the required information fields.

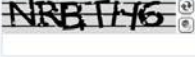
The screenshot shows a registration form on a light blue background. At the top, there are four input fields: 'Given Names', 'Surname', 'Mobile' (with a note: 'Either your personal or work mobile number'), and 'Email Address' (with a note: 'An email address that is only ever used by yourself'). Below these are two checked checkboxes: 'Are you a Self-Represented Litigant or an employee of an organisation wishing to lodge civil matters on that organisation's behalf?' and 'Are you or your organisation a party to an existing civil matter?'. A note follows: 'Note: if you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court and ask them to merge the parties.' The form then has several dropdown menus: 'Person/Organisation ID' (with 'nnnnnnnn' in the field), 'Jurisdiction', 'Division', 'Location', 'Matter Type', 'Matter Index' (with 'nnnnnn' in the field), and 'Matter Year' (with 'yyyy' in the field). Below these are three unchecked checkboxes: 'Individual' (with a note: 'Note: only fill this section out if you are an individual self-represented litigant and you have NOT entered details of an existing matter to which you are a party.'), 'Employee of an Organisation' (with a note: 'Note: only fill this section out if you are an employee of an organisation and you have NOT entered details of an existing matter to which your organisation is a party.'), and 'Are you a new Law Firm or an Employee of a Prosecuting Authority?'. At the bottom, there is an unchecked checkbox 'Are you a media representative?' and a Captcha code '437MDJ' with a refresh button. Below the Captcha is a 'Submit' button.

Note: This screen contains a Captcha code that consists of numbers and letters that must be entered before you select the submit option.

12. Click the **Submit** button.
13. If you are an **employee of an organisation wishing to lodge civil matters on that organisation's behalf**, specify that option and complete the dropdown fields as required.

#### Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings, View your Fines/Infringements, or view information on Guardianship & Administration and Strata Titles.

<b>Given Names</b> <input type="text"/>	<b>Surname</b> <input type="text"/>
<b>Mobile</b> Either your personal or work mobile number <input type="text"/>	<b>Email Address</b> An email address that is only ever used by yourself <input type="text"/>
<input checked="" type="checkbox"/> <b>Are you a Self-Represented Litigant or an employee of an organisation wishing to lodge civil matters on that organisation's behalf?</b>	
<input type="checkbox"/> <b>Are you or your organisation a party to an existing civil matter?</b>	
<small>Note: If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court and ask them to merge the parties.</small>	
<input type="checkbox"/> <b>Individual</b>	
<small>Note: only fill this section out if you are an individual self-represented litigant and you have NOT entered details of an existing matter to which you are a party.</small>	
<input checked="" type="checkbox"/> <b>Employee of an Organisation</b>	
<small>Note: only fill this section out if you are an employee of an organisation and you have NOT entered details of an existing matter to which your organisation is a party.</small>	
<small>Note: If your Organisation is currently registered for the eCourts Portal, please contact your eCourts Manager</small>	
<b>Currently Registered Organisations:</b> <input type="text"/>	
<b>New Organisations</b>	
<small>Note: Only Organisations that are not currently registered for the portal need to complete this process. The person who completes this registration form will be set up as the eCourts Manager for the Organisation. You will then have the ability to register other employees of the Organisation as eCourts Portal users.</small>	
<b>Organisation Name</b> <input type="text"/>	<b>Contact Number</b> <input type="text"/>
<b>Registered Office Address</b> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Suburb</b> <input type="text"/>	<b>Postcode</b> <input type="text"/>
<b>State</b> e.g. WA, NT, SA, ACT, NSW, VIC, QLD.	<b>Country</b> <input type="text"/>
<b>Organisation Email Address</b> <small>(note: this should be something generic that multiple users can access as documents for service will be emailed here)</small> <input type="text"/>	
<input type="checkbox"/> <b>Are you a new Law Firm or an Employee of a Prosecuting Authority?</b>	
<input type="checkbox"/> <b>Are you a media representative?</b>	
 <input type="text"/>	
<input type="button" value="Submit"/>	

**Note:** If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court and ask them to merge the parties.

14. Click the **Submit** button.

CTG will email you a link to manage your password. Click on the manage password link to be redirected to password set up.

**Note: Do not register for a new eCourts Portal account for every initiating matter. Simply log into your existing account to initiate additional matters.**

You recently requested a password reset for your eCourts Portal of Western Australia account or a new account was created.

To complete the process, click on the link below:

[Manage Password](#) (valid until 11 Feb 2020 14:41)

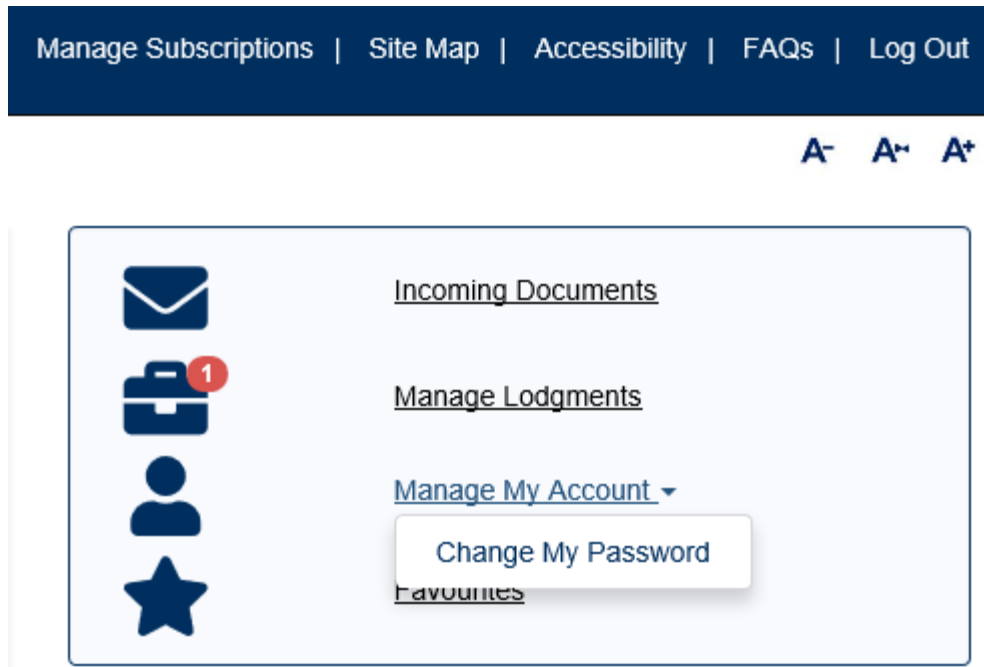
If you did not request this change or if you believe an unauthorised person has accessed your account, please contact the Courts Technology Group Helpdesk on (08) 9425 2645.

Kind regards,

CTG Helpdesk

## 6. Change your password

In the event you are wanting to change your password you can do so by logging into the eCourts Portal and located on home page is the **Manage My Account** functionality. The drop down option of Manage my account enables you to select **Change my Password**.



After selecting **Change my password** you will be directed to a password set up screen to enter your current and new password details.

The image shows a light blue form for changing a password. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below the fields is a dark blue button labeled 'Change Password'.

Confirmation of the account password reset will be emailed from the CTG Helpdesk.

## 7. Your account email address

All notifications and incoming documents from the court will be sent to the email address linked to the account.

It is important that if you want to change the email address you send a request to the [CTG Helpdesk](#), specifying the existing email address and the new email address. The request will be actioned within 1 business day.

## 8. Setup a payment method

You are able to pay the lodgment fees on fee-attracting documents in the courts Portal. Fees may be paid by credit card or by direct debit. You are not able to pay by cheque.

**NOTE:** Credit card details are not stored for security reasons.

If you would like a direct debit card linked to your account please contact the CTG helpdesk on 9425 2645 and provide the following details:

- Account Name;
- BSB Number; and
- Account Number.

**If you need a direct debit account amended/deleted then contact the CTG Helpdesk via email or phone with the relevant details.**

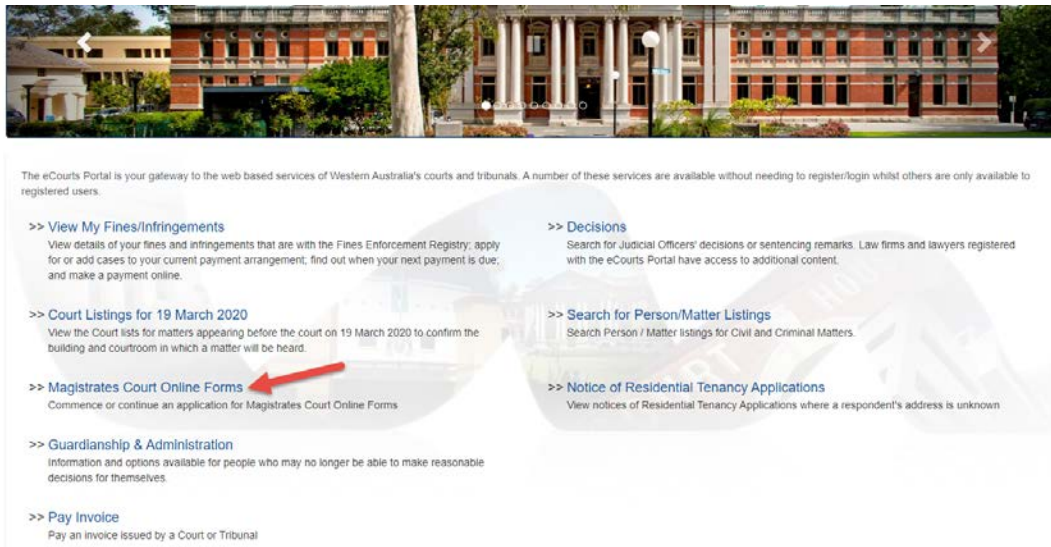
A receipt will automatically be issued for every payment made. Your receipt is stored electronically against the relevant batch in the eCourts Portal where it can be viewed on screen or printed out

## 9. Lodging documents via Magistrates Court Online Forms

Magistrates Court Online Forms is a guided electronic lodgment system designed to assist eCourt Portal users with initiating claims. The information and prompts provided through online lodgment support and instruct users as they commence an initiating claim.

01. Go to <https://ecourts.justice.wa.gov.au/eCourtsPortal/>

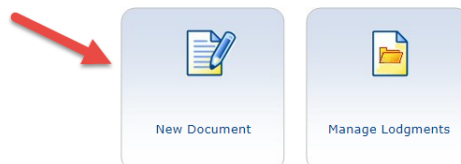
02. Select Magistrates Court Online Forms.



### 03. Select 'New Document' to commence your application.

Home > Magistrates Court of Western Australia - Online Forms

Font size controls: A<sup>-</sup> A<sup>0</sup> A<sup>+</sup>



#### Information on how to use the system

##### How to use the system.

Online Forms is an interactive system that uses your answers to guide you through the selection of legal forms. Each page looks like the one you are reading now. Information about each question is shown below the question (i.e. in this section.)

**Ready to move to the next question?** - Click on the button labelled "Next" on the bottom of the screen.

**Want to review earlier questions and answers?** - Click on the "Back" button on the bottom of the screen (not your browser's back button). You can go back and forth through the screens. The system will retain the information you have entered, and will show you a summary at the end.

**Need time to collect information?** The system will keep your information as long as you leave the form window open and have an active Internet connection. If you close the window your information will be lost.

**Reduction of fees.** If you wish to apply for a reduction of fees you can have the details of your concession card validated as part of the online application.

**Proceeding from this page does not commit or oblige you to commence a claim.** The process is very simple. You can use it to prepare for your action.



### 04. Note: If you have not registered as an eCourts Portal user or have not signed in you will be prompted to do so at this point.

## Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

**User Name**

**Password**

**Log in**

[Forgot your Password or Account Locked?](#)

05. Once logged in successfully you will be prompted to accept the conditions of use prior to commencing your initiating application.

06. The step by step process will assist you in assembling your application.

07. Once you have completed your application and reviewed the summary of information provided, select to lodge and pay online. Online forms will accept a MasterCard or Visa.

08. Once your payment is processed you will be provided with a receipt number as well as your matter number

[Home](#) > Magistrates Court of Western Australia - Online Forms

Validate Document ✓

Process Payment ✓

Lodge Document ✓

Confirmation ✓

**Lodgment status update...**

19 Mar 01:20:58 PM Validating document

19 Mar 01:21:03 PM Please provide your credit card payment details

19 Mar 01:21:33 PM Starting document lodgment processing using the provided document and payment details

19 Mar 01:21:37 PM Processing payment by credit card ••

19 Mar 01:21:49 PM Payment processing completed successfully with reference number **123456789**

19 Mar 01:21:49 PM Document lodgment in-progress, creating lodgment receipt and rendering lodged document ••••

19 Mar 01:21:45 PM Document lodgment completed successfully.

You can download the following receipt and document by clicking **Download Receipt and Documents** below.

Receipt Number: **PCI7133723** (Please quote this number when making any queries about this lodgment)  
Matter: **MC/CIV/PER/MINOR/4049/2020 ANDREWS v HINSLEY**

Download Receipt and Documents

09. Continue on by selecting Download Receipt and Documents. This will take you to the next page where you can download a copy of your document and any service copies you are required to serve if you selected the Claimant service type.

<b>ABN:</b>	70 598 519 443
<b>Invoice No:</b>	25501397
<b>Payment Receipt:</b>	PCI7133723
<b>Date Paid:</b>	19 Mar 2020
<b>Invoice Details</b>	
MC/CIV/PER/MINOR/4049/2020 - ANDREWS v HINSLEY - MC Clm	\$145.70
<b>Total Amount:</b>	\$145.70
<b>Total Gst:</b>	\$0.00
<b>Paid Amount:</b>	\$145.70

Download/Print Invoice

Download/Print Lodged Document

10. If you didn't download your lodged application, you can always access your lodged documents by selecting the manage lodgment task on the home screen.

>> **eLodgment**

Lodge civil documents with the Supreme, District and Magistrates Courts and State Administrative Tribunal, and search and view civil matters.

[eLodgment Online Learning](#)

>> **Fines Enforcement Registry**

For Prosecuting Authorities to register, manage and withdraw court fines and infringements with the Fines Enforcement Registry.

>> **Criminal Charges, Matters and Listings**

Available to limited government agencies and lawyers to view criminal charge, matter, listing and accused details.

>> **Prosecution Notice**

For Prosecuting Agencies lodging prosecution notices in the Magistrates Court.

>> **Personal Injury Summaries**

Law firms and lawyers registered with the eCourts Portal can view summaries of personal injury decisions heard in the District Court of Western Australia from 1997 to 31 December 2018.

>> **Suppression Orders**

Search for current suppression orders.

>> **View My Fines/Infringements**

View details of your fines and infringements that are with the Fines Enforcement Registry; apply for or add cases to your current payment arrangement; find out when your next payment is due; and make a payment online.

>> **Decisions**

Search for Judicial Officers' decisions or sentencing remarks. Law firms and lawyers registered with the eCourts Portal have access to additional content.

[Incoming Documents](#)

[Manage Lodgments](#)

[Manage My Account](#) ▼

[Favourites](#)

11. You can search by date range and select to view the document.

Home > Manage Lodgments

A<sup>-</sup> A<sup>+</sup> A<sup>+</sup>

**Pending**

Name	Date Created	Status	Locked Status	Comment	Expires On
No documents/batches awaiting completion or lodgment					

**Lodged**

From  To  [Search](#)

Name	Date Created	Date Lodged	
New Batch from 19-Mar-2020 10:17 AM (1)	19 Mar 2020 10:17:33 AM	19 Mar 2020 10:19:17 AM	<a href="#">View</a>
Form 4 - Minor Case Claim	19 Mar 2020 08:19:37 AM	19 Mar 2020 08:19:37 AM	<a href="#">View</a>
Form 4 - Minor Case Claim 2	19 Mar 2020 10:03:00 AM	19 Mar 2020 10:03:00 AM	<a href="#">View</a>
Form 4 - Minor Case Claim 3	19 Mar 2020 01:20:57 PM	19 Mar 2020 01:20:57 PM	<a href="#">View</a>

12. Once you have selected view you will be directed back to the online forms screen where you can download your document and service copies.

ABN:	70 598 519 443
Invoice No:	25501397
Payment Receipt:	PCI7133723
Date Paid:	19 Mar 2020
Invoice Details	
MC/CIV/PER/MINOR/4049/2020 - ANDREWS v HINSLEY - MC Clm	
	Amount
	\$145.70
Total Amount:	\$145.70
Total Gst:	\$0.00
Paid Amount:	\$145.70

Download/Print Invoice

Download/Print Lodged Document

## 10. Lodging documents via eCourts Portal

As of 30 March 2020, all documents within the civil jurisdiction, with limited exceptions, must be lodged electronically using the eCourts Portal.

Restraining Order applications, Extraordinary Driver's Licence applications and Protection and Care matters are not available on the eCourts Portal at present and they will need to be lodged in person at a court Registry or by post.

Once your document is accepted for lodgment by the Court you will receive a notice in your eCourts Portal inbox that the document, with lodged stamp affixed and in certain cases a seal, is available for download. If you have lodged a document that requires a hearing, a notification of the assigned hearing date will be appended to the document returned to your inbox. Parties to the matter will then be able to view the document name and contents from the matter file in the eCourts Portal.

**The eCourts Portal is not an effective means of serving documents on the other parties to a matter.**

The usual rules of service as prescribed in the Magistrates Court Rules still apply. Additionally you can seek further clarification by accessing [Fact Sheet 8 – Serving a Court Document](#), located on the Magistrates Court website.

### i. Registry hours for electronic lodgment

Documents lodged using the eCourts Portal may be lodged at any time. The eCourts Portal is operational 24 hours a day 7 days per week. Documents lodged before midnight on a particular date that are accepted for lodgment will be considered lodged on that date.

Standard Magistrates Court opening hours are 8:30am to 4:30pm, Monday to Friday excluding public holidays. Please be aware individual locations may have varied hours. Documents lodged by means other than the eCourts Portal must be presented within those hours to be considered lodged on that date.

**\*\* Magistrates Court (General) Rules 2005 r11 (6) (a), (b) \*\***



A document lodged by fax at a registry is taken to have been lodged if the whole document is received before 4:30pm on a day when the registry is open for business, on that day; otherwise, on the next day when the registry is open for business. If the limitation period expires on a Sunday, the document must be lodged electronically before midnight Sunday.

## **ii. Types of documents**

Rendered documents are created by the system. Most originating documents are rendered. A user enters the text into the fields within the system and the document is created in a pdf version of the court form.

Do not insert a form into a text field. It will appear as though you have a form within a form.

You are able to preview a rendered document in PFD format prior to lodgment. It is recommended that you review your documents within the preview function to ensure the content is accurate and rendered. If your document has not been lodged in accordance with the Rules, then it may not be accepted for lodgment. Please contact your nearest court registry if you require assistance.

**Preview documents open as a PDF file and can be checked before being lodged in the eCourts Portal.**

Form templates are prescribed in the Rules of the Court and users should refer to these templates when creating their documents. Form templates are available on the [Magistrates Court website](#).

In the majority of instances, you will be required to complete the form template, save a copy to your computer/ electronic device and upload that form when lodging in the eCourts Portal. The court refer to this as a complete upload. Please refer to the 'List of Documents available for electronic lodgment' on the Magistrates Court website if you need to clarify if a template is required.

## **iii. Document format**

Complete upload documents are required in Microsoft Word format (.doc or .docx). The system will convert these documents to searchable PDF format before they are viewed by the Court. Please note that the Court cannot amend documents on your behalf.

The Court accepts electronic (or typed) signatures on its documents but a copy with a written signature must be retained and produced on the Court's request.

A limited number of documents, which require a written signature, must be uploaded in PDF format; these include affidavits and documents signed by persons who are not a party to the proceedings.

If a PDF document is lodged, the Court would prefer that users lodge a searchable PDF. This will greatly assist the Court in locating references in large documents quickly.

#### **iv. Document size**

The file size for a document must not exceed 200MB. A volume of an affidavit, and its attachments must not exceed 250 pages. An exhibit can't be lodged electronically and must be lodged at a Magistrates Court Registry Counter.

#### **v. Documents requiring processing**

Some documents, including all originating documents and documents which require a court listing, are reviewed by the Magistrates Court registry before being accepted for lodgment.

When a document is accepted for lodgment, users will receive notification that the document is available in the eCourts Portal. You will be able to view, download and print a copy of the document that is stamped with the Magistrates Court seal, time of lodgment and case number.

The date and time of Lodgment is the date and time the document was lodged in the eCourts Portal. It is not the date and time the document was processed in the Magistrates Court registry.

#### **vi. Refused for Lodgment**

If your document is refused for lodgment, you will receive a notice from the Court to your eCourts Portal inbox.

#### **vii. List of documents available for eLodgment**

The Court provides a comprehensive list of documents on its website.

The list shows:

- The documents available for eLodgment;
- Whether it is a rendered document or complete upload; and
- The format required for the document.

#### **viii. When the eCourts Portal is unavailable**

When the eCourts Portal is unavailable, you can lodge your documents in accordance with the Magistrates Court Rules

- In person at a Court registry;
- By post; or
- By Fax.

A notice will be placed on the Magistrate Court website advising the eCourts Portal is down and that other means of lodgment documents should be used.

From time-to-time, the eCourts Portal will require maintenance. To minimise disruption, maintenance will occur outside of business hours and advance notice will be placed on the eCourts Portal.

## 11. Using and Managing Batches

When you lodge documents with the Court via the eCourts Portal you do so in batches. You can submit multiple documents in one batch. The documents contained in the batch can relate to different matters.

**You must submit an originating document  
in a separate batch to supporting documents.**

The originating document will need to be processed and accepted for lodgment before you can lodge subsequent documents.

The eCourts Portal allows you to search for and view your pending batches and your lodged batches. Pending batches contain documents that have been created but not lodged. There is no time limit on pending batches. They will remain pending until you either lodge the batch or delete it.

## 12. Applications to Reduce Fee's & Concession Cardholders

In accordance with the Magistrates Court Fee Regulations 2005, parties to a civil proceeding may be eligible for a fee reduction. A fee reduction must be completed for each fee bearing document.

A party in receipt of Abstudy, Austudy, Youth Allowance or holders of a valid Commonwealth Seniors Health Card, Department of Veteran Affairs Card, Health Care Card or Pension Concession Card are eligible for an automatic reduction. To apply for your automatic reduction please refer to the concession section below.

A Party may apply for a fee reduction on the basis of financial hardship or in the interest of justice. These applications require approval. To apply, please refer to the section lodge an application to reduce fee below.

For further information regarding eligibility please contact the court registry.

A table of fee's can be located at the Magistrates Court web page.

### i. Lodge an Application to Reduce Fee

**An Application to Reduce Fee is a type of originating document.**

01. From the eLodgment main menu click **Lodge a Document**.

Menu

Lodge a document	Lodge a new document
Upload a data file	Submit a batch by uploading a data file (Magistrates Court only)
View Pending Batches	View any unfinished batches awaiting lodgment
View Lodged Batches	View previously lodged batches
View Documents for G A Archer SC	View Documents previously lodged by G A Archer SC

The **Type of Document Lodgment** screen displays.

02. Select the jurisdiction of *Magistrates Court*.

The jurisdiction is selected. The division is set to *Civil* and you are required to select your location.

03. Either click on the **Please select the type of document to be lodged** drop down, scroll through the document list and select Application to Reduce Fee; or click into the field, type a key word from the document's name (such as *fee*) and then click on the document when it appears.

#### Type of Document Lodgment

Please select Jurisdiction to lodge with: \*

Jurisdiction:
Magistrates Court

Division:
Civil

Location:
Midland

Please select the type of document to be lodged: \*

fee

Form 1B - Application to Change Fee - Financial Hardship  
Form 1C - Application to Change Fee - Interest of Justice  
Form 4 (CJEA) - Application to Remit Fees  
Form 50 - Bill of Costs for Assessment (No Fee)

\* Indicates Mandatory Fields

Delete document

Next

The selected document appears in the field.

#### Type of Document Lodgment

Please select Jurisdiction to lodge with: \*

Jurisdiction:
Magistrates Court

Division:
Civil

Location:
Midland

Please select the type of document to be lodged: \*

Form 1C - Application to Change Fee - Interest of Justice

04. Click the **Next** button.

The **Contact Information For This Lodgment** screen is displayed.

#### Contact Information For This Lodgment

Contact Name:	<input type="text" value="Mister SMITH"/>
Contact Ph:	<input type="text"/>
Contact Fax:	<input type="text"/>
Contact Email:	<input type="text" value="Mister.Smith@hotmail.com"/>
Reference:	<input type="text"/>

Save for later

Delete document

Back

Next

If you have a phone number, fax number and an email address recorded against it in the court's system then these details automatically populate.

05. Complete/update all of the fields as necessary.

06. Click the **Next** button.

The **Add Applicant** screen displays.

07. The details entered upon registration of your account default into the contact information.

The fields below change slightly depending on the party type.

08. Enter/ Update the details for the party as required.

09. Click **Next**.

A summary screen showing the party entered (along with their role and named position) appears.

#### Applicants

Applicants:

Name	Role	Named Pos		
SMITH	1	1	Edit	Delete

Edit Roles and Named Positions

Add Applicant

Save for later

Delete document

Back

Next

10. Click the **Next** button.

The **Upload Document** screen appears.

Upload Document:

The application to change fee should include the application, any proof of entitlement document and proposed copy of the related fee attracting document.

**File Attachments**

**Name**

**File**

Supported file formats: .doc, .docx, .pdf

Browse...

Upload Selected File

Save for later

Delete document

Back

Next

**NOTE:** You must already have a file document saved to your computer that contains the application to reduce fee, a draft copy of the fee attracting document and a copy of the proof entitlement document.

13. Enter a name for the upload.

14. Click the **Browse** button.

The file browser window opens.

15. Locate the relevant file and click on it.

The file is selected.

16. Click on the **Upload Selected File** button.

The file name appears next to the **Browse** button.

17. Click on the **Upload Selected File** button.

Upload Document:

The application to change fee should include the application, any proof of entitlement document and proposed copy of the related fee attracting document.

**File Attachments**

**Name**

**File**

Supported file formats: .doc, .docx, .pdf

Browse...

Upload Selected File

Once you have named the document, it will appear below the 'upload selected file' button.

Upload Document:

The application to change fee should include the application, any proof of entitlement document and proposed copy of the related fee attracting document.

**File Attachments**

**Name**

**File** Supported file formats: .doc, .docx, .pdf

	Name		
1	Application to Reduce fees	<a href="#">Preview</a>	<a href="#">Remove</a>

18. Click the **Next** button.

The Batch Details screen appears. The document can now be lodged. There is no fee to lodge this document.

19. Lodge the document and note down the court reference number for the FEE matter.

After lodgment the Court reviews the application and then records one of three outcomes. Either they will request further information needed to assess the application, reject the application, or accept the application and issue a fee reduction. The Court will notify you of the outcome. If successful you can then lodge the fee bearing document through eLodgment.

20. From the eLodgment main menu click **Lodge a Document**.

21. Select the jurisdiction, division and location where the fee bearing document is to be lodged.

22. Click on the document type drop down field and select the fee bearing document.

23. Type the index number and year of the FEE matter.

If an application to reduce the fee on this document has been granted please enter the matter number and year:

**Matter Ref: FEE**  /

24. Click **Next** and complete the lodgment wizard as normal.

The **Batch Details** screen is displayed.

25. Click the **Lodge** button.

Once the fee reduction has been applied, the **Payment** screen displays. It first lists all of the documents on the batch and how much is to be paid to lodge each of them. The amount that the Court has ordered to be paid as part of the FEE application appears here.

26. Payment can now be made as normal to lodge the batch.

## ii. Concession Cardholders

01. Parties eligible for an automatic fee reduction must select the concession holder checkbox on the Party Information screen pictured below. This screen will appear on every fee bearing document lodgment.

Document Selected

Form 3 - General Procedure Claim

Claimants

Claimants:

Name	Role	Named Pos	Concession Cardholder		
HINSLEY	1	1	<input checked="" type="checkbox"/>	Edit	Delete

[Edit Roles and Named Positions](#)

Add Claimant

[Save for later](#)

[Delete document](#)

[Back](#)

[Next](#)

Information Entered

**The Concession Card Details screen appears.**

02. From the drop down box select the applicable concession entitlement and complete the information fields as required.



Document Selected

Form 4 - Minor Case Claim

### Concession Card Details

<b>Stacey HINSLEY</b>	ABSTUDY AUSTUDY Commonwealth Seniors Health Card Dept. of Veteran Affairs Card <b>Health Care Card</b> Pension Concession Card Youth Allowance
<b>Concession Card Type: *</b>	
<b>Cardholder First Name:</b>	
<b>Cardholder Middle Name:</b>	
<b>Cardholder Surname: *</b>	
<b>Reference Number: *</b>	
<input type="checkbox"/> I am a customer representative authorised by the customer, or by law, to represent the customer or manage the customer's affairs	<a href="#">Expand/Collapse</a>
<input type="checkbox"/> I am the customer	<a href="#">Expand/Collapse</a>
<a href="#">Validate Concession Details</a>	

03. Select the **I am a customer representative authorised by the customer, or by law, to represent the customer or manager the customer's affairs**; or **I am the customer** .

The information fields will expand depending on the selection entered and all fields are required to be compiled.

04. Read through the information and endorse the release of information section.

☐ I am a customer representative authorised by the customer, or by law, to represent the customer or manage the customer's affairs

[Expand/Collapse](#)

☒ I am the customer

[Expand/Collapse](#)

In order to determine if you are entitled to a fee concession for this document lodgment, the following authorisation is required:

I authorise:

- the Department of Justice to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink or Department of Veterans' Affairs customer details and concession card status to determine if I qualify for a concession.
- the Australian Government Department of Human Services to provide the results of that enquiry to the Department of Justice.

I understand that:

- the Department of Human Services will disclose personal information to the Department of Justice including my payment status and concession card status to confirm my eligibility for concession.
- it is a fraudulent offence to use another person's card details to gain a benefit. The details of the valid concession card holder must be those of the person seeking to have the fee reduced.
- if I do not provide my consent I will not be eligible for a concession through this process.

I authorise the release of this information: Yes ☒ No ☐



Full fee for this document lodgment will be payable on completion of this document lodgment if this enquiry is not authorised.

[Validate Concession Details](#)

Indicates Mandatory Fields

[Save for later](#)

[Delete document](#)

[Back](#)

[Next](#)

05. **Click** on the **Validate Concession Details**.

06. Once Validated, proceed to lodge your document.

## 13. Lodge an Originating Document

01. From the eLodgment main menu click **Lodge a Document**.

Menu	
<a href="#">Lodge a document</a>	<a href="#">Lodge a new document</a>
<a href="#">Upload a data file</a>	<a href="#">Submit a batch by uploading a data file (Magistrates Court only)</a>
<a href="#">View Pending Batches</a>	<a href="#">View any unfinished batches awaiting lodgment</a>
<a href="#">View Lodged Batches</a>	<a href="#">View previously lodged batches</a>
<a href="#">View Documents for G A Archer SC</a>	<a href="#">View Documents previously lodged by G A Archer SC</a>

The **Type of Document Lodgment** screen displays.

02. Select the jurisdiction you wish to lodge into from the drop down box.

The jurisdiction is selected. The division will auto fill to Civil.

If you are lodging into the *Magistrates Courts* you will also need to select a location.

03. Either click on the **Please select the type of document to be lodged** drop down, scroll through the document list and select the relevant one; or click into the field, type in the document's name and then click on the relevant one when it appears.

Please select Jurisdiction to lodge with: \*

**Jurisdiction:** Magistrates Court  **Division:** Civil  **Location:** Perth

Please select the type of document to be lodged: \*

Minor

- Form 15A - Response to Minor Case Claim
- Form 20 - Statement of Minor Case Claim
- Form 20A – Statement of Claim Minor Case Counterclaim
- Form 20B - Statement of Claim Minor Case Third Party Claim
- Form 22 - Statement of Defence to Minor Case Claim
- Form 22A - Statement of Defence to Minor Case Counterclaim
- Form 22B - Statement of Defence to Minor Case Third Party Claim
- Form 23 - Application - Minor Case Claim
- Form 4 - Minor Case Claim
- Form 4 - Minor Case Claim - Request to Re-issue

The selected document appears in the field.

Please select Jurisdiction to lodge with: \*

**Jurisdiction:** Magistrates Court  **Division:** Civil  **Location:** Perth

Please select the type of document to be lodged: \*

Form 4 - Minor Case Claim

04. Click the **Next** button.

The **Contact Information For This Lodgment** screen is displayed.

<b>Contact Name:</b>	<input type="text"/>
<b>Contact Ph:</b>	<input type="text"/>
<b>Contact Fax:</b>	<input type="text"/>
<b>Contact Email:</b>	<input type="text" value="joebloggs@lawfirm.com"/>
<b>Reference:</b>	<input type="text"/>

If you have a phone number, fax number and an email address recorded against it in the court's system then these details automatically populate.

05. Complete/update all of the fields as necessary.

06. Click the **Next** button.

The **Add Claimant/Applicant/** screen displays.

07. The contact details provided on registration will default in the contact information.

The fields below change slightly depending on the party type.

08. Enter/ update the details for the party as required.

09. Click **Next**.

A summary screen showing the party entered (along with their role and named position) appears.

10. If you need to add extra Claimants then click the **Add Claimant** link. As many parties can be added as necessary.

#### Document Selected

Form 4 - Minor Case Claim

#### Claimants

Claimants:

Name	Role	Named Pos	Concession Cardholder		
JONES	1	1	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

[Edit Roles and Named Positions](#)

[Add Claimant](#)

[Save for later](#)

[Delete document](#)

[Back](#)

[Next](#)

#### Information Entered

- 1 Document Type selected: Form 4 - Minor Case Claim
- 2 Document Contact information entered: Mister JONES
- 3 Claimant details: JONES

All the Claimant/applicants to the matter have been listed.

11. Use the **Edit Roles and Named Positions** link to amend these fields for each of the parties as necessary.

## Claimants

Claimants:

Name	Role	Named Pos	Concession Cardholder		
SMITH	1	1	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
JONES	2	1	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

[Edit Roles and Named Positions](#)

Each of the parties has the correct role and position number assigned to them.

12. Click the **Next** button.

The **Add Defendant/Respondent** screen appears.

13. Just as was done for the first claimant/ Applicant, enter the details of the first defendant (including the **Service Type** field) and then click **Next**.

A summary screen showing the party entered (along with their role and named position) appears.

## Document Selected

Form 3 - General Procedure Claim

## Defendants

Defendants:

Name	Role	Named Pos		
SMITH	1	1	<a href="#">Edit</a>	<a href="#">Delete</a>

[Edit Roles and Named Positions](#)
[Add Defendant](#)
[Save for later](#)
[Delete document](#)
[Back](#)
[Next](#)

## Information Entered

14. Add additional defendants/respondents and amend their role/positions numbers as necessary.

All the defendants/respondents to the matter have been listed and each of the parties has the correct role and position number assigned to them.

15. Click the **Next** button.

The system displays the next screen of the lodgment wizard, though what this screen is depends on what document type you are lodging. A commonly used screen is the **Particulars of Claim**. This screen will also look slightly different depending on the document type/jurisdiction.

Please enter the relevant claim information for this lodgment.

**Remedy: \***

**Claim amount: \***

**Claim Description: \***  
(699 characters remaining)

\* Indicates Mandatory Fields

Save for later

Delete document

Back

Next

16. However, regardless of what screen appears, you now must navigate through each of them in turn and complete all fields as necessary.

The wizard has finished once the **Batch Details** screen appears.

Batch details

Batch name: New Batch from 11-Feb-2020 02:12 PM [Rename batch...](#)

Batch contents:

Select	Type of Document	Matter Title	Status		
<input type="checkbox"/>	Form 4 - Minor Case Claim	JONES v SMITH	Ready for Lodgment	<a href="#">Edit...</a>	<a href="#">Preview before lodging</a>
<input type="checkbox"/>			Incomplete	<a href="#">Edit...</a>	

[Delete Selected](#)
[Move Selected to another Batch](#)
[Preview All...](#)

[Close and Unlock Batch](#)
[Delete this batch](#)
[Add another document...](#)
[Lodge](#)

At this stage you can perform the following actions:

- Delete the document
- Edit the document
- Move the document to another (pending) batch
- Add another document to the batch ( on non-originating claims)
- Delete the entire batch
- Lodge the batch.

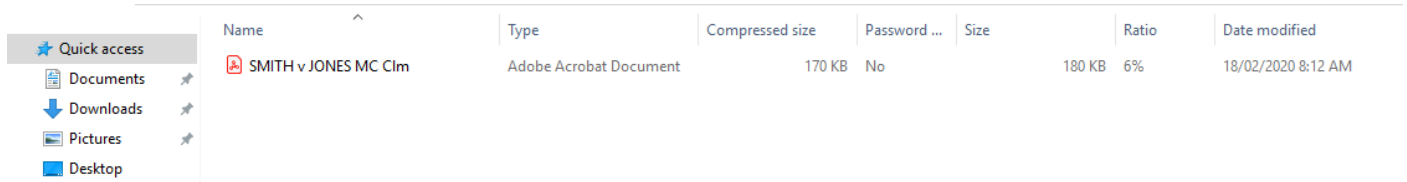
17. One thing that you can also do is click the Preview link to the right of the document.

The rendered document is downloaded and appears at the bottom of your browser.



18. Click **open**.

A *WinZip* window appears, with the document listed.



19. Double click on the document in the WinZip window.

The document opens in PDF.

20. Review the content of the PDF.

Once reviewed close the PDF and WinZip window. Now you can choose to edit the document in eLodgment to correct any errors, or lodge the batch.

**NOTE:** If you choose to add another document to the batch it must be for the same jurisdiction/division/location of the first document.

## 14. Lodge a Non-Originating Document

Lodging a non-originating document is very similar to lodging an originating one.

Begin by selecting **eLodgment**.



02. Select **Lodge a Document**.



## eLodgment Home - Mister JONES

### Incoming Documents

You have an unread incoming document

[Incoming Documents](#)

### Menu

[Lodge a document](#)

[Upload a data file](#)

[Manage Lodgments](#)

[View Documents for Mister JONES](#)



[Lodge a new document](#)

[Submit a batch by uploading a data file \(Magistrates Court only\)](#)

[View pending and lodged batches](#)

[View Documents previously lodged by Mister JONES](#)

The **Type of Document Lodgment** screen displays.

03. Enter the Magistrates Court jurisdiction from the drop down box.

The division will auto fill to Civil and you will also need to select the applicable location from the drop down box that applies to the originating document.

04. Either click on the **Please select the type of document to be lodged** drop down, scroll through the document list and select the relevant one; or click into the field, type in the document's name and then click on the relevant one when it appears.



## Type of Document Lodgment

Please select Jurisdiction to lodge with: \*

**Jurisdiction:** Magistrates Court **Division:** Civil **Location:** Midland

Please select the type of document to be lodged: \*

Form 19 - **Statement** of General Procedure Claim

Form 19A - **Statement** of General Procedure Counterclaim

Form 19B - **Statement** of Claim General Procedure Third Party Claim

Form 20 - **Statement** of Minor Case Claim

Form 20A - **Statement** of Claim Minor Case Counterclaim

Form 20B - **Statement** of Claim Minor Case Third Party Claim

Form 21 - **Statement** of Defence to General Procedure Claim

Form 21A - **Statement** of Defence to General Procedure Counterclaim

Form 21B - **Statement** of Defence to General Procedure Third Party Claim

Form 22 - **Statement** of Defence to Minor Case Claim

\* Indicates Mandatory Fields

05. Click **Next**.

06. The **Document Details** screen appears.

Document details

Type of Document

Matter Selection

Document Selected

Form 20 - Statement of Minor Case Claim

Matter Information

Please enter the reference information for the Matter for which this document is to be lodged.

**Matter Ref: \***   /

\* Indicates Mandatory Fields

Information Entered

1 Document Type selected: Form 20 - Statement of Minor Case Claim

07. As the document you are lodging is not an originating document you will need to enter the matter reference number as provided on your originating claim.

08. Click **Next**.

09. The **Document details, Party information** screen appears.

10. Select the party(s) for who the document is being lodged.



Document details

[Type of Document](#)

[Matter Selection](#)

[Party Selection](#)

Document Selected

Form 20 - Statement of Minor Case Claim

Matter Selected

MC/CIV/MID/MINOR/181/2020 SMITH & Anor v JONES

Party Information

Please select the party(s) for whom this document is being lodged

	Name	Party Type	Legal Representative
<input checked="" type="checkbox"/>	Mister SMITH	1st 1st Claimant	
<input type="checkbox"/>	Stacey HINSLEY	1st 2nd Claimant	
<input type="checkbox"/>	Peter JONES	1st 1st Defendant	

[Save for later](#)

[Delete document](#)

[Back](#)

[Next](#)

Information Entered

- 1 Document Type selected: Form 20 - Statement of Minor Case Claim
- 2 Matter selected: MC/CIV/MID/MINOR/181/2020 SMITH & Anor v JONES

11. Click **Next**.

12. The **Contact Information for this Lodgment** screen appears.

If you have a phone number, fax number and an email address recorded against it in the court's system then these details automatically populate. And if a reference was recorded against the originating document then this also automatically populates.

13. Review/amend the contact information.

14. **Click next**

15. The **Selected party(s) address for personal service** screen appears,

The address details as originally entered for the Defendant appear. If the address details remain current you can **click next**.

In the event the address details require updating, select the **Modify Address** option located at the top of the screen.

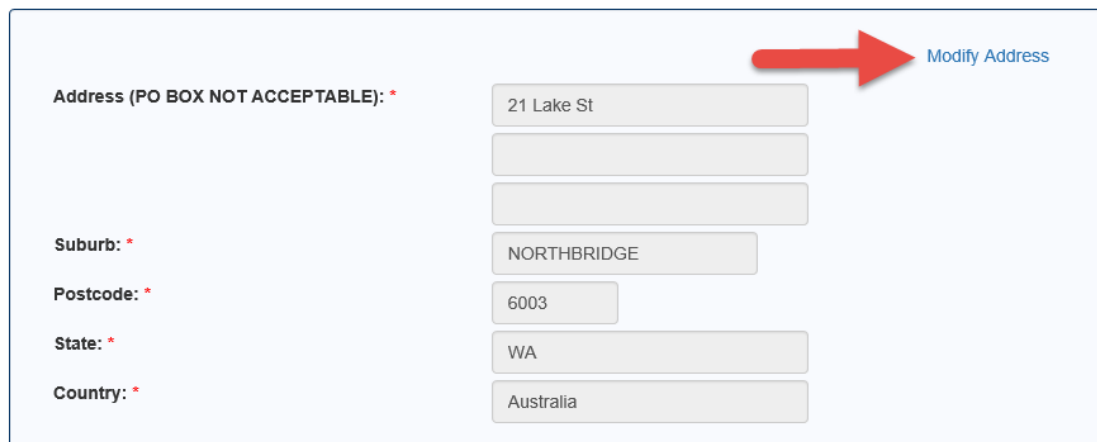
Document Selected

Form 20 - Statement of Minor Case Claim

Matter Selected

MC/CIV/MID/MINOR/282/2020 STACEY v JONES

Selected party(s) address for personal service



Address (PO BOX NOT ACCEPTABLE): \*

21 Lake St

Suburb: \*

NORTHBRIDGE

Postcode: \*

6003

State: \*

WA

Country: \*

Australia

[Modify Address](#)

\* Indicates Mandatory Fields

Save for later

Delete document

Back

Next

16. Once you have selected the **Modify Address** option, the address details can be updated.

17. **Click Next**

18. The system displays the next screen of the lodgment wizard, though what this screen is depends on what document type you are lodging. This screen will also look slightly different depending on the document type.

However, regardless of what screen appears, you now must navigate through each of them in turn and complete all fields as necessary.

19. Once all fields have been completed the document will appear in a batch in the **Batch details** screen.

From this screen you can, **preview before lodging, edit the document, delete the batch, move selected to another batch or lodge the document.**

Batch details



Batch name: New Batch from 05-Mar-2020 08:56 AM [Rename batch](#)

Select	Type of Document	Matter Title	Status		
<input checked="" type="checkbox"/>	Form 20 - Statement of Minor Case Claim	MC/CIV/MID/MINOR/282/2020 STACEY v JONES	Ready for Lodgment	<a href="#">Edit...</a>	<a href="#">Preview before lodging</a>

[Delete Selected](#) [Move Selected to another Batch](#) [Preview All...](#)

[Close and Unlock Batch](#) [Delete this batch](#) [Add another document](#) [Lodge](#)

20. Once the **Lodge** option is selected, the **Lodgment Confirmation** screen appears.

21. Select **Confirm and Lodge**.

Type of Document	Matter Title
Form 20 - Statement of Minor Case Claim	MC/CIV/MID/MINOR/282/2020 STACEY v JONES

Please confirm you wish to lodge this document with the Magistrates Court of Western Australia.

[Return to previous page](#)
[Confirm and Lodge](#)

22. The Process batch screen appears. Upon processing you may view the completed batch or return to the main lodgment screen.

#### Process Batch

Batch Processing in Progress

```

05 Mar 09:33:30 Batch Confirmation received with no payment necessary

05 Mar 09:33:30 Sending data for 1 Document(s):
05 Mar 09:33:30 Sending data for State Clm MC - MC/CIV/MID/MINOR/282/2020 STACEY v JONES...
05 Mar 09:33:33 Data sent for State Clm MC - MC/CIV/MID/MINOR/282/2020 STACEY v JONES.
05 Mar 09:33:33 Processing 1 Document(s):
05 Mar 09:33:33 Starting State Clm MC - MC/CIV/MID/MINOR/282/2020 STACEY v JONES...
05 Mar 09:33:35 Initial processing finished on MC/CIV/MID/MINOR/282/2020 (STACEY v JONES)

05 Mar 09:33:36 Rendering documents for 1 Matter(s):
05 Mar 09:33:36 Rendering MC/CIV/MID/MINOR/282/2020
05 Mar 09:33:44 Rendering finished on MC/CIV/MID/MINOR/282/2020

05 Mar 09:33:44 Processing Complete

```

[View Completed Batch...](#)

## 15. View Pending Document Batches

A pending batch is a batch that has been created through eLodgment, but not yet lodged.

From the eLodgment home page click **eLodgment**.

Click Manage Lodgments to View pending and lodged batches.

The **Find a Pending Batch** screen displays.

A list of pending batches will automatically display.

#### Pending

Name	Date Created	Status	Locked Status	Comment	Expires On	
New Batch from 18-Feb-2020 08:31 AM (1)	18 Feb 2020 08:31:55 AM	Ready for Lodgment	Locked by you			<a href="#">Resume</a> <a href="#">Delete</a>
New Batch from 18-Feb-2020 08:30 AM (1)	18 Feb 2020 08:30:10 AM	Ready for Lodgment	Locked by you			<a href="#">Resume</a> <a href="#">Delete</a>

#### Lodged

From
18/02/2020
To
18/02/2020
Search

Name
Date Created
Date Lodged

03. If you want to search for batches created between two dates then enter the relevant dates into the From and To fields.

#### Pending

Name	Date Created	Status	Locked Status	Comment	Expires On	
New Batch from 18-Feb-2020 08:31 AM (1)	18 Feb 2020 08:31:55 AM	Ready for Lodgment	Locked by you			<a href="#">Resume</a> <a href="#">Delete</a>
New Batch from 18-Feb-2020 08:30 AM (1)	18 Feb 2020 08:30:10 AM	Ready for Lodgment	Locked by you			<a href="#">Resume</a> <a href="#">Delete</a>

#### Lodged

From
18/02/2020
X
To
18/02/2020
Search

Name
Date Created
Date Lodged

Feb 2020

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29

04. Click **Search**.

Batches created between those two dates are displayed in the search results list.

The Status column displays either *Incomplete* or *Ready for Lodgment*. *Incomplete* indicates that there is at least one document on the batch whose wizard has not been completed. *Ready for Lodgment* indicates that all documents on the batch have been completed.

05. Once the batch you wish to view is listed in the screen click on **Resume**.

Pending

Name	Date Created	Status	Locked Status	Comment	Expires On	
New Batch from 18-Feb-2020 08:31 AM (1)	18 Feb 2020 08:31:55 AM	Ready for Lodgment	Locked by you			 <a href="#">Resume</a> <a href="#">Delete</a>
New Batch from 18-Feb-2020 08:30 AM (1)	18 Feb 2020 08:30:10 AM	Ready for Lodgment	Locked by you			<a href="#">Resume</a> <a href="#">Delete</a>

Lodged

From  To  [Search](#)

Name	Date Created	Date Lodged

The batch is displayed.

Batch details

Batch name: New Batch from 18-Feb-2020 08:01 AM [Rename batch...](#)

Batch contents:

Select	Type of Document	Matter Title	Status		
<input type="checkbox"/>	Form 3 - General Procedure Claim	SMITH & Anor v A BIG COMPANY PTY LTD	Ready for Lodgment	<a href="#">Edit...</a>	<a href="#">Preview before lodging</a>

[Delete Selected](#) [Move Selected to another Batch](#)

[Close and Unlock Batch](#) [Delete this batch](#)

[Add another document...](#) [Lodge](#)

At this stage you can perform the following actions:

- Delete the document
- Edit the document
- Move the document to another (pending) batch
- Add another document to the batch ( on non-originating claims)
- Delete the entire batch
- Lodge the batch.

06. If you edit the document the system displays the next screen of the lodgment wizard, though what this screen is depends on what document type you are lodging. This screen will also look slightly different depending on the document type.

However, regardless of what screen appears, you now must navigate through each of them in turn and complete all fields as necessary.

The wizard has finished once the **Batch Details** screen appears.

07. It is recommended at this time that you click the Preview link to the right of the document.

The rendered document is downloaded and appears at the bottom of your browser.

Batch Details

Batch details: New Batch from 20-Feb-2020 03:07 PM

Batch contents:

Type of Document	Matter Title	Created	Fee	
Form 22 - Statement of Defence to Minor Case Claim (eLodged)	MC/CIV/MID/MINOR/212/2020 HINSLEY & Anor v JONES	20 Feb 2020 03:07 PM	\$0.00	<div>View</div>

Download all as Zip file

Return to Main Menu

Do you want to open or save MC-CIV-MID-MINOR-212-2020-HINSLEY---Anor-v-JONES-9---State-Def-MC--eLodged-.zip (70.6 KB) from icmssystest?

Open

Save

Cancel

Now you can choose to edit the document in eLodgment to correct any errors, add more documents to the batch, or lodge the batch.

**NOTE:** If you choose to add another document to the batch it must be for the same jurisdiction/division/location of the first document.

## 16. Pay to Lodge a Document Batch

Not all documents have a lodgment fee, but if any of the documents on the batch do have a fee you must authorise payment at the time of lodgment.

01. From the **Batch Details** you can select edit to make any changes. Preview the document before lodging, or select to lodge the document.


eLodgment

Batch details

Batch name: New Batch from 18-Feb-2020 09:01 AM

Rename batch

Batch contents:

Select	Type of Document	Matter Title	Status		
<input type="checkbox"/>	Form 3 - General Procedure Claim	SMITH & Anor v A BIG COMPANY PTY LTD	Ready for Lodgment	<div>Edit</div>	<div>Preview before lodging</div>

Delete Selected

Move Selected to another Batch

Preview All...

Close and Unlock Batch

Delete this batch

Add another document

Lodge

If there is a fee to pay to lodge the document batch then the **Payment** screen displays. It first lists all of the documents on the batch with a fee and the amounts.

## Payment

Items for submission

Type of Document	Matter Title	Cost
Gen Prod Clm	SMITH & Anor v A BIG COMPANY PTY LTD	\$142.20

Total Amount

\$142.20

And underneath there are the direct debit and credit card payment options.

### Direct Debit Payment

**Select Account:**

Debit Account ▼

Pay via Direct Debit

### Credit Card Payment

**Card Number:**

**Card Name:**

**Card Type:**

VISA ▼

**Expiry (MM/YY):**

**CVV2/CVC2\*:**

Pay via Credit Card

\*The CVV2/CVC2 is a unique 3 digit number located on the rear of the credit card.

02. If you have a direct debit account already setup then this appears, and to use it click the **Pay via Direct Debit** button. Alternatively, you can complete the **Credit Card Payment** section and then click the **Pay via Credit Card** button.

The **Process Batch** screen appears.

The system completes each stage of the lodgment process, recording each in the **Batch Processing in Progress** window. Do not close the browser until the below links appear:

**View Receipt.**

**View Completed Batch.**



Batch Processing in Progress

```

18 Feb 09:08:34 Payment processing complete with confirmation value: 123456789
18 Feb 09:08:36 Sending data for 1 Document(s):
18 Feb 09:08:36 Sending data for Gen Prod Clm - SMITH & Anor v A BIG COMPANY PTY LTD...
18 Feb 09:08:48 Data sent for Gen Prod Clm - SMITH & Anor v A BIG COMPANY PTY LTD.
18 Feb 09:08:48 Processing 1 Document(s):
18 Feb 09:08:48 Starting Gen Prod Clm - SMITH & Anor v A BIG COMPANY PTY LTD...
18 Feb 09:08:51 Initial processing finished on MC/CIV/MID/GCLM/182/2020 (SMITH & Anor v A BIG COMPANY PTY LTD)

18 Feb 09:08:54 Saving internal invoice
18 Feb 09:08:54 Applying payment to invoice

18 Feb 09:08:55 Rendering documents for 1 Matter(s):
18 Feb 09:08:55 Rendering MC/CIV/MID/GCLM/182/2020
18 Feb 09:08:59 Rendering finished on MC/CIV/MID/GCLM/182/2020

18 Feb 09:08:59 Processing Complete

```

[View Receipt...](#)  
[View Completed Batch...](#)

03. Click the **View Receipt** link to view the receipt (relating to the batch) on the screen. From here you can print the receipt.

#### Invoice

<b>ABN:</b>	70 598 519 443
<b>Invoice No:</b>	25397979
<b>Payment Receipt:</b>	MID7032737
<b>Order ID:</b>	EL-CC-2002180001
<b>Payment Total:</b>	\$142.20
<b>Total includes GST of:</b>	No GST has been charged
<b>Date Paid:</b>	18 Feb 2020
<b>Batch Name:</b>	New Batch from 18-Feb-2020 09:01 AM
<b>Invoice Details:</b>	
MC/CIV/MID/GCLM/182/2020 - SMITH & Anor v A BIG COMPANY PTY LTD - Gen Prod Clm - \$142.20	

[Print Invoice](#)
[Return to Batch details](#)

04. Click the **View Completed Batch** link to view the document batch.

#### Batch Details

Batch details: New Batch from 18-Feb-2020 09:01 AM

Batch contents:

Type of Document	Matter Title	Created	Fee	
Form 3 - General Procedure Claim (eLodged)	MC/CIV/MID/GCLM/182/2020 SMITH & Anor v A BIG COMPANY PTY LTD	18 Feb 2020 09:01 AM	\$142.20	<a href="#">View...</a>

[View Receipt](#) [Download all as Zip file](#)

[Return to Main Menu](#)

If a document on the batch does not need to be processed (reviewed) by the Court then you can click the **View** link in the batch screen to download the document in PDF with a seal, lodged stamp and matter number.

If a document does need to be processed then a message will appear after clicking **View** saying that it is currently unavailable.

[Home](#) > [eLodgment](#)

#### Batch Details

Batch details: New Batch from 18-Feb-2020 09:01 AM

Batch contents:

Type of Document	Matter Title	Created	Fee	
Form 3 - General Procedure Claim (eLodged)	MC/CIV/MID/GCLM/182/2020 SMITH & Anor v A BIG COMPANY PTY LTD	18 Feb 2020 09:01 AM	\$142.20	<a href="#">View...</a>

[View Receipt](#) [Download all as Zip file](#)

[Return to Main Menu](#)

Document Unavailable: awaiting processing from the Court



## 17. Retrieve Incoming Court Documents

Once the Court has issued a document, an email is automatically sent to the email address.

This email contains details about the related matter and a link to log into eLodgment.



**MAGISTRATES COURT  
OF WESTERN AUSTRALIA**

ABN: 70 598 519 443  
24 Spring Park Road  
Midland, WA, 6056  
TELEPHONE: 9250 0200

FACSIMILE: 9274 6676

**Matter Number:** MC/CIV/MID/MINOR/212/2020

**Matter Title** : HINSLEY & Anor v JONES

The following link contains correspondence from the Magistrates Court:

[MC Order - MC/CIV/MID/MINOR/212/2020 - HINSLEY & Anor v JONES - 18 Feb 2020](#)

Please be advised that if you are registered for the eCourts Portal the document is also available from the eCourts Portal.

[Login to eCourts Portal](#)

This email was sent from an automated address and replies are not monitored.

If you have any queries or questions, please contact the Magistrates Court.

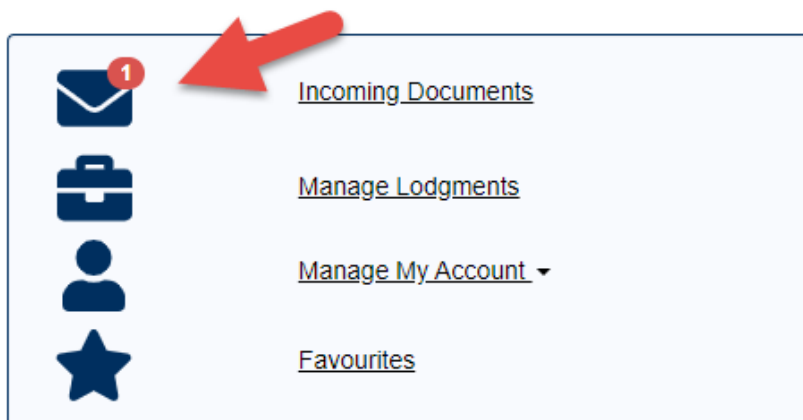
Yours faithfully,

Court Officer

18 February 2020

01. Log into eLodgment.

02. From the eLodgment home page click on the **You have an unread incoming document** in the **Incoming Documents** section.



The **Document Notification** screen displays.

## Incoming Documents

Hide search options

Jurisdiction	<input type="text"/>	Division	<input type="text"/>	Location	<input type="text"/>
Matter Ref	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Read <input type="radio"/> Unread <input type="radio"/> All <input type="radio"/>					
From	<input type="text" value="dd/mm/yyyy"/>	To	<input type="text" value="dd/mm/yyyy"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

Date Created	Document Description	Matter Description	Sent On	
18 Feb 2020 03:16 PM	Form 25 - General Order Registrar Stacey Hinsley 18 Feb 2020	MC/CIV/MID/MINOR/212/2020	18 Feb 2020 03:16 PM	<a href="#">View</a>

All notifications of incoming court documents (both read and unread) are displayed.

The ones that have not been read (i.e. viewed) appear in bold.

03. If you have a lot of notifications then the search criteria options will help find the one that you are looking for.

**Jurisdiction/Division/Location** of the matter.

Matter type/index number/year (**Matter Ref**) of the matter.

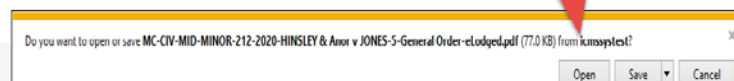
Whether the notification is **Read/Unread**.

The **Date Received** of the notification.

04. Once you have found the relevant notification (there are also **Document Description** and **Matter Description** columns to help) click the **View** link in that notification's row.

The document is downloaded at the bottom of the browser screen.

Date Created	Document Description	Matter Description	Sent On	
18 Feb 2020 03:16 PM	Form 25 - General Order Registrar Stacey Hinsley 18 Feb 2020	MC/CIV/MID/MINOR/212/2020	18 Feb 2020 03:16 PM	<a href="#">View</a>



05. Click **Open**.

A new window opens and displays the document.

### Incoming Documents

You do not have any unread documents

Show all...

## 18. Search for and View Matters

All matters in the civil divisions can be searched for and basic information viewed, apart from certain restricted matter types.

01. From the eLodgment home screen click on the **Jurisdiction** drop down in the **Search for Civil Matters** section, and select the jurisdiction of the matter you wish to find and view.

02. The **Division** will default to civil and you will be required to select a **Location**.

Search for Matters

Quick Matter Search

Jurisdiction:

Division:

Location:

Matter Ref:

/

OR

Party Name:

(Enter the full Company name or full Surname)

Search

03. Enter in the matter index type, number and year into the **Matter Ref** fields. Or enter the full name of a party on a matter into the **Party Name** field.

04. Click the **Search** button.

The **Find Matter** screen appears.

Matters matching the search criteria entered are displayed.

05. If the relevant matter is displayed here then click the **View** link in that matter's row (otherwise enter new search criteria and click **Search** again).

Details of the matter are displayed.

The following details about the matter are shown:

- Matter title
- Matter number
- Current status of the matter
- Party List.

Three most recent documents lodged on the matter.

06. To view more details about all documents lodged on the matter click **View Document List**.

A total of 3 documents have been submitted for this Matter, 1 hearing exists for this Matter.  
3 most recently submitted documents for this Matter  
Please note that out of hour lodgments may not be visible until the next business day.

eLodged	Title	Doc Type	Lodged By	Lodgment Date
<input checked="" type="checkbox"/>	Form 2 - General Form of Affidavit	General Form Affid	Jones SMITH	18 Feb 2020
<input checked="" type="checkbox"/>	Form 23 - Application - General Procedure Claim Application to Vacate Trial	Appin GPC	Jones SMITH	18 Feb 2020
<input checked="" type="checkbox"/>	Form 3 - General Procedure Claim	Gen Prod Clm	Jones SMITH	18 Feb 2020

For this Matter...

[View Document List](#)  
[View Hearing List](#)  
[View Subpoenaed Items](#)

**View** link appears next to each document that has an electronic version available.

If there are a lot of documents on the matter use the search criteria to help find the one you wish to view.

07. To view all hearings on the matter click **View Hearing List**.

 > eLodgment

Hearings for Matter : 'MC/CIV/MD/GCLM/182/2020 SMITH & Anor v A BIG COMPANY PTY LTD'

Court Room Text	Current Status	First Sitting Type	Hearing Type	Start Date	View Evidentiary Items
Courtroom 2 Midland Courthouse	Pending	Combined Court	General Applications	19 Feb 2020 09:30 AM	<a href="#">View...</a>

## For further assistance

### Courts Technology Group (CTG) Helpdesk

8:15am to 5pm

Monday to Friday (except Public Holidays)

Telephone: (08) 9425 2645

[ctghelpdesk@justice.wa.gov.au](mailto:ctghelpdesk@justice.wa.gov.au)

### Perth Magistrates Court

Central Law Courts

501 Hay Street

PERTH WA 6000

Telephone: (08) 9425 2222

[PerthMagistratesCourt@justice.wa.gov.au](mailto:PerthMagistratesCourt@justice.wa.gov.au)

Or Alternatively Contact your [nearest court location](#).