Help Card – Lodgement Contact Information

Entering Contact Information during eLodgment.

Originating Document eLodgment Process – (e.g. Form 2.1 Originating Claim)

After selecting the '*Lodge a Document'* task and starting the document lodgment wizard, user selects the *'Form 2.1 Originating Claim – Magistrates Court'* document from the drop-down list and then clicks Next.

The Contact Information screen is displayed:

The *'Contact eMail'* field will reflect the central email address of the Law Firm linked to the eLodgment user who is logged in and completing a lodgement.

If a contact phone and/or fax number is recorded in ICMS against the law firm that is linked to the user, these details will appear within the as named fields. If not, they will display blank and the user can manually update them within this screen.

The user will need to enter a name within the *'Contact Name'* (must be the legal practitioners name) field towards the top of the screen.
Note: The name that is entered in this field will appear on the document(s) at the completion of lodgment, this must reflect the name of the legal practitioner who has carriage of the matter and who would have signed the document(s). If this procedure is not followed, then the claim may not comply with the Court Procedures Rules.

The *'Reference'* field is for the user to enter their own unique reference. Most law firms record one as a matter of course upon the documents they file with the court currently (as part of their filed by details at the bottom of documents).

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact Details	**Contact Information**

Contact Information

Please enter your contact details for this lodgment:

Contact Name:	John Lawyer
Contact Ph:	02 6212 3456
Contact Fax:	02 6212 7890
Contact eMail:	lawfirm@test.email.com
Reference:	Lodgment 01

Save for later | Delete document | Back | Next

Once details have been entered into the fields, click 'Next' to progress with the eLodgment. (**Note**: At any point from here onwards, the user can select to either 'Save for later' which will save their progress in the wizard for them to come back and complete at a later time, or to 'Delete document' which will cancel the lodgment wizard at this point and not create or save any progress)