

# ACT Courts and Tribunal eLodgment Help Guide

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# Help for eLodgment

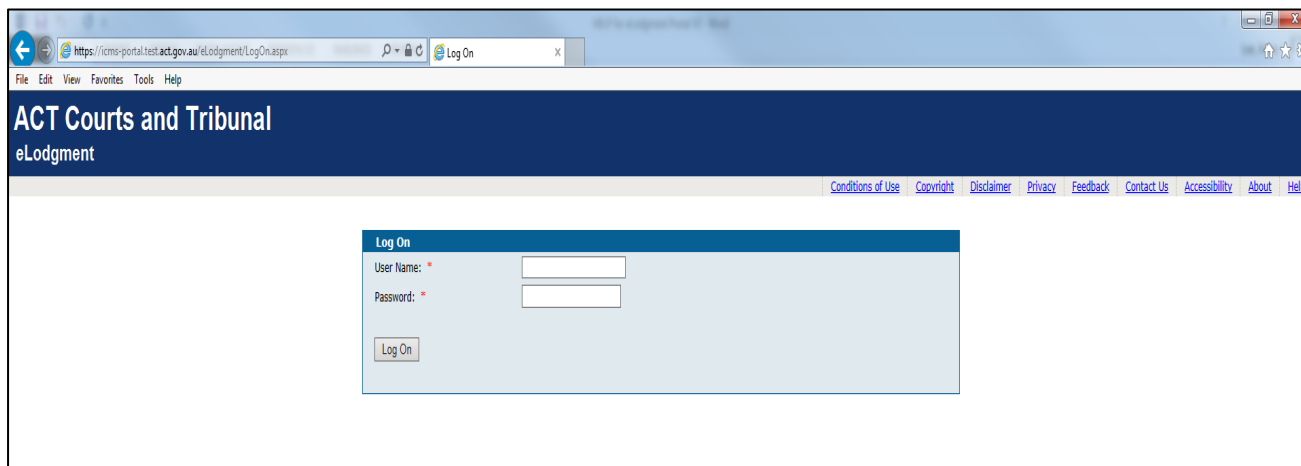
## Overview

- eLodgment is only available for registered users. More information on registration is available at <https://www.courts.act.gov.au/eservices/eLodgmentRegistration>.
- It is important to have all necessary information on hand before using the eLodgment application. When eLodging a document the user must select the document they wish to lodge, then—if applicable—the matter number it is being lodged against.
- eLodgment uses a Wizard to guide the user step by step through the lodgment process, including entering certain information at specific locations, and in some cases, uploading supporting documentation.
- eLodgment allows for several documents to be lodged in batches and saved in the system pending lodgement. The batches can be named for ease of identification.
- Users are asked to please ensure documents are previewed before lodging them with the Court.
- Documents may be lodged outside of court registry hours. If this occurs, the document will be treated as having been lodged at the opening time of the court registry on the next working day.
- The use of login accounts is subject to the terms and conditions that were acknowledged by the users' organisation when completing the application to lodge documents electronically.
- Users' passwords will expire after 30 days if there is no activity. Users can renew their password in the main menu screen by following the instructions displayed.
- If a user attempts to login using an incorrect **password more than 3 times, the account will be locked**. The account can be unlocked by contacting the **ICMS Service Desk on 02 6205 1318**.

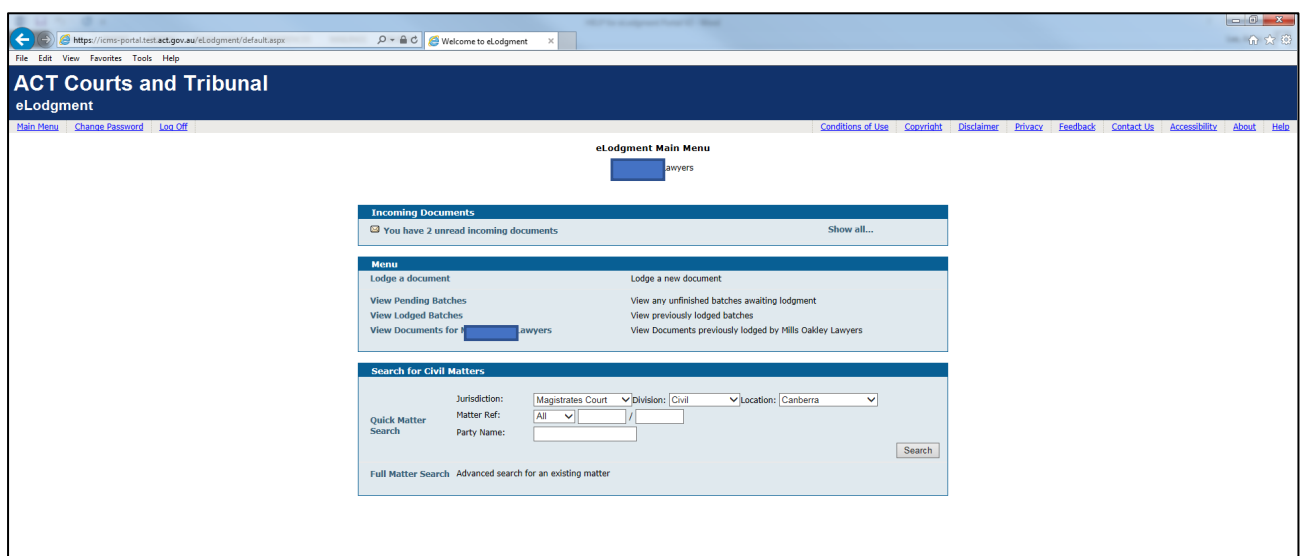
## eLodgment Portal

A user must be registered to use the eLodgment application prior to accessing the eLodgment portal. Upon entering the portal, users must log into the system by entering their username (email address) and password then clicking on **Log On** to enter the application as shown in the following login screen.

Note: During registration, individual users are requested to supply their individual email address as well as their organisation's generic email address. Email communication from the court regarding documents filed by all users from the organisation will be sent to the firm's generic email address, and not to an individual user's email address. If a user wishes to receive documents electronically but an organisation's generic email address has not been supplied, written advice must be provided to the **ICMS Service Desk at** [CourtsICMSServiceDesk@courts.act.gov.au](mailto:CourtsICMSServiceDesk@courts.act.gov.au).



After logging on, users will be directed to a page with the main menu (see below).



At the top of the page are administrative links which can be accessed at any time during the eLodgment process. These will enable users to:

- Return to **Main Menu**
- **Change Password**
- **Log Off** from the system
- View the **Conditions of Use** for eLodgment
- View the **Copyright, Disclaimer** and **Privacy** information
- Provide **Feedback**
- Contact the relevant court authorities through **Contact Us**
- View **Accessibility**, System (**About**) and **Help** information

# Main Menu Functions

**eLodgment Main Menu**

Lawyers

**Incoming Documents**

You do not have any unread documents [Show all...](#)

**Menu**

**Lodge a document** Lodge a new document

**View Pending Batches** View any unfinished batches awaiting lodgment

**View Lodged Batches** View previously lodged batches

**View Documents for [redacted] Lawyers** View Documents previously lodged by [redacted] Lawyers

**Search for Civil Matters**

**Quick Matter Search**

Jurisdiction: Magistrates Court Division: Civil Location: Canberra

Matter Ref: All /

Party Name:

[Full Matter Search](#) Advanced search for an existing matter

[Search](#)

The **Main Menu** is customised to the user with the organisation with which the user is associated. Brief descriptions of the three key sections of the main menu screen are set out below:

## Incoming Documents

This section is where Court-produced documents will be served on eLodgment users. Whenever a Court-produced document is created, an email will be sent to their organisation's generic email address advising that the document is ready to be viewed and downloaded. Opening the **Show all...** link in the **Incoming Documents** section will display any Court-produced documents that are ready to be downloaded and viewed. This will also include sealed copies of documents ready for service.

## Menu

This section is where the eLodgment functions are listed for dealing with the Court, as follows:

- Lodge a document** will launch a Wizard that enables a user to create and lodge any document available through the portal to the court.
- View Pending Batches** will display a list of batches containing documents created and saved but not yet submitted to the court. This also includes a function to search for a specific batch by name and/or date of creation.
- View Lodged Batches** will show all batches that a user has already submitted to a court. This includes a function to search for a specific batch by name and/or date of submission. From the search results the user is then able to navigate to a particular document within that batch.

- **View Documents for** will display all documents that an organisation has submitted to a court, without having to first search for a batch. This includes a function to search for a document by document type, party name and date lodged.

### Search for Civil Matters

This section allows for two different types of search for civil matters in both the Magistrates and Supreme Courts, as follows:

- **Quick Matter Search** will facilitate viewing the document index or hearing dates for a specific matter. In this type of search, search criteria is entered directly into the *Main Menu* screen to commence a search.
- **Full Matter Search** is a more advanced search function to facilitate viewing of the document index or hearing dates for a specific matter. Unlike a *Quick Matter Search*, this search allows the user to define a date range to search.

Note: Some Magistrate and Supreme Court matter types are not available to be searched due to legislative restrictions.

# Lodging Documents

- Selecting **Lodge a document** will launch a Wizard to guide users step by step through the process of filing each type of document.
- After completing the data in each screen, click **Next** to continue to the next screen until the document is completed.
- Clicking **Back** at any point in the process will return to the previous screen.
- At most points in the Wizard, the document can be saved to be completed later.

## Lodging a Form 2.1 Originating Claim

- Select **Lodge a document** from the Main Menu.

The screenshot shows the 'eLodgment Main Menu' for 'Mills Oakley Lawyers'. It features a header with the menu name and user name. Below is a section for 'Incoming Documents' stating 'You do not have any unread documents' with a 'Show all...' link. The 'Menu' section contains a red-bordered box around the 'Lodge a document' option, which is described as 'Lodge a new document'. Other menu items include 'View Pending Batches', 'View Lodged Batches', and 'View Documents for Mills Oakley Lawyers'. A 'Search for Civil Matters' section includes a 'Quick Matter Search' with dropdowns for Jurisdiction (Magistrates Court), Division (Civil), and Location (Canberra), along with input fields for Matter Ref and Party Name. A 'Full Matter Search' link is also present. A 'Search' button is located at the bottom right of the search section.

## Type of Document Lodgment

The screenshot shows the 'Type of Document Lodgment' screen. It has a sidebar with 'Document details' and a link to 'Type of document'. The main area prompts the user to 'Please select Jurisdiction to lodge with:' and shows dropdowns for Jurisdiction (Magistrates Court), Division (Civil), and Location (Canberra). Below this, it asks 'Please select the type of document to be lodged: \*' and shows a dropdown menu with 'Form 2.1 Originating Claim - Magistrates Court' selected. A red asterisk indicates mandatory fields. At the bottom, there are 'Delete document' and 'Next' buttons.

- Ensure the jurisdiction, division and location in which the matter is being filed are correct.
- Select **Form 2.1 Originating Claim** from the drop-down menu.

## Contact Information

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Contact Information</b>
Plaintiffs	Please enter your contact details for this lodgment:
(Add Plaintiff)	Contact Name: <input type="text"/>
	Contact Ph: <input type="text"/>
	Contact Fax: <input type="text"/>
	Contact eMail: <input type="text"/>
	Reference: <input type="text"/>
<div>Save for later   Delete document   Back   Next</div>	

Fill in or edit (if auto-populated) your contact details for this lodgment.

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 lodgment.

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.)**

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact Details	<b>Contact Information</b>
	Please enter your contact details for this lodgment:
	Contact Name: <input type="text" value="John Lawyer"/>
	Contact Ph: <input type="text" value="02 6212 3456"/>
	Contact Fax: <input type="text" value="02 6212 7890"/>
	Contact eMail: <input type="text" value="lawfirm@test.email.com"/>
	Reference: <input type="text" value="Lodgment 01"/>
<div>Save for later   Delete document   Back   Next</div>	

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).

## Enter Parties

Enter details of the parties involved. There are options to add multiple parties.

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Add Plaintiff</b>
Plaintiffs	Select the type of Plaintiff: * <input type="radio"/> Individual <input checked="" type="radio"/> Corporation
(Add Plaintiff)	Type of Body: <input type="text"/>
	Company Name and ACN/ABN: * <input type="text"/>
	ABN: <input type="text"/>
	ACN: <input type="text"/>
	Representative capacity in which plaintiff sues: * <input type="text"/>
	Please confirm that this is a Registered Office: * <input type="checkbox"/>
	Address: * <input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Suburb: * <input type="text"/>
	PostCode: * <input type="text"/> ACT <input type="button" value="v"/>
	<input type="checkbox"/> Add Related Person/Organisation
	* Indicates Mandatory Fields
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

Information Entered	
1	Document Type selected: Form 2.1 Originating Claim - Magistrates Court
2	Document Contact information entered: John Law

Points to note when entering the details of parties involved:

- Mandatory fields are denoted with a red asterisk and must be completed before proceeding to the next step.
- For accurate calculation of lodgment fees and for statistical collation purposes please ensure the correct party type (i.e. individual or corporation) is entered.
- When selecting ☒ Corporation ensure the address entered is the Registered Office of the corporation and indicate this. ☒ Please confirm that this is a Registered Office: \* ☒
- Ensure that the addresses of the parties are accurate. Any suburbs and/or postcodes entered manually will not be validated.



Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Add Plaintiff</b>
Plaintiffs	Select the type of Plaintiff: * <input checked="" type="radio"/> Individual <input type="radio"/> Corporation Surname: * <input type="text" value="Martin"/> Given Names: * <input type="text" value="Joanne Serena"/> Date of Birth: <input type="text"/> ABN: <input type="text"/> Address: * <input type="text" value="1 Test Street"/> <input type="text"/> <input type="text"/> Suburb: * <input type="text" value="CANBERRA"/> PostCode: * <input type="text" value="2601"/> <input style="border: none; border-bottom: 1px solid black; padding: 0 5px;" type="text" value="ACT"/> <input type="button" value="v"/> <input type="checkbox"/> Add Related Person/Organisation
* Indicates Mandatory Fields	
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/>	<input type="button" value="Back"/> <input type="button" value="Next"/>

#### Information Entered

- |   |  |
|---|--|
| 1 | Document Type selected: Form 2.1 Originating Claim - Magistrates Court |
| 2 | Document Contact information entered: John Law                         |

A user can choose to Add a **Related Person/Organisation** or Alias when applicable. This is done by entering the representing party first, then selecting ☐ Add Related Person/Organisation. This opens another window where aliases, or roles and relationships can be completed as below:

**Example:** Joanne Serena Martin Also Known As Jo Martin:

Enter Joanne Serena Martin first (as above) and tick **Add Related Person/Organisation**, then select the **Relation Type** from the drop down field and enter the name of Jo Martin.

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Add a Related Participant for the Plaintiff</b>
Plaintiffs	Person/Organisation: * <input type="radio"/> Corporation <input checked="" type="radio"/> Individual
Martin	Relation Type: * <input type="text" value="Also Known As"/>
(Related Participant)	Last Name: * <input type="text" value="Martin"/>
	Given Names: * <input type="text" value="Jo"/>
	* Indicates Mandatory Fields
Save for later	Delete document
	Back Next

NB: eLodgment caters for parties that have a relationship or alias that may need to be included in the court action you are commencing. The relationship and alias fields have a list of types which cover all currently known instances. If you need a new type of relationship added, contact the **ICMS Service Desk** at (02) 6205 1318 to discuss.

Once a party to the matter has been added, they will display on screen with a role and named position number against their surname/company name, under a heading identifying their party type.

Document details	Document Selected								
Type of Document	Form 2.1 Originating Claim - Magistrates Court								
Contact details	<b>Plaintiffs</b>								
Plaintiffs	Plaintiffs:								
Martin	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Named Pos</th> <th></th> </tr> </thead> <tbody> <tr> <td>Martin</td> <td>1</td> <td>1</td> <td> <a href="#">Edit</a> <a href="#">Delete</a> </td> </tr> </tbody> </table>	Name	Role	Named Pos		Martin	1	1	<a href="#">Edit</a> <a href="#">Delete</a>
Name	Role	Named Pos							
Martin	1	1	<a href="#">Edit</a> <a href="#">Delete</a>						
	<a href="#">Edit Roles and Named Positions</a> <a href="#">Add Plaintiff</a>								
Save for later	Delete document								
	Back Next								

- The **Role** number is the numbered position of the party as labelled on the claim. e.g. First Plaintiff.

- The ***Named Position*** is the numbered position of the party if you have multiple parties with the same Role Number. e.g. Second Named First Plaintiff.

Document details	Document Selected																				
Type of Document	Form 2.1 Originating Claim - Magistrates Court																				
Contact details	<b>Defendants</b>																				
Plaintiffs	Defendants:																				
Jones	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Named Pos</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Andrews</td> <td>1</td> <td>1</td> <td><a href="#">Edit</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Cooper</td> <td>2</td> <td>1</td> <td><a href="#">Edit</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>Crouch</td> <td>3</td> <td>1</td> <td><a href="#">Edit</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table>	Name	Role	Named Pos			Andrews	1	1	<a href="#">Edit</a>	<a href="#">Delete</a>	Cooper	2	1	<a href="#">Edit</a>	<a href="#">Delete</a>	Crouch	3	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Name	Role	Named Pos																			
Andrews	1	1	<a href="#">Edit</a>	<a href="#">Delete</a>																	
Cooper	2	1	<a href="#">Edit</a>	<a href="#">Delete</a>																	
Crouch	3	1	<a href="#">Edit</a>	<a href="#">Delete</a>																	
(Related Participant)																					
(Add Plaintiff)	<a href="#">Edit Roles and Named Positions</a>																				
<b>Defendants</b>	<a href="#">Add Defendant</a>																				
Andrews																					
Related participant																					
Cooper																					
(Related Participant)																					
Smith																					
(Related Participant)																					
Matter details																					
Jones																					
Related participant																					
Crouch																					
Related participant																					
Save for later	Delete document Back Next																				

## Particulars of Claim

Points to note when completing *Particulars of Claim* section:

- **Nature of Claim:\*** must be selected to indicate the type of claim being filed.

▼

2.2 Debt or Liquidated Demand

2.3 Motor Vehicle Death

2.3 Motor Vehicle Personal Injury

2.4 Employment Death

2.4 Employment Personal Injury

2.6 Other

2.6 Other Death

2.6 Other Personal Injury

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Particulars of Claim:</b>
Plaintiffs	Please enter the relevant claim information for this lodgment.
test	Nature of Claim:*
Defendants	Relief Claimed or Orders/Relief Sought: *
test	Relief Claimed or Orders/Relief Sought (any claim for exemplary or aggravated damages <u>must</u> be specified see: r 50(5) - Court Procedures Rules 2006)
<a href="#">Claim Details</a>	(700 characters remaining)
	Upload Statement of Claim:*
	Supported file formats: .doc, .docx
	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Upload Selected File"/>
	Name of Act and provision showing that the court has jurisdiction to decide the claim or application *
	(100 characters remaining)
	Is Interest being applied for?:
	<input checked="" type="radio"/> No
	<input type="radio"/> Interest is claimed in accordance with the Court Procedures Rules
	<input type="radio"/> Contractual interest is being claimed
	Interlocutory Relief: <input type="button" value="No"/>
	I certify that this claim has reasonable prospects of success pursuant to s188 of the <i>Civil Law (Wrongs) Act 2002</i> : <input type="checkbox"/>
	Summary judgment is being applied for: <input type="checkbox"/>
	* Indicates Mandatory Fields
<input type="button" value="Save for later"/>	<input type="button" value="Delete document"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>

- When selecting **2.2 Debt or Liquidated Demand**, a claim amount must be entered.

**Particulars of Claim:**

Please enter the relevant claim information for this lodgment.

Nature of Claim: \* 2.2 Debt or Liquidated Demand

Claim Amount: \*

- A brief description of the relief claimed must be entered within the free text field, and a statement of claim in Word document form must be uploaded using the ***Upload Statement of Claim*** process.

NB Only Word documents may be uploaded. Remember to click the ***Upload Selected File*** button to ensure the document is uploaded into the system successfully.

Relief Claimed or Orders/Relief Sought: \*

Relief Claimed or Orders/Relief Sought (any claim for exemplary or aggravated damages must be specified see: r 50(5) - Court Procedures Rules 2006)  
(700 characters remaining)

Upload Statement of Claim: \*

Supported file formats: .doc, .docx

Choose File No file chosen

Upload Selected File

- The title of the legislation under which you are filing your claim must be completed.

Name of Act and provision showing that the court has jurisdiction to decide the claim or application \*

(100 characters remaining)

## Additional Attributes Screen

Document details	Document Selected
Type of Document	Form 2.1 Originating Claim - Magistrates Court
Contact details	<b>Additional Attributes</b>
Plaintiffs	Lawyers' Costs Amount:
Defendants	<div style="border: 1px solid black; height: 20px; width: 150px;"></div>
Matter details	
Additional Attributes	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><span style="border: 1px solid black; padding: 2px 10px;">Save for later</span></span> <span><span style="border: 1px solid black; padding: 2px 10px;">Delete document</span></span> <span><span style="border: 1px solid black; padding: 2px 10px;">Back</span></span> <span><span style="border: 1px solid black; padding: 2px 10px;">Next</span></span> </div>	

- A ***Lawyer's Costs Amount*** may be entered. This will be added to the claim amount.

## Batch Details Screen

**Batch Details**

Batch name:  
**New Batch from 26-Nov-2018 10:17 AM** [Rename batch...](#)

Batch contents:

Select	Type of Document	Matter Title	Status	
<input type="checkbox"/>	Form 2.1 Originating Claim - Magistrates Court	[Redacted] v [Redacted]	Ready for Lodgment	<a href="#">Edit...</a> <a href="#">Preview...</a>

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

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

After all of the information for the claim has been entered, the final screen will display a list of the documents contained within the batch, with the following options (see above screenshot). They are:

- **Rename batch:** where multiple batches of documents have been created but have not yet been lodged, this option allows individual batches to be given unique titles.
- **Edit/Preview:** allows document(s) to be previewed and edited before final lodgement, if required.
- **Close Batch:** closes and saves the batch.
- **Delete This Batch:** deletes the entire batch and all documents contained in it.
- **Add Another Document:** allows additional document(s) to be created and saved to this batch.

To perform any of the following actions, documents must first be selected by clicking on the tick box adjacent to the file name


- **Delete Selected:** allows individual files/documents to be deleted.
- **Move Selected to another Batch:** moves the selected document(s) to another batch; selecting this option will display a list of current unsubmitted batches into which the document can be moved.
- **Lodge:** continues the lodgment process.

## Payment

- Upon clicking **Lodge**, the items to be lodged and total cost will be displayed. To proceed click **Lodge and Pay**.

Payment		
Items for submission		
Type of Document	Matter Title	Cost
2.1 Originating Claim	[Redacted] v [Redacted] & [Redacted]	\$1,030.00
Total Amount		\$1030.00
<input type="text"/>		<input type="button" value="Lodge and Pay"/>
<input type="button" value="Cancel Submission"/>		


- Users will then be directed to a payment portal to complete payment.



### ACT Courts and Tribunal Internet Payment

Enter your payment details below. Fields marked with an asterisk ( \* ) are mandatory.

**Payment Reference** EL-CC-1811290001  
**Amount** \$1,030.00 AUD

\* **Cardholder Name**   
 \* **Credit Card Number**    
 \* **Expiry Date (mm/yy)**  /   
 \* **Card Verification Number (CVN)**  [What is the CVN?](#)

NB If multiple documents with the same lodgement cost have been lodged on the same day, a Validation Warning will be displayed. Before proceeding with the payment, a tick box must be selected to confirm the duplicate payment.

You have previously made a payment to this merchant for the same amount today. Please confirm that you wish to process this duplicate payment.

\* ☒ I confirm that I want to process this duplicate payment.

- User is required to enter the Cardholder Name, Credit Card Number, Expiry Date and CVC number to proceed with payment.
- Once payment is made, a **Batch Processing Screen** will appear with the matter number allocated for the document lodged (see box). Please note the matter number for reference.


Batch Processing in Progress

```

29 Nov 11:09:04 Processing commenced:
29 Nov 11:09:04 Attempting Credit Card transaction
29 Nov 11:10:57 Payment processing complete with confirmation value: 1036863464
29 Nov 11:10:59 Sending data for 1 Document(s):
29 Nov 11:10:59 Sending data for 2.1 Originating Claim - [REDACTED]
29 Nov 11:11:10 Data sent for 2.1 Originating Claim - [REDACTED]
29 Nov 11:11:10 Processing 1 Document(s):
29 Nov 11:11:10 Starting 2.1 Originating Claim - [REDACTED]
29 Nov 11:11:10 Initial processing finished on MC/CIV/CAN/CS/270/2018 (Sussex v Darcy & Co)

29 Nov 11:11:13 Saving internal invoice
29 Nov 11:11:14 Applying payment to invoice

29 Nov 11:11:16 Rendering documents for 1 Matter(s):
29 Nov 11:11:16 Rendering MC/CIV/CAN/CS/270/2018
29 Nov 11:11:19 Rendering finished on MC/CIV/CAN/CS/270/2018
29 Nov 11:11:19 Processing Complete
  
```


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

- Click **View Receipt** to view and print an invoice for the completed transaction.

Invoice	
ABN:	[REDACTED]
Invoice No:	7779741
Payment Receipt:	1036863464
Order ID:	EL-CC-1811290001
Payment Total:	\$1,030.00
Total includes GST of:	No GST has been charged
Date Paid:	29 Nov 2018
Batch Name:	New Batch from 29-Nov-2018 11:03 AM
Invoice Details:	
MC/CIV/CAN/CS/270/2018 - [REDACTED] v [REDACTED] & [REDACTED] - 2.1 Originating Claim - \$1,030.00	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Print Invoice</div> <div>Return to Batch details</div> </div>	



## Lodging a Form 2.8 Notice of Intention to Respond

- First select **Lodge a document** from the **Main Menu**.

The screenshot shows the 'eLodgment Main Menu' for a user named 'Lawyers'. It features three main sections: 'Incoming Documents' with a message 'You do not have any unread documents' and a 'Show all...' link; a 'Menu' section with a red box highlighting 'Lodge a document' (which links to 'Lodge a new document'), and other options like 'View Pending Batches', 'View Lodged Batches', and 'View Documents for Lawyers'; and a 'Search for Civil Matters' section with dropdowns for 'Jurisdiction' (Magistrates Court), 'Division' (Civil), and 'Location' (Canberra), along with input fields for 'Matter Ref' and 'Party Name', and a 'Search' button. A 'Quick Matter Search' link is also present.

- The Document Lodgment Wizard will display.

The screenshot shows the 'Document Lodgment Wizard' with a 'Document details' sidebar. The main area is titled 'Type of Document Lodgment' and contains instructions to select jurisdiction and document type. It includes dropdowns for 'Jurisdiction' (Magistrates Court), 'Division' (Civil), and 'Location' (Canberra). A dropdown for 'Please select the type of document to be lodged: \*' has 'Form 2.8 Notice of Intention to Respond' selected. A red asterisk indicates mandatory fields. At the bottom are 'Delete document' and 'Next' buttons.

- Ensure the jurisdiction, division and location in which the matter is being lodged are correct, then select **Form 2.8 Notice of Intention to Respond** from the drop-down menu.

## Matter Information

- Enter the matter number in which the **Notice of Intention to Respond** is to be lodged.

<b>Document details</b>	<b>Document Selected</b>
Type of Document	Form 2.8 Notice of Intention to Respond
<a href="#">Matter Selection</a>	<b>Matter Information</b>
	Please enter the reference information for the Matter for which this document is to be lodged.
	Matter Ref: * <input type="text" value="CS"/> / <input type="text"/> / <input type="text"/>
	* Indicates Mandatory Fields
<input type="button" value="Save for later"/>	<input type="button" value="Delete document"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>

- Select the Party(s) for whom the document being lodged. This will display a list of all parties involved in the matter. Click on the tick box(s) to select the relevant party(s)

<b>Document details</b>	<b>Document Selected</b>						
Type of Document	Form 2.8 Notice of Intention to Respond						
<a href="#">Matter Selection</a>	<b>Matter Selected</b>						
	MC/CIV/CAN/CS/[ ]/2018 [ ] v [ ]						
<a href="#">Party Selection</a>	<b>Party Information</b>						
	Please select the party(s) for whom this document is being lodged						
	<b>Plaintiffs</b>						
	<table border="1"> <thead> <tr> <th>Name</th> <th>Legal Representative</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> [ ]</td> <td>[ ] Lawyers</td> </tr> </tbody> </table>	Name	Legal Representative	<input type="checkbox"/> [ ]	[ ] Lawyers		
Name	Legal Representative						
<input type="checkbox"/> [ ]	[ ] Lawyers						
	<b>Defendants</b>						
	<table border="1"> <thead> <tr> <th>Name</th> <th>Legal Representative</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> [ ]</td> <td></td> </tr> <tr> <td><input type="checkbox"/> [ ]</td> <td></td> </tr> </tbody> </table>	Name	Legal Representative	<input type="checkbox"/> [ ]		<input type="checkbox"/> [ ]	
Name	Legal Representative						
<input type="checkbox"/> [ ]							
<input type="checkbox"/> [ ]							
<input type="button" value="Save for later"/>	<input type="button" value="Delete document"/>						
	<input type="button" value="Back"/> <input type="button" value="Next"/>						

- Select the relevant fee type for each party.

<b>Document details</b>	<b>Document Selected</b>
Type of Document	Form 2.8 Notice of Intention to Respond
<a href="#">Matter Selection</a>	<b>Matter Selected</b>
	MC/CIV/CAN/CS/[ ]/2018 [ ] v [ ]
<a href="#">Party Selection</a>	<b>Confirm Respondents Fee Type/s</b>
<a href="#">Confirm Respondents Details</a>	[ ]
<a href="#">Contact Details</a>	<input checked="" type="radio"/> Individual <input type="radio"/> Corporation
	[ ]
	<input type="radio"/> Individual <input checked="" type="radio"/> Corporation
<input type="button" value="Save for later"/>	<input type="button" value="Delete document"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>

## Contact Information

Complete—or if auto-populated, edit—the contact details for this lodgement.

Document details	Document Selected
Type of Document	Form 2.8 Notice of Intention to Respond
Matter Selection	<b>Matter Selected</b>
Party Selection	MC/CIV/CAN/CS/[REDACTED]/2018 [REDACTED] v [REDACTED]
Confirm Respondents Details	<b>Contact Information</b>
<a href="#">Contact details</a>	Please enter your contact details for this lodgment:
File Upload	Contact Name: <input type="text"/>
	Contact Ph: <input type="text"/>
	Contact Fax: <input type="text"/>
	Contact eMail: <input type="text"/>
	Reference: <input type="text"/>
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

- Upload files relating to this matter by clicking **Browse** and navigate to the document; select the document then choose **Upload Selected File**.

Document details	Document Selected
Type of Document	Form 2.8 Notice of Intention to Respond
Matter Selection	<b>Matter Selected</b>
Party Selection	MC/CIV/CAN/CS/[REDACTED]/2018 [REDACTED] v [REDACTED]
Confirm Respondents Details	<b>File Upload</b>
<a href="#">Contact details</a>	Supported file formats: .doc, .docx
<a href="#">File Upload</a>	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Upload Selected File"/>
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

N.B Only Word documents may be uploaded. Remember to click the **Upload Selected File** button to ensure the document is correctly uploaded into the system.

## Batch Details Screen

Batch Details				
Batch name:				
New Batch from 26-Nov-2018 10:50 AM <a href="#">Rename batch...</a>				
Batch contents:				
Select	Type of Document	Matter Title	Status	
<input type="checkbox"/>	Form 2.8 Notice of Intention to Respond	MC/CIV/CAN/CS/[REDACTED]/2018 [REDACTED] v Le & Anor	Ready for Lodgment	<a href="#">Edit...</a> <a href="#">Preview...</a>
<input type="button" value="Delete Selected"/>		<input type="button" value="Move Selected to another Batch"/>		<a href="#">Preview All...</a>
<input type="button" value="Close Batch"/>		<input type="button" value="Delete this batch"/>		<input type="button" value="Add another document..."/> <input type="button" value="Lodge"/>

After all of the data for the Form 2.8 application claim has been entered, a **Batch Details** screen will display a list of the documents contained within the batch, with the following options (see above screenshot). They are:

- **Rename batch:** where multiple batches of documents have been created but have not yet been lodged, this option allows individual batches to be given unique titles.

- **Edit/Preview:** allows document(s) to be previewed and edited before final lodgement, if required.
- **Close Batch:** closes and saves the batch.
- **Delete This Batch:** deletes the entire batch and all documents contained in it.
- **Add Another Document:** allows additional document(s) to be created and saved to this batch.

To perform any of the following actions, documents must first be selected by clicking on the tick box adjacent to the file name

- **Delete Selected:** allows individual files/documents to be deleted.
- **Move Selected to another Batch:** moves the selected document(s) to another batch; selecting this option will display a list of current unsubmitted batches into which the document can be moved.
- **Lodge:** continues the final stages of the eLodgment process and submits all matters contained within this batch to the court. When document(s) are ready to be lodged, select the relevant documents then click **Lodge**.

## Lodging the Document

- Upon clicking **Lodge**, the documents(s) selected to be lodged will be displayed. If the details shown are correct, click **Confirm and Lodge**.

Lodgment Confirmation	
Items for submission:	
Type of Document	Matter Title
Form 2.8 Notice of Intention to Respond	MC/CIV/CAN/CS/171/2018 [redacted] v [redacted] & [redacted]
Please confirm you wish to lodge this document with the Magistrates Court of the Australian Capital Territory...	
<a href="#">Return to previous page</a>	<a href="#">Confirm and Lodge</a>

- A **Batch Processing Screen** will appear with the originally allocated matter number for the document lodged (see below).

Batch Processing in Progress

29 Nov 11:42:36 Batch Confirmation received with no payment necessary

29 Nov 11:42:36 Sending data for 1 Document(s):

29 Nov 11:42:36 Sending data for 2.8 Intention to Respond - MC/CIV/CAN/CS/171/2018 [REDACTED] v [REDACTED]

29 Nov 11:42:40 Data sent for 2.8 Intention to Respond - MC/CIV/CAN/CS/171/2018 [REDACTED] v [REDACTED]

29 Nov 11:42:40 Processing 1 Document(s):

29 Nov 11:42:40 Starting 2.8 Intention to Respond - MC/CIV/CAN/CS/171/2018 [REDACTED]

29 Nov 11:42:41 Initial processing finished on MC/CIV/CAN/CS/171/2018 [REDACTED]

29 Nov 11:42:48 Rendering documents for 1 Matter(s):

29 Nov 11:42:48 Rendering MC/CIV/CAN/CS/171/2018

29 Nov 11:42:50 Rendering finished on MC/CIV/CAN/CS/171/2018

29 Nov 11:42:50 Processing Complete

[View Completed Batch...](#)

- Once the processing is complete, return to the batch by clicking **View Completed Batch**, or return to **Main Menu** to log out or continue lodging items.

## Lodging a Form 2.7 Originating Application

If an application is being made under the *Corporations Act 2001* or is in an Injunction of any kind, users must contact the Court. Under legislation, these types of applications have a limited time frame in which to be processed and should not be lodged via eLodgment.

- First select **Lodge a document** from the **Main Menu**.

The screenshot shows the 'eLodgment Main Menu' for a user named 'Lawyers'. The menu is divided into several sections: 'Incoming Documents' (stating 'You do not have any unread documents' with a 'Show all...' link), 'Menu' (containing links like 'Lodge a document', 'View Pending Batches', 'View Lodged Batches', and 'View Documents for Lawyers'), and 'Search for Civil Matters' (with fields for Jurisdiction, Division, Location, Matter Ref, and Party Name, plus a 'Search' button). The 'Lodge a document' link in the Menu section is highlighted with a red box.

## Type of Document Lodgment

- The Document Lodgment Wizard will display.

The screenshot shows the 'Document details' section of the 'Type of Document Lodgment' wizard. It prompts the user to 'Please select Jurisdiction to lodge with:' and shows selected values: 'Magistrates Court', 'Civil', and 'Canberra'. It then prompts 'Please select the type of document to be lodged: \*' and shows the selected value: 'Form 2.7 Originating Application - Magistrates Court'. A red asterisk indicates a mandatory field. At the bottom, there are 'Delete document' and 'Next' buttons.

- Ensure the jurisdiction, division and location in which the matter is being filed are correct.
- Select **Form 2.7 Originating Application** from the drop-down menu.

## Contact Information

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact Details	<b>Contact Information</b>
Please enter your contact details for this lodgment:	
Contact Name:	<input type="text"/>
Contact Ph:	<input type="text"/>
Contact Fax:	<input type="text"/>
Contact eMail:	<input type="text"/>
Reference:	<input type="text"/>
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

Complete—or if auto-populated, edit—the contact details for this lodgment.

Enter details of the parties involved. There are options to add multiple parties. Points to note when entering details of parties involved:

- Mandatory fields are denoted with a red asterisk.
- For accurate calculation of lodgment fees and for statistical collation purposes please ensure the correct party type (i.e. individual or corporation) is entered.
- When selecting ☒ Corporation ensure the address entered is the Registered Office of the corporation and indicate this. ☒ Please confirm that this is a Registered Office: \*
- Ensure that the addresses of the parties are accurate; suburbs and post codes entered manually will not be validated.

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact details	<b>Add Plaintiff</b>
Plaintiffs (Add Plaintiff)	Select the type of Plaintiff: * <input type="radio"/> Individual <input checked="" type="radio"/> Corporation Type of Body: <input type="text"/> Company Name and ACN/ABN: * <input type="text" value="Company Pty Ltd ACN 12"/> ABN: <input type="text"/> ACN: <input type="text"/> Representative capacity in which plaintiff sues: * <input type="text" value="Director"/> Please confirm that this is a Registered Office: * <input checked="" type="checkbox"/> Address: * <input type="text" value="1 Registered Road"/> <input type="text"/> <input type="text"/> Suburb: * <input type="text" value="CANBERRA"/> PostCode: * <input type="text" value="2601"/> <input type="text" value="ACT"/> <input type="button" value="v"/> <input type="checkbox"/> Add Related Person/Organisation  <small>* Indicates Mandatory Fields</small>
<input type="button" value="Save for later"/> <input type="button" value="Delete document"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

- Repeat this step for each party to the matter, then click Next to continue.

## Particulars of Application

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact details	<b>Particulars of Application:</b>
Plaintiffs	Please enter the relevant Application information for this lodgment.
Defendants	Nature of Claim/Application: *
Application Details	<p>Relief Claimed or Orders/Relief Sought: *</p> <p>Relief Claimed or Orders/Relief Sought (any claim for exemplary or aggravated damages <u>must</u> be specified see: r 50(5) - Court Procedures Rules 2006)</p> <p>(700 characters remaining)</p>
	<p>Grounds of Application: *</p> <p><input checked="" type="radio"/> Enter Text <input type="radio"/> Upload document (Word)</p> <p>Grounds of Application *</p> <p>(700 characters remaining)</p>
	<p>Name of Act and provision showing that the court has jurisdiction to decide the claim or application *</p> <p>(100 characters remaining)</p>
	* Indicates Mandatory Fields
Save for later	Delete document
	Back Next

### Points to note when filling out Application Details:

- The correct **Nature of Claim/Application: \*** must be selected to indicate the type of application being filed.

Order pursuant to Registration of Infant Settlement  
 Order pursuant to Return of Motor Vehicle  
 Order pursuant to Stay of drivers Licence suspension  
 Order pursuant to the Building & Construction Industry (Security of Payment) Act 2009  
 Order pursuant to the Civil Law (Wrongs) Act 2002  
 Order pursuant to the Corporations Act 2001  
 Order pursuant to the Crimes (Sentence Administration) Act 2005  
 Order pursuant to the Domestic Relationships Act 1994  
 Order pursuant to the Fair Work Act 2009  
 Order pursuant to the National Protection Consumer Credit Act 2009  
 Order pursuant to the Personal Property Securities Act 2009  
 Order pursuant to the Public Health Act 1997  
 Order pursuant to the Road Transport (Third Party Insurance) Act 2008

- When selecting one of the cause remedies types listed below, users will be prompted to enter a Monetary amount sought within the application. Leave this field blank if no monetary amount is being sought.



- Order pursuant to Registration of Infant Settlement
- Order pursuant to the *Building & Construction Industry (Security of Payment) Act 2009*
- Order pursuant to the *Domestic Relationships Act 1994*
- Order pursuant to the *Fair Work Act 2009*


**Particulars of Application:**

Please enter the relevant Application information for this lodgment.

Nature of Claim/Application: \*

Claim Amount:

(Leave blank if no monetary amount is being sought)



- Enter a brief description of the ***Relief Claimed or Orders/Relief Sought*** using the free text option.

**Relief Claimed or Orders/Relief Sought: \***

Relief Claimed or Orders/Relief Sought (any claim for exemplary or aggravated damages must be specified see: r 50(5) - Court Procedures Rules 2006)

(700 characters remaining)

**Grounds of Application: \***

☒ Enter Text ☐ Upload document (Word)

**Grounds of Application \***

(700 characters remaining)

- ***Grounds of Application*** may be entered using the free text option or by uploading a Grounds of Application in Word document format using the ***Upload Document*** option:

NB The ☒ Enter Text field is limited to a maximum of 700 characters only.

**Grounds of Application: \***

☐ Enter Text ☒ Upload document (Word)

Supported file formats: .doc, .docx

No file chosen

NB Any file to be uploaded must be a Word document. Remember to click the button ***Upload Selected File*** for the document to be uploaded into the system.

- The legislation under which an application is being filed must be completed.

Name of Act and provision showing that the court has jurisdiction to decide the claim or application \*  
(100 characters remaining)

## File Upload Screen

Affidavits to support the application must be uploaded as Portable Document Format (pdf.) documents.

Affidavit titles must follow the format: **Affidavit of (name) \*sworn/affirmed on (date)**

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact details	<b>File Upload</b>
Plaintiffs	File attachment name <b>must</b> be entered in the following format: Affidavit of (name) *sworn/affirmed on (date)
Defendants	<b>File Attachments</b>
Matter details	Name
File Upload	File
	Supported file formats: .pdf
	Choose File No file chosen
	Upload Selected File
Save for later	Delete document
	Back Next

Document details	Document Selected												
Type of Document	Form 2.7 Originating Application - Magistrates Court												
Contact details	<b>File Upload</b>												
Plaintiffs	File attachment name <b>must</b> be entered in the following format: Affidavit of (name) *sworn/affirmed on (date)												
Defendants	<b>File Attachments</b>												
Matter details	Name												
File Upload	File												
	Supported file formats: .pdf												
	Choose File No file chosen												
	Upload Selected File												
	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Affidavit of John Smith affirmed on 29 July 2019</td> <td><a href="#">Preview</a></td> <td><a href="#">Remove</a></td> </tr> <tr> <td>2</td> <td>Affidavit of Jane Doe sworn on 30 July 2019</td> <td><a href="#">Preview</a></td> <td><a href="#">Remove</a></td> </tr> </tbody> </table>		Name			1	Affidavit of John Smith affirmed on 29 July 2019	<a href="#">Preview</a>	<a href="#">Remove</a>	2	Affidavit of Jane Doe sworn on 30 July 2019	<a href="#">Preview</a>	<a href="#">Remove</a>
	Name												
1	Affidavit of John Smith affirmed on 29 July 2019	<a href="#">Preview</a>	<a href="#">Remove</a>										
2	Affidavit of Jane Doe sworn on 30 July 2019	<a href="#">Preview</a>	<a href="#">Remove</a>										
Save for later	Delete document												
	Back Next												

Affidavits being uploaded must be in Portable Document Format (pdf.). The **File Upload** screen allows a maximum total of 2 GB of documents to be uploaded, with a restriction to 200 MB per uploaded pdf.

Example: A user may upload up to 10 affidavits at a size of 200 MB, being a total of 2 GB.

Remember to click the **Upload Selected File** button to ensure the document is successfully uploaded into the system.

## Select Hearing Details Screen

This application automatically lists the eLodged document as per the *Court Procedure Rules* for commencement proceedings for a **Form 2.7 Originating application**.

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact details	<b>Select Hearing Details</b>
Plaintiffs	This matter will be listed at the Magistrates Court Canberra
Defendants	Hearing Type:
Matter details	Application
File Upload	Select Hearing Date:
Select Hearing Details	28 August 2019
	Select Time:
	09:45 AM
Save for later	Delete document
	Back Next

- Users will be prompted to enter a **Hearing Type** and **Select a Time**. Users are also required to select **Hearing Date** from those shown as available.

Document details	Document Selected
Type of Document	Form 2.7 Originating Application - Magistrates Court
Contact details	<b>Select Hearing Details</b>
Plaintiffs	This matter will be listed at the Magistrates Court Canberra
Defendants	Hearing Type:
Matter details	Application
File Upload	Select Hearing Date:
Select Hearing Details	
Save for later	Delete
Information Entered	
1 Document Type	
2 Document Cor	
3 Plaintiff details	

August 2019							September 2019							October 2019						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NB. If there are no dates available, the following message will be displayed:

There are no available time slots; please contact the court to request hearings to be made available

## Batch Details Screen

Batch Details			
Batch name:			
New Batch from 06-Aug-2019 02:10 PM <a href="#">Rename batch...</a>			
Batch contents:			
Select	Type of Document	Matter Title	Status
<input type="checkbox"/>	Form 2.7 Originating Application - Magistrates Court	[Redacted] v [Redacted]	Ready for Lodgment <a href="#">Edit...</a> <a href="#">Preview...</a>
<a href="#">Delete Selected</a>		<a href="#">Move Selected to another Batch</a>	
		<a href="#">Preview All...</a>	
<a href="#">Close Batch</a>		<a href="#">Delete this batch</a>	<a href="#">Add another document...</a>
		<a href="#">Lodge</a>	

When all data for the **Form 2.7** application has been entered, a **Batch Details** screen will display a list of the documents contained within the batch, with the following options (see above screenshot). They are:

- **Rename batch:** where multiple batches of documents have been created but have not yet been lodged, this option allows individual batches to be given unique titles.
- **Edit/Preview:** allows document(s) to be previewed and edited before final lodgement, if required.
- **Close Batch:** closes and saves the batch.
- **Delete This Batch:** deletes the entire batch and all documents contained in it.
- **Add Another Document:** allows additional document(s) to be created and saved to this batch.

To perform any of the following actions, documents must first be selected by clicking on the tick box adjacent to the file name.

- **Delete Selected:** allows individual files/documents to be deleted.
- **Move Selected to another Batch:** moves the selected document(s) to another batch; selecting this option will display a list of current unsubmitted batches into which the document can be moved.
- **Lodge:** continues the final stages of the eLodgment process and submits all matters contained within this batch to the court. When document(s) are ready to be lodged, select the relevant documents then click **Lodge**.

## Payment

- Upon clicking **Lodge**, the name(s) of the items being lodged and the total cost will be displayed. If all details are correct, click **Lodge and Pay**.

Payment		
Items for submission		
Type of Document	Matter Title	Cost
2.7 Originating Application MC	<input type="text"/> v <input type="text"/>	\$240.50
<b>Total Amount</b>		\$240.50
<input type="text"/>		<input type="button" value="Lodge and Pay"/>
<input type="button" value="Cancel Submission"/>		

- An Internet Payment portal enables payment to be completed online by credit card.

## ACT Courts and Tribunal Internet Payment

Enter your payment details below. Fields marked with an asterisk ( \* ) are mandatory.

**Payment Reference** EL-CC-1811290001

**Amount** \$1,030.00 AUD

\* **Cardholder Name**

\* **Credit Card Number**



\* **Expiry Date (mm/yy)**  /

\* **Card Verification Number (CVN)**  [What is the CVN?](#)

NB If multiple documents with the same lodgement cost have been lodged on the same day, a Validation Warning will be displayed. Before proceeding with the payment, a tick box must be selected to confirm the duplicate payment.

You have previously made a payment to this merchant for the same amount today. Please confirm that you wish to process this duplicate payment.

\* ☒ I confirm that I want to process this duplicate payment.

- Once payment is made, a **Batch Processing Screen** will appear with the matter number allocated for the document lodged (see box). Please note the matter number for reference.

Process Batch

Batch Processing in Progress

06 Aug 14:14:48 Processing commenced:

06 Aug 14:14:48 Attempting Credit Card transaction

06 Aug 14:15:18 Payment processing complete with confirmation value: 1043280051

06 Aug 14:15:20 Sending data for 1 Document(s):

06 Aug 14:15:20 Sending data for 2.7 Originating Application MC [REDACTED]

06 Aug 14:15:22 Data sent for 2.7 Originating Application MC - [REDACTED]

06 Aug 14:15:22 Processing 1 Document(s):

06 Aug 14:15:22 Starting 2.7 Originating Application MC [REDACTED]

06 Aug 14:15:24 Initial processing finished on MC/CIV/CAN/AP/74/2019 [REDACTED]

06 Aug 14:15:27 Saving internal invoice

06 Aug 14:15:28 Applying payment to invoice

06 Aug 14:15:40 Rendering documents for 1 Matter(s):

06 Aug 14:15:40 Rendering MC/CIV/CAN/AP/74/2019

06 Aug 14:15:47 Rendering finished on MC/CIV/CAN/AP/74/2019

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

- Click **View Receipt** to view and print the transaction invoice

Invoice	
ABN:	98 636 852 025
Invoice No:	7802315
Payment Receipt:	1043280051
Order ID:	EL-CC-1908060001
Payment Total:	\$240.50
Total includes GST of:	No GST has been charged
Date Paid:	06 Aug 2019
Batch Name:	New Batch from 06-Aug-2019 02:10 PM
Invoice Details:	
MC/CIV/CAN/AP/74/2019 [REDACTED] - 2.7 Originating Application MC - \$240.50	
<a href="#">Print Invoice</a>	<a href="#">Return to Batch details</a>

## Managing Batches

The eLodgment portal allows for multiple batches to be created and for multiple documents to be lodged in a batch. Users can save documents and batches at any stage to be completed at another time.

Batch Details

Batch name:  
**New Batch from 26-Nov-2018 10:50 AM**
[Rename batch...](#)

Batch contents:

Select	Type of Document	Matter Title	Status	
<input type="checkbox"/>	Form 2.8 Notice of Intention to Respond	MC/CIV/CAN/CS /2018 v &	Ready for Lodgment	<a href="#">Edit...</a> <a href="#">Preview...</a>
<input checked="" type="checkbox"/>	Form 2.1 Originating Claim - Magistrates Court	v &	Ready for Lodgment	<a href="#">Edit...</a> <a href="#">Preview...</a>

[Preview All...](#)

Please note that a **maximum of 50 documents can be lodged in a single batch**.

For ease of identification, users can allocate unique names to batches by clicking on the ***Rename batch*** link.

In each batch, users can do the following:

- Edit or preview individual documents within the batch by clicking the ***Edit...*** and ***Preview...*** links to the right of the document
- Delete or move individual documents within the batch by selecting the box(es) to the left of the document(s) then clicking the ***Delete Selected*** or ***Move Selected to another Batch*** buttons. Selecting the ***Move Selected to another Batch*** button will display a list of current unsubmitted batches into which the document can be moved
- Delete an entire batch, including all documents within it, by selecting ***Delete this batch***
- Create and save additional document(s) within a batch through the ***Add another document*** option
- Close and save a batch without lodging it by selecting ***Close Batch***
- Lodge one, some or all documents in the batch by ticking the box to the left of the document(s) and clicking the ***Lodge*** button. Selecting this option guides the user through the remainder of the eLodgment process and submits all matters contained within the selected batch to the court

The payment screen will reflect all documents in the batch, but fees charged will only reflect the document(s) being lodged (see below).

Payment		
Items for submission		
Type of Document	Matter Title	Cost
2.8 Intention to Respond	MC/CIV/CAN/CS/[redacted]/2018 [redacted] v [redacted] & [redacted]	\$0.00
2.1 Originating Claim	[redacted] v [redacted] & [redacted]	\$1,030.00
Total Amount		\$1030.00
<input type="text"/> <input type="button" value="Lodge and Pay"/>		
<input type="button" value="Cancel Submission"/>		

- Click **Lodge and Pay** if the item and sum to be paid is correct. If not, click **Cancel Submission** to return to the previous **Batch Details** page.

## Viewing and Processing Pending Batches

- To return to saved batches, click **View Pending Batches** from the **Main Menu**. A list of pending batches that have been previously saved will be displayed.

Find a Pending Batch				
The maximum number of records that will be displayed is 50. To enhance your search, please use the search filters provided.				
Batch Name :	<input type="text"/>			
Date Created :	From: <input type="text" value="23/Nov/2018"/>	To: <input type="text" value="30/Nov/2018"/>	<input type="button" value="Search"/>	
(Please enter the dates in the following format: dd/mmm/yyyy)				
Batch Name	Date Created	Item Count	Status	Open Batch
New Batch from 30-Nov-2018 11:48 AM	30 Nov 2018 11:48 AM	1	Incomplete	<a href="#">Open...</a>
New Batch from 29-Nov-2018 01:21 PM	29 Nov 2018 01:21 PM	1	Ready for Lodgment	<a href="#">Open...</a>
New Batch from 29-Nov-2018 12:55 PM	29 Nov 2018 12:55 PM	1	Incomplete	<a href="#">Open...</a>
New Batch from 26-Nov-2018 10:50 AM	26 Nov 2018 10:50 AM	2	Ready for Lodgment	<a href="#">Open...</a>

- Click **Open** beside the name of the batch you wish to continue processing. The **Batch Details** screen will open, and users can resume lodging their document by clicking **Edit** against the desired document. Batch contents can be managed using the **Managing Batches** instructions above.

## Downloading Batch Documents

- Users can download for their own records any documents they have already lodged by selecting **View Lodged Batches** in the **Main Menu**. A list of batches previously lodged will display. Users can search for specific batch(es) using the search filters provided.



## Find Submitted Batch

The maximum number of records that will be displayed is 50. To enhance your search, please use the search filters provided.

Batch Name :

Date Lodged : From:  To:  [Search](#)  
(Please enter the dates in the following format: dd/mmm/yyyy)

Batch Name	Date Created	Item Count	Date Submitted	Time Submitted	View Batch
New Batch from 23-Nov-2018 11:17 AM	23 Nov 2018 11:17 AM	1	29 Nov 2018	11:42 AM	<a href="#">View...</a>
New Batch from 29-Nov-2018 11:03 AM	29 Nov 2018 11:03 AM	1	29 Nov 2018	11:10 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 11:10 AM	23 Nov 2018 11:10 AM	1	23 Nov 2018	11:14 AM	<a href="#">View...</a>
New Batch from 22-Nov-2018 03:24 PM	22 Nov 2018 03:24 PM	1	23 Nov 2018	11:09 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 11:03 AM	23 Nov 2018 11:03 AM	1	23 Nov 2018	11:05 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 10:56 AM	23 Nov 2018 10:56 AM	1	23 Nov 2018	10:58 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 10:26 AM	23 Nov 2018 10:26 AM	1	23 Nov 2018	10:38 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 10:20 AM	23 Nov 2018 10:20 AM	1	23 Nov 2018	10:22 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 10:12 AM	23 Nov 2018 10:12 AM	1	23 Nov 2018	10:14 AM	<a href="#">View...</a>
New Batch from 23-Nov-2018 10:03 AM	23 Nov 2018 10:03 AM	1	23 Nov 2018	10:10 AM	<a href="#">View...</a>

1 2

- Click **View** to select and open the batch to be downloaded. A **Batch Details** screen will display.

## Batch Details

Batch details:

**New Batch from 23-Nov-2018 11:17 AM**

Batch contents:

Type of Document	Matter Title	Created	Fee
Form 2.8 Notice of Intention to Respond (ELodged)	MC/CIV/CAN/CS/171/2018 [redacted] v [redacted] & [redacted]	23 Nov 2018 11:17 AM	\$0.00 <a href="#">View...</a>

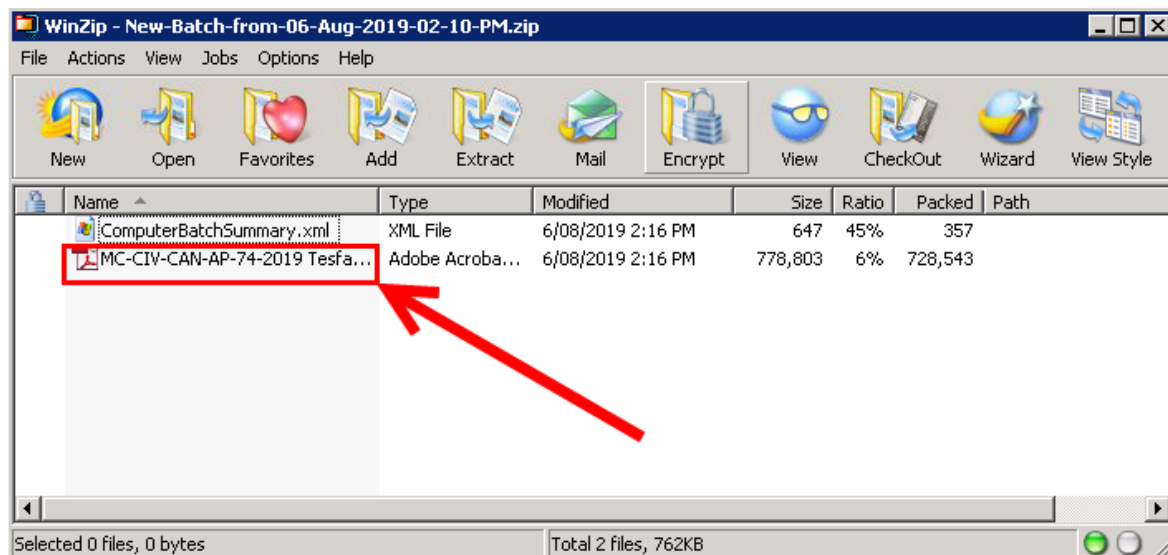
[Download all as Zip file](#)

[Return to Main Menu](#)

- Select the **Download all as Zip file** button.

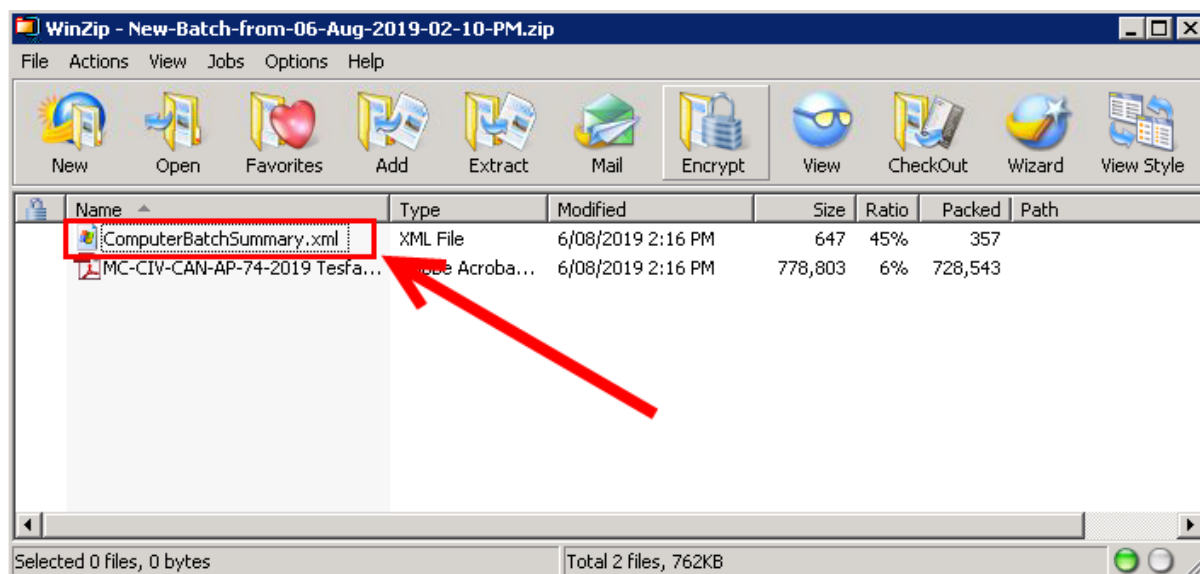


- A pop up box will appear in the bottom left of the computer's monitor. Click on this box to open the WinZip folder with the document(s) in the batch, which can then be saved to a drive in the user's computer.



## Computer Batch Summary

After lodging any documents, a *Computer Batch Summary* is created. This can be found in the zip file when selecting **Download all as Zip file** after lodging any documents. This file is an XML file which contains specific information about the lodged documents. This information includes the fees paid, the Court matter number and any reference details that were entered when the document was created. This data enables the user to electronically extract this information into their own information systems if desired.



This file has no effect on the document lodgment process and has been included to assist in automating the recording of information by the user if required.

## Contact for Enquiries

- If users have any further enquiries, experience any problems, or require assistance when using the eLodgment application, please contact the **ICMS Service Desk on 02 6205 1318** or email [CourtsICMSServiceDesk@courts.act.gov.au](mailto:CourtsICMSServiceDesk@courts.act.gov.au).
- If advice or assistance is required regarding the business processes of the court, please contact the **Court Civil Registry office at 02 6205 0000**.