



Justice
Courts &
Tribunal Services

NSW Online Registry User Guide

General Overview

Version: 1.34

Last Saved Date: 21 May 2016

Table of Contents

Overview of the NSW Online Registry	6
What is the NSW Online Registry?	6
What services are available on the NSW Online Registry?	6
Does the NSW Online Registry provide legal advice?	6
Who manages documents filed via the NSW Online Registry?	6
NSW Online Registry pages	7
Home page	7
About Secure Services	8
Online Registry Icons	9
Login Screen (Secure services screen)	10
Case list screen	11
Case list screen >Case information	12
File a Form – (Start or defend a case / Case list screens)	18
Secondary forms – Case list screen	19
Forms in progress	20
Forms awaiting payment	20
Your filing history	21
XML filing	23
Add a case	25
Legal Practitioner – Add a case	25
Self-Represented Litigant – Add a CIVIL case	26
Self-Represented Litigant – Add a CRIMINAL case	29
Authorised Officer – Add a case	32
Barrister – Add a case	33
Payments	34
Payment process	34
Payment Types	35
Registered cards	35
Payment with Card	35
Payment with a Registered Card	38
Register card details	40
Tax invoices for forms filed online	41
Refunds	43
Managing profiles	44
Profile Tab	44
Delegates tab	45
Manage legal teams	46
Adding a contact legal representative	46

Removing or replacing a contact legal representative.....	50
Summary of forms and online processes	52
Form overview	52
Attach form versus Generate form.....	52
Form Sections.....	54
Common forms (A-Z)	55
Acknowledgment of Liquidated Claim.....	55
Affidavit (General).....	56
Affidavit of Service	57
Amended Defence	58
Amended Plans	59
Amended Statement of Claim.....	60
Amended Statement of Cross Claim	61
Amended Statement of Facts and Contentions	62
Application Class 1,2,3	63
Application Notice – Licence / Registration Appeal (crime form).....	72
Consent Judgment or Order	73
Consent of Liquidator (Form 8).....	74
Consent to Act as Tutor	75
Corporations Law – Originating	76
Corporations Law – Interlocutory.....	77
Court Attendance Notice (CAN).....	78
Chronology	79
Commercial Arbitration List Response	80
Commercial Arbitration List Statement	81
Commercial List Response.....	82
Commercial List Statement.....	83
Defence (listing & no listing)	84
Defence to Amended Statement of Claim	85
Defence to Amended Statement of Cross Claim	86
Defence to Cross Claim.....	87
Expert Report.....	88
Incoming Correspondence.....	89
Joint Expert Report	90
List of Authorities	91
List of Objectors.....	92
Notice of Appearance	93
Notice of Appointment of Solicitor.....	94
Notice of Ceasing to Act	95
Notice of Discontinuance.....	97

Notice of Eligible Persons.....	98
Notice of Intention to Appeal.....	99
Notice of Motion – Arrest Warrant for Examination	100
Notice of Motion – Chambers / Listing.....	101
Notice of Motion for Default Judgment – Liquidated.....	102
Notice of Motion for Default Judgment – Possession of Land	103
Notice of Motion – Examination Order.....	104
Notice of Motion - Garnishee Order for Debts	105
Notice of Motion - Garnishee Order for Wages or Salary	106
Notice of Motion – Objection to Instalment Order.....	107
Notice of Motion to Pay by Instalments	108
Notice of Motion to Set Aside Default Judgment	109
Notice of Motion - Writ for Levy of Property.....	110
Notice of Payment	111
Notice to Plead Facts – Money Claims.....	112
Plans.....	113
Points of Claim.....	114
Points of Defence	115
Proposed/Draft Conditions of Consent	116
Registration of Certificate of Judgment or Order	117
Reply.....	118
Request Copy of Judgment or Order.....	119
Response to Requisition.....	120
Scott Schedule.....	121
Section 34 Agreement	122
Statement of Claim (Local Court, District Court & Supreme Court).....	123
Statement of Claim (Land and Environment Court).....	133
Statement of Cross Claim.....	134
Statement of Facts.....	135
Statement of Facts and Contentions	136
Statement of Facts and Contentions in Reply	137
Statement of Particulars	138
Subpoenas.....	139
Summons (Local Court, District Court, Supreme Court).....	141
Summons (Land and Environment Court)	146
Summons (Supervisory Jurisdiction)	147
Technology and Construction List Response	148
Technology and Construction List Statement	149
Written Submissions	150
Probate Notices.....	151

Overview of Probate	151
How to publish a Probate Notice	152
Search for a Published Probate Notice.....	158
Notice of Intended Distribution of an Estate	160
Notice of Filing of Accounts	163
Additional Information / Troubleshooting	166
Incorrect username / password lock out - Unauthorised users.....	166
Unable to view (or add) a case online - missing PCN details	166
Adding a case for unrepresented litigants using document barcodes	167
Case created in error	167
Suburb drop down fields	167
My street type is not listed in the drop down list	168
Update registered card details.....	168
Error and validation messages	168
How do I know if documents have been lodged on my case?.....	169
Approved forms – cover sheets	169
How do I find my batch of submitted forms?.....	171
How do I check a List date?.....	172
Registration.....	172
Additional support resources	172
Contact us	173

Note that screens and processes documented in this guide are accurate at the time of publishing; however, due to changes and updates occurring to the NSW Online Registry, processes documented in this guide may appear different to those on the live site.

Overview of the NSW Online Registry

What is the NSW Online Registry?

The NSW Online Registry is a website that enables access to court services online. This service aims to:

- Increase efficiency by providing Court Services online
- Increase the accessibility and availability of information for clients - available 24 hours a day, 7 days a week (24/7) from anywhere
- Utilise technology to reduce paper based records
- Provide the capability for the legal profession and New South Wales public to interact electronically with the Courts.

What services are available on the NSW Online Registry?

Clients can register for access to:

- File court forms online
- View case information and see filing history
- Download electronic versions of documents (including Court approved documents)
- File multiple documents at once using XML filing

Does the NSW Online Registry provide legal advice?

Registry offices and Court staff can provide clients with certain information, such as what forms to fill in, but they cannot give legal advice. The NSW Online Registry follows the same principle in that it will provide assistance in how to fill out forms, but will not provide the legal advice around the content of the forms filed.

LawAccess NSW is a free government telephone service that provides legal information, referrals and in some cases, advice. LawAccess NSW can be contacted on 1300 888 529. A link to the LawAccess NSW website is also available from the home page of the NSW Online Registry.

Who manages documents filed via the NSW Online Registry?

The eRegistry manage the tasks of documents lodged online for Local and District Court Matters. Supreme Court and Land and Environment Court matters are managed directly through their registries.

If an issue occurs with a form filed online, this will need to be managed by the appropriate Registry Office.

NSW Online Registry pages

Home page

The home page of the NSW Online Registry has been structured with a user friendly layout and easy to use navigation.

Key actions have been highlighted as buttons on the home page. These include appeal a licence or vehicle registration decision, file court forms, view case information, publish probate notices and download documents. These links will take the user to the login screen if they are not already logged into the Online Registry.

Key messages will be visible on the home page to highlight any updates or changes occurring to the website or its functions.

NSW Online Registry

Home | Court lists | Probate notices | Help | Contact us

About secure services | Register | Log in

NSW Courts and Tribunals

Supreme, Land and Environment, District and Local Courts

- RMS licence or rego decision appeals
- File court forms
- View case information
- Publish probate notices
- Download documents

Search court lists

The court list search service now lets you search for cases up to three weeks in advance and one week in the past. You can search for cases on the web, or search court lists by downloading apps for Android or iOS devices.

Available on Google play | Available on the App Store

Which forms can you file online?

More than 55 civil forms and several crime forms are available for online filing. See the list of available forms.

Dealing with disputes

Community Justice Centres (CJC) provides a FREE mediation service to help resolve almost any kind of dispute. You can access mediation directly before you lodge your court forms - just call 1800 990 777 or visit www.cjc.justice.nsw.gov.au

What you need to know

Read the key points before you start:

- Viewing case information
- Publishing probate notices
- Searching for probate notices
- Downloading documents
- Filing via XML
- Searching court lists

Watch other 'how to' videos

The most recent additions to our suite of videos include [Online Court](#) and [How to file a Notice of Motion to pay by Instalments](#).

If you are new to the Online Registry website, take a look at our most popular video content which includes how to register when representing yourself, file a Statement of Claim online or make driver's licence and vehicle registration appeals and more. [Watch videos](#).

Tell us what you think

Tell us what you think about our online forms by completing this [quick survey](#).

Need legal help?

Call [LawAccess NSW](tel:1300888529) on 1300 888 529

It is not always easy to represent yourself and losing a case or making mistakes in a court case could lead to orders that you pay costs.

LawAccess NSW is a free government telephone service that provides legal information, referrals and in some cases, advice for people who have a legal problem in NSW.

Online Court

Solicitors and their delegates who are registered users of the Online Registry website and have matters listed for Defence Call-over at the Local Court, General Division at John Maddison Tower in Sydney, can now [access their matters in Online Court](#).

You can make requests or consent/counter requests at any time after your matter is listed up to 12 noon or 3pm respectively on the Tuesday prior to the call-over.

And make sure you check your dashboard regularly for any orders created. Read our [FAQs](#) for more information, or watch a [video demonstration](#).

New in Online Court

Regular users of Online Court will notice some new enhancements as part of our ongoing program of improvements to the Online Court service. We'll keep you updated on new features as they are introduced. For more information, read our [FAQs](#).

Google Chrome is best

This website works best with Google Chrome. However, if you regularly file forms via XML, we recommend using Mozilla Firefox or Apple Safari web browsers. [More about browser and system requirements](#).

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About Secure Services

The About secure services page explains several key aspects of secure services and registering for the NSW Online Registry. It summarises:

- What Online Registry secure services are
- How a user can get access to secure services
- Why a user needs to provide proof of identity to register for access to secure services

The NSW Online Registry has a clear role in that it provides the ability for clients to interact with the Courts electronically. The Online Registry does not provide legal advice to clients using this service. Clients requiring legal assistance should contact LawAccess NSW. Contact details for LawAccess NSW are located throughout the Online Registry website.

The screenshot displays the NSW Online Registry website interface. At the top left is the NSW coat of arms and the text 'Online Registry NSW Supreme, District & Local Courts'. A navigation menu includes 'Home', 'Court lists', 'Probate notices', 'Help', and 'Contact us'. Below this is a dark blue bar with 'About secure services' highlighted, and buttons for 'Register' and 'Log in'. The main content area features the heading 'About secure services' and a sub-heading 'What are Online Registry secure services?'. A list of services includes publishing probate notices, filing civil court forms, viewing case information, reviewing filing history, downloading documents, and filing multiple documents using XML. A callout box on the right states 'Forms available online' and mentions that more than 40 civil forms can now be filed online. Further sections address 'How do you get access to secure services?' and 'Why do you have to provide proof of identity to register?'. The footer contains links for 'Terms & conditions', 'System requirements', 'Accessibility', 'Privacy', 'Feedback', and 'Copyright & disclaimer'.

Online Registry Icons

Various icons are used throughout the Online Registry screens. These icons assist in completing actions on forms.

Icons and their actions are outlined below:

Icon	Action	Icon	Action
	File a form		Error
	File a form action is not available		Delete form
	Add a member of a legal team		Remove case from list
	Manage legal team		Information / help
	Edit saved form		Completed / accepted
	Preview form		Add

In addition, key buttons are displayed on the Online Registry home page that link users to the service they require. These links will take user to the login screen if they are not already logged into secure services.

- Appeal a licence or rego decision
- File court forms
- View case information
- Publish probate notices
- Download documents



Login Screen (Secure services screen)

The Court has a duty to maintain the integrity of documents and information available online. As such, secure information has been restricted to registered users only. This includes access to:

- File online forms
- Publish probate notices
- Check case details
- View documents filed for a case
- Download court sealed documents
- View payment details and print tax invoices
- Request copies of judgments and orders



Online Registry
NSW Supreme, District & Local Courts

Don't have an account?

By registering for Online Registry secure services you will be able to:

- file online forms
- publish probate notices
- check case details
- check which documents have been filed for a case
- download court sealed documents
- request copies of judgments and orders

[Register](#)

Log in

User name

Password

[Cancel](#)

[Log in](#)

[Forgotten your user name or password?](#)

More information on registering for secure services can be found in the Registration User Guide.

Case list screen

Once logged in, the Search case list screen will display (home page for logged in Online Registry users).

From this screen the user can search for a case using one or more of the following criteria (the more criteria entered the narrower the search):

- The reference number created by clients in the case originating document (this is the client's own reference number and is not related or connected to any numbering system through the Courts)
- The case number (note that clients do not need to enter the zeros (0) onto the case number field. For example 2013 / 00015566 could be entered as 13 / 15566)
- Users can search using the next listing date, or the last filing date and with the following options - today, tomorrow, this week, previous/next 2 or 4 weeks, or a specific date.
- Select the checkbox to view cases with no activity in the last 6 months
- A party name
- The jurisdiction

Note: Clients can also click Search case list without entering any data and all cases to which they are a party to will be displayed. If the client has a large amount of cases, they may need to refine their search before results will display.

Home Court lists Probate notices Help Contact us

Start or defend a case **Case list** Forms in progress Forms awaiting payment Filing history XML filing Manage profile

Search case list

Your reference

Case number (yyy / case no.) /

Date

Include cases without activity in last 6 months

Party name (surname or organisation name)

Jurisdiction

[Add a case](#)

If you can't find your case, you may need to add it to your case list.

[Add a case](#)

Depending on the search criteria entered, the results will then display

Start or defend a case **Case list** Forms in progress Forms awaiting payment Filing history XML filing Manage profile

Your cases

[New search](#) | [Modify search](#)

Case no.	Case title	Next listing	Last filing	Action
2013/00003136	Kaitlyn Mason v Brian Finlay		19 Feb 2013	
2013/00016529	Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services		10 Oct 2013	
2013/00016918	Heather MacMillan trading as MacMillan and Partner v Barry Clisdell		19 Jun 2013	

Case list screen >Case information

The following screens can all be accessed from the **Case list** screen by clicking the **case title**.

Case list screen > case title > displays proceeding information within a series of tabs

Your case information

Barbara Hinks trading as Hinks Associates v Henry Walters - OPEN (2013/00018110)



File form tab

The File form tab will display a list of forms that can be filed against this proceeding.

This action is the same as clicking the file form icon () directly from the Case list screen.

Refer to the File a Form – (Start or defend a case / Case list screens) section in this user guide for more information.

Proceedings tab

The Proceedings tab displays relevant information on the participants relating to each proceeding. Click the Show participants link to view the names of the participants. Then click a participant's name to view more details about each participant, including:

- Participant name
- Status in proceeding
- Residential and primary addresses
- Roles in the proceeding
- For legal representatives, the practitioner certificate number(PCN) and contact details will also display

Note: If a party has been suppressed you will not be able to view the participant details.

Proceeding number and status	Jurisdiction	Proceeding type	Next listing date
001 - Statement of Claim: Anthony Simon Bell v Johnson & Johnson Pacific Pty limited - Active	Supreme Court - Civil	Claim	14Sep2012 - Directions (Common Law Registrar)
Show participants			
002 - Statement of Cross Claim 001: Johnson & Johnson Pacific Pty limited v Abell Electrical Industries Pty Limited - Active	Supreme Court - Civil	Cross Claim	14Sep2012 - Directions (Common Law Registrar)
Hide participants			
Abell Electrical Industries Pty Limited (MIRANDA): Cross Defendant			
Johnson & Johnson Pacific Pty limited (ULTIMO): Cross Claimant			
Represented by: gopal05 subramanian05 - Solicitor - Gopal Holdings Pty Ltd			
Represented by: Pamela Gabrielle Suttor - Solicitor			
Sam Jon (BANGOR): Cross Defendant			
Represented by: gopal07 subramanian07 - Solicitor - Gopal & Partners Testers Pty Ltd			

Filed documents tab

The Filed documents tab provides clients with a list of documents that have been filed by either party in relation to their case.

Documents filed over the counter at a Registry office (by any party to a case) will also display on this screen as soon as they have been entered into JusticeLink. JusticeLink is the Courts internal system used to track and record court related matters.

Court approved forms can be viewed and printed from this screen (a Court approved form will have a Court seal and barcode). Click the hyperlinked **Document name** to open a PDF version of the Court approved form.

The hyperlinked party names in the **Filed by**, **Filed against** and **Sent to** columns will display the participant information, including contact details.

Note: When an outcome/judgment is recorded, and the outcome includes an attachment, the registry should then produce a "Results letter - Notice of orders made" document. This document (including the attachment) will then appear in the documents tab.

The client will also receive an email them to notify them that the outcome or judgment has been made.

Date filed	Document name	Document source	Filed by	Filed against	Sent to
30 Oct 13	Affidavit of Service	Produced by the court			
30 Oct 13	Affidavit of service (e-Services) Affidavit of Service 1aa_test.pdf (63 KB)	Filed by party	Barbara Hinks trading as Hinks Associates		
30 Oct 13	Terms of Settlement/Agreement as to Judgment	Filed by party	Henry Walters		
14 Oct 13	General List Timetable	Produced by the court			
14 Oct 13	Defence (No list - allocate Status Conference) (e-Services)	Filed by party			
14 Oct 13	Defence	Produced by the court			
14 Oct 13	Defence (e-Services) Defence Defence_form.pdf (51 KB)	Filed by party	Henry Walters		
28 Jun 13	Statement of Claim	Produced by the court			
28 Jun 13	Statement of Claim (no listing)	Filed by party	Barbara Hinks trading as Hinks Associates	Henry Walters	

Court dates tab

The Court dates tab outlines the dates that the case has been listed, the type of listing (for example a hearing or mention) and the jurisdiction.

Listing information is updated in real time, at the time of processing. This applies to listings created via online filings or over the counter filings.

More information on proceeding listings and appearances can be accessed by clicking **Show proceedings** from this screen (see following pages for screen shots and information).

Date and time - Listing no.	Listed for	Presiding officer	Jurisdiction	Court room - Location
14 Aug 2012 12:00 PM Show proceedings	Directions		Local Court - Civil	
18 Jul 2012 11:30 AM Show proceedings	Defence Callover		Local Court - Civil	
27 Jun 2012 11:30 AM Show proceedings	Defence Callover		Local Court - Civil	
30 May 2012 09:30 AM Show proceedings	Defence Callover		Local Court - Civil	
19 Apr 2012 09:30 AM Show proceedings	Motion		Local Court - Civil	

Proceedings not listed

003 - Cross Claim - Statement of Cross Claim 001: SHV LOGISTICS PTY LTD (ACN: 146 833 365) v DUNN BOTANY PTY LTD (ACN: 102 989 177) - Determined

[Case list screen](#) > [Case title](#) > [Court dates](#) > [Show proceedings](#) > [proceeding number](#)

From the **Court dates** tab, click **Show Proceedings**, then click the **proceeding number**. This will display details of the proceeding listing such as:

- The Next listing date
- Commencement date
- Listing type
- Nature of claim

The screenshot shows the 'Court dates' tab selected in the NSW Online Registry. The interface includes a navigation bar with tabs for 'File form', 'Proceedings', 'Filed documents', 'Court dates', 'Judgments & orders', and 'Subpoenaed items list'. Below the navigation bar, there are links for 'All listings' and 'Past listings'. A table with columns 'Date and time - Listing no.', 'Listed for', 'Presiding officer', 'Jurisdiction', and 'Court room - Location' displays a listing for '14 Aug 2012 12:00 PM' under 'Directions' in 'Local Court - Civil'. Below the table, there are links for 'Hide proceedings' and 'Hide proceeding details'. The main content area shows details for proceeding '001 - Claim - Statement of Claim: DUNN BOTANY PTY LTD (ACN: 102 989 177) v SHV LOGISTICS PTY LTD (ACN: 146 833 365) - Local Court - Civil Details'. The details include: Next listing date: 14 Aug 12 12:00 PM - Directions - Local Court Magistrate Townsden - Sydney Downing Centre - Downing Centre; Status: Active; Commencement date: 09 Dec 11; Classification: General Division; List type: General Division; Nature of claim: Mercantile Law - Sale of Goods and Services - Goods Sold and Delivered. Related Proceedings: System: 002 - Notice of Motion Civil - Notice of Motion Civil - SHV LOGISTICS PTY LTD (ACN: 146 833 365) v DUNN BOTANY PTY LTD (ACN: 102 989 177); 003 - Cross Claim - Statement of Cross Claim 001: SHV LOGISTICS PTY LTD (ACN: 146 833 365) v DUNN BOTANY PTY LTD (ACN: 102 989 177).

Judgments & orders tab

The Judgments & orders tab lists the decisions made by the Decision Maker, the date of that decision, and the name of the Decision Maker. Clients can also request a formal copy of the decisions made by clicking on the **Request a copy of judgment / order** button.

Note that if the case is in a jurisdiction containing sensitive information, the 'Request copy of judgment/order' button will not display.

When a judgment or order has been made on a proceeding, the client will be notified by email, and will be able to view the details of the order from this tab.

The **View full orders** hyperlink on this screen will display more information on the order, as indicated in the red box on the screen shot below. If an attachment exists on the order, this will be available for download from the View full order screen.

Date	Listing for	Presiding officer
27 Feb 12		
These pages show you more details about the case. Click on the tabs below (Proceedings, Listings, Documents etc) to find more information. Hide full orders		
2012/00002074-001 / Statement of Claim: DUNN BOTANY PTY LTD (ACN: 102 989 177) v SHV LOGISTICS PTY LTD (ACN: 146 833 365) / Recorded Order Order Final judgment/order / Default judgment for monetary amount > made on 27 Feb 12 for proceeding 2012/00002074-001 - Claim Judgment: SHV LOGISTICS PTY LTD (ACN: 146 833 365), First Defendant is to pay DUNN BOTANY PTY LTD (ACN: 102 989 177), First Plaintiff the sum of \$12306.42 inclusive of costs. Default Judgment \$12306.42. 001 - Claim		
19 Apr 12	Motion	Registrar M McTegg
View full orders Notice of motion final orders Notice of Motion granted: By consent orders made in accordanc Set aside and stay orders Set aside default judgment: As per consent orders the Default J 001 - Claim , 002 - Notice of Motion Civil		
30 May 12	Defence Callover	Deputy Registrar L Norman
View full orders Adjourned/Relisted (general) no status change Adj. 27 June 2012 at Sydney Downing Centre Defence Callover , 001 - Claim		
27 Jun 12	Defence Callover	Registrar M McTegg
View full orders Adjourned/Relisted (general) no status change Adj. 18 July 2012 at Sydney Downing Centre Defence Callover , Case management Case management orders and directions (Standard): By consent plaintiff to answer part 001 - Claim		

Subpoenaed items list

The Subpoenaed items list tab displays a list of subpoenaed items, items marked for identification, and exhibits.

Subpoena – a court order telling a person or company to bring certain documents to Court or to appear to Court to give evidence.

Items marked for identification – documents and objects which have been brought to court and labelled so that they can be considered as potential evidence.

Exhibit – documents or objects that are accepted by the court as evidence to support a case (due to their nature these may not be visible on the NSW Online Registry).

This page shows lists of:

- subpoenaed items (documents and objects which must be brought to court, and which may end up being used as evidence)
- items marked for identification (documents and objects which have been brought to court and labelled so that they can be considered as potential evidence)
- exhibits (documents or objects which have been accepted by the court as evidence)

You may need to print out a list of subpoenaed items and take it with you to court before requesting access to an item.

Subpoenaed items | Exhibits | Items marked for identification

Filter by Item type: Subpoenaed Item status: All Go

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Select Subpoenaed items, Exhibits, Items marked for identification then use the filters to narrow results to an item type or status.

Subpoenaed items | Exhibits | Items marked for identification

Filter by Item type: Subpoenaed Item status: All Go

Item type options: All, Subpoenaed, Notice to Produce, Comity File

Item status options: All, Available to be released, Deleted (created in error), Destroyed, In-Storage, Returned, Sent to External Jurisdiction, Sent to Government Repository, Transferred, Uplifted

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File a Form – (Start or defend a case / Case list screens)

There are two types of forms available on the NSW Online Registry:

- **Primary form** – is a form which *initiates* a case in JusticeLink (for example a Statement of Claim). These are accessed through the Start or defend a case screen.
- **Secondary form** – is a form which is added to an *existing* case; for example an Affidavit of Service or Notice of Motion for Default Judgment. These are accessed through the Case list screen.

Primary forms – Start or defend a case screen

Primary forms are accessed from the *Start or defend a case* screen. Each form name listed is a hyperlink that will direct users to the form.

To defend a case, the *plaintiff* would have already filed an initiating form with the Court. The client wanting to defend the case will need to add the case to their case list before filing a defence on the Online Registry.

Start or defend a case | Case list | Forms in progress | Forms awaiting payment | Filing history | XML filing | Manage profile

Start or defend a case

The following information will help you take your first step in a court case online, either by starting a new legal action or by defending a legal action brought against you by someone else.

There are a number of forms that you can file to start a legal action or application online. The form that you choose will depend on whether:

- your type of dispute or application can be easily defined
- only one court can determine your dispute; and whether
- you have a choice of which court to apply to.

If you are unsure about how to determine your dispute, or about the [legal process](#) in NSW, you should consider seeking legal advice. You may also wish to try resolving some or all of your dispute through a [Community Justice Centre](#), which provides free mediation services to help people resolve a wide range of disputes, or consider enlisting the help of a private mediation service.

Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

It is not always easy to represent yourself and losing a case or making mistakes in a court case could lead to orders that you pay costs.

LawAccess NSW is a free government telephone service that provides legal information, referrals and in some cases, advice for people who have a legal problem in NSW.

Starting new civil cases, applications or appeals

In the Supreme, District and Local courts

The Supreme, District and Local courts exercise broad civil powers. You can start your case in these courts by filing:

- a [Statement of Claim](#) to recover money, goods or land, or any other sort of claim set out in [Uniform Civil Procedure Rules 6.3](#).
- a [Summons](#) to address the issues set out in [Uniform Civil Procedure Rules 6.4](#).
- an [Originating Process](#) (Form 2 Supreme Court (Corporations) Rules 1999) to start a case in the Supreme Court's Corporations List. [Read more before you begin.](#)
- a [Certificate of Judgment or Order](#) (UCPR form 45) to register a decision of any Australian court, tribunal or costs assessor in the NSW Supreme, District or Local court that you may wish to enforce in the future.
- a [Licence or Vehicle Registration Appeal](#) form in the Local Court. [Read more before you begin.](#)

In the Land and Environment Court

The Land and Environment Court hears environmental, building, development and planning disputes.

- You may file an [Application Class 1,2,3 \(Form B\)](#) to start an appeal or application in Class 1, 2 or 3 of the Land and Environment Court other than a tree dispute or an appeal against a Commissioner's decision.
- You may file a [Summons](#) to begin a case in Class 4 or Class 8 of the Court's jurisdiction or to appeal against a Commissioner's decision.
- In some circumstances, you may file a [Statement of Claim](#) to begin a case in Class 4 or Class 8 of the Court's jurisdiction (see [Uniform Civil Procedure Rules 6.2 and 6.3](#)).

In the Court of Appeal

The Court of Appeal is the highest civil state court in New South Wales and forms part of the Supreme Court. It hears appeals from civil proceedings before the Supreme, District and Land and Environment Courts, and some tribunals:

- You may file a [Notice of Intention to Appeal](#) (UCPR form 103). [Read more before you begin](#)
- In some circumstances, you may be entitled to file a [Summons \(Supervisory Jurisdiction\)](#) (UCPR form 107). If you intend to represent yourself, you should seek legal advice before filing this form.

Responding to a civil case filed against you

You may wish to [get legal advice](#) before you begin filling out this form.

- File a [Defence](#) (UCPR form 7A/7B) OR [Appearance](#) (UCPR form 6) if you want to defend a case or you are required to appear in a case.

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Secondary forms – Case list screen

Secondary forms are accessed from the Case information screen, and can be navigated to in two ways:

1. From the Case list search results click the **File icon** in the Action column alongside the applicable case

Home Court lists Probate notices Help Contact us

Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile

Your cases [New search](#) | [Modify search](#)

Case no.	Case title	Next listing	Last filing	Action
2013/00003136	Kaitlyn Mason v Brian Finlay		19 Feb 2013	
2013/00016529	Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services		10 Oct 2013	
2013/00016918	Heather MacMillan trading as MacMillan and Partner v Barry Clisdell		19 Jun 2013	
2013/00018110	Barbara Hinks trading as Hinks Associates v Henry Walters	09 Dec 2013 10:00 AM - Pre-Trial Conference	30 Oct 2013	

2. Click the **Case name** from the Case list search results, then select the **File form** tab

Home Court lists Probate notices Help Contact us

Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage eOrg Manage profile

Your case information

Billy Goat trading as Goattie Cheeses Pty Ltd v Bobby Brown trading as Cheese Makers for all Pty Ltd - OPEN (2013/00016521)

File form Proceedings Filed documents Court dates Judgments & orders Subpoenaed items list

Proceeding number and status	Jurisdiction	Proceeding type	Next listing date
001 - Summons: Billy Goat trading as Goattie Cheeses Pty Ltd v Bobby Brown trading as Cheese Makers for all Pty Ltd - Active	Local Court - Civil	Claim	25Jun2013 - Motion

[Show participants](#)

Both options will display the proceeding window. The client would then select the proceeding, and then select the applicable secondary form from the list. The list will only include relevant and available forms for the selected case.

Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile

Your case information

File form - Barbara Hinks trading as Hinks Associates v Henry Walters - OPEN (2013/00018110)

Step 1 - select proceeding

Select	Proceeding no.	Proceeding title	Jurisdiction
<input checked="" type="radio"/>	201300018110001	Statement of Claim: Barbara Hinks trading as Hinks Associates v Henry Walters	District Court - Civil
<input type="radio"/>	201300018110002	Notice of Motion Civil - Barbara Hinks trading as Hinks Associates v Henry Walters	District Court - Civil

Step 2 - select a form

- [Affidavit \(UCPR 40\)](#)
- [Affidavit of Service \(UCPR 41\)](#)
- [Consent Judgment or Order \(UCPR 44\)](#)
- [Consent to Act as Tutor \(UCPR 30\)](#)
- [General Form](#)

Forms in progress

The Forms in progress screen will list all draft forms that are awaiting information before payment can be made.

User friendly icons indicate the action required on each form before payment can be made and the form submitted to the Court. Refer to the Online Registry Icons section in this user guide for more information on icons and their meaning.

Forms in progress

This is a list of partially complete forms. They have not been submitted to the court. You can also [view forms awaiting payment](#).

Your ref no.	Case title	Form type	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Clear	Go
Form type	Case title	Your ref no.	Updated on	Action		
Statement of Claim (UCPR 3A/3B)	Individual 1st v asdf asdf	1st Pltf individual 2nd Pltf Organisation	13 Oct 2014			
Statement of Claim	TBD v TBD	ACB312	16 Jan 2014			
Notice of Appointment of Solicitor	H.I.E. (NSW) PTY LTD v KERRI AKEHURST		16 Jan 2014			
Registration of Certificate of Judgment or Order	TBD v TBD	BA_9930	03 Oct 2013			
Affidavit of Service	Katie Girl trading as Hair house v Peter Piper trading as Piper supplies		25 Jun 2013			

Cases per page 5 items found, displaying 1 to 5. [Previous](#) | [1](#) | [Next](#)

Forms awaiting payment

The Forms awaiting payment screen will display all completed forms that are ready for payment (if the form requires a fee). Forms that do not require a fee payment will be submitted to the Courts once the form is completed.

Forms can be paid for in bulk. Forms that have been completed will be viewable on the Forms awaiting payment screen prior to payment being made.

User friendly icons indicate actions that can be performed on each form. Refer to the Online Registry Icons section in this user guide for more information. Refer to the Payments section in this user guide for more information on processing payments.

Forms awaiting payment

The forms listed below are ready to be filed with the court. Select the forms you want to file now.

Select all

	Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action
<input checked="" type="checkbox"/>	Statement of Claim (e-Services)		Test	subramanian07, gopal07	Kristys test	\$926.00	
<input type="checkbox"/>	Statement of Claim (e-Services)		Test	subramanian07, gopal07	Kristys test GD	\$212.00	
<input checked="" type="checkbox"/>	Statement of Claim (e-Services)		Test	subramanian07, gopal07	kristy test sc list	\$926.00	
<input checked="" type="checkbox"/>	Statement of Claim (e-Services)		Test	subramanian07, gopal07		\$575.00	
Total (including GST):						\$2427.00	

File more forms

Next

Your filing history

The Your filing history screen displays a list of all forms that have been submitted online, also noting whether each form has been accepted or rejected by the Court.

Show by form tab

From this tab the user can also access the following information:

- Form name** Clicking the Form name link will download the Court approved form in PDF. When two lines are visible in the row, the top link will download the Court approved form (which includes the original document filed by the client) and the lower link will download only the original document filed by the client.
- Transaction ref no** Clicking the Transaction ref no. will open the *Filed forms* screen (refer to the Filed forms section in this user guide for more information).
- File name** Clicking the File name will open the original XML file (this is only available when filed through XML filing).

Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile

Your filing history

This page shows forms which have been filed. Click on the form name to open the court approved form. By clicking on the transaction reference number you can see a list of forms and documents which have been filed, and print a tax invoice.

Show by form Show by transaction

Your ref: Case / Proceeding no.: / -

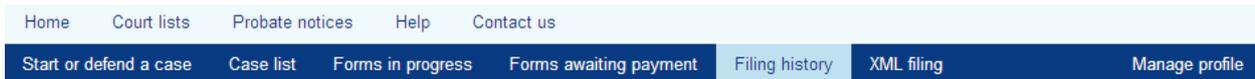
Show: Gopal & Partners Testers Pty Ltd's filed documents

Date submitted	Form name	Transaction ref no.	File name	Submitted by	Status
29 May 2013 02:02 PM	Statement of Claim (e-Services)	B20130529-228466	Statement of Claim	gopal07 subramanian07	Approved
09 May 2013 02:11 PM	▼ Notice of Consent Order (e-Services) NOM Garnishee.pdf (15 KB)	B20130509-226985	Notice of Consent Order	gopal07 subramanian07	Approved
10 Apr 2013 02:29 PM	▼ Notice of Consent Order (e-Services) JL SUBPOENA.pdf (18 KB)	B20130410-219264	Notice of Consent Order	gopal07 subramanian07	Rejected

Show by transaction tab

The Show by transaction tab allows the user to search for transactions and view payment details by clicking on the transaction reference number. The transaction reference number is the number allocated to a payment regardless of the amount of forms included in that payment (one payment = one transaction reference number).

Tax invoices can be accessed by clicking the Transaction reference number then clicking **Print tax invoice**. Refer to the Additional Information / Troubleshooting section in this user guide for more information on how to print tax invoices.



Your filing history

This page shows you a list of transactions (filing instances). By clicking on the transaction reference number you can: see a list of forms and documents filed; print documents and approved forms; and print a tax invoice.

Show by form **Show by transaction**

Your ref: Case / Proceeding no.: / -

Show: Gopal & Partners Testers Pty Ltd's filed documents

Date submitted	Transaction ref no.	Submitted by	Rejected	Approved	Total submitted
29 May 2013 02:02 PM	B20130529-229466	gopal07 subramanian07		<input checked="" type="checkbox"/> 1	1
09 May 2013 02:14 PM	B20130509-226985	gopal07 subramanian07		<input checked="" type="checkbox"/> 1	1
10 Apr 2013 02:33 PM	B20130410-219264	gopal07 subramanian07		<input checked="" type="checkbox"/> 1	1
10 Apr 2013 01:48 PM	B20130410-219200	gopal07 subramanian07		<input checked="" type="checkbox"/> 1	1
08 Apr 2013 03:38 PM	B20130408-218714	gopal07 subramanian07		<input checked="" type="checkbox"/> 1	1

Filed forms

Filing history screen > Transaction Ref No > filed forms screen displays

Clicking on the Transaction ref no hyperlink (shown in screen shot above) will take users to the Filed forms page. This screen provides information on the form payment. If a payment has been made, the Print tax invoice button will be active, and the user can view (in PDF) and print a copy of their tax invoice.

ID	Form name	File name	Your ref	Case no./Filing party	Status	Fees (\$)
001	Statement of Claim (e-Services)			2013/00014518-001	Finally Accepted	\$86.00
Total (including GST):						\$86.00

XML filing

XML filing is a lodgement facility that allows users to file in bulk with the Courts (up to 100 forms at a time). Clients are responsible for creating XML files from schemas available on the XML filing Online Registry page.

More information on XML Filing (and the XML templates and schemas) can be found in the [Online Registry Help](#) screen.

Some forms for civil claims can be filed by sending data to the court in a file format known as XML (Extensible Markup Language).

This filing method is best suited to large law firms which file many forms at once, and can set up their case management system to produce the right kind of data for the court process. Up to 100 forms can be filed at once using XML data transfer. You can also file a single form.

Uploading your files

- Upload your XML file(s). Each form requires a separate XML file. You can upload 100 XML files.
- Attach any relevant supporting documents in PDF format. You can attach up to five PDFs per XML file.
- Each PDF should have a maximum file size of 1MB.

Which form can be filed using XML filing?

Find out which forms can be filed using XML filing.

Setting up your system

Download the XML templates you need.

Select Documents Ready Cancel

More information on XML Filing (and the XML templates and schemas) can be found in the Help screen.

What documents can be lodged through NSW Online Registry XML filing?

Local Court

- Any Statement of Claim (no Listing)
- Affidavit of Service
- Notice of Motion for Writ - Levy of Property
- Notice of Motion for Default Judgement - Liquidated
- Notice of Motion for Garnishee - Wages or Salary / debt

District Court

- Statement of Claim relating to Liquidated Money Claims
- Affidavit of Service
- Notice of Motion for Writ - Levy of Property
- Notice of Motion for Default Judgement - Liquidated
- Notice of Motion for Garnishee - Wages or Salary / debt

Supreme Court

- Statement of Claim relating to Liquidated Money Claims
- Statement of Claim relating to Possession of Land Claims
- Notice of Motion for Writ - Levy of Property
- Notice of Motion for Default Judgement - Liquidated
- Notice of Motion for Default Judgement - Possession of Land
- Notice of Motion for Writ of Possession
- Notice of Motion for Garnishee - Wages or Salary / debt

Add a case

A user will not be able to see certain cases until they have been added to their case list.

The Add a case button is available from the Case list screen and allows clients to add cases to their list. Once added, clients will be able to view case details and file forms (such as a defence).

The process for adding a case differs for each user type which is outlined below.

The screenshot shows the 'Search case list' form with the following fields and options:

- Home | Court lists | Probate notices | Help | Contact us
- Start or defend a case | **Case list** | Forms in progress | Forms awaiting payment | Filing history | XML filing | Manage profile
- Search case list**
- Your reference:
- Case number (yyy / case no.): /
- Date:
- Include cases without activity in last 6 months
- Party name (surname or organisation name):
- Jurisdiction:
- Add a case** (highlighted in a red box): If you can't find your case, you may need to add it to your case list.
- Clear

Note: Some criminal matters are available for viewing on the Online Registry, and can be added via the Add a case function. The availability of criminal cases that can be viewed online vary between user types and jurisdictions.

Legal Practitioner – Add a case

If a legal practitioner wants to add a case to their profile (criminal or civil case), they must formally notify the Court that they are a party to a case. This can be done through online forms such as:

- Notice of Appointment of Solicitor
- Notice of Appearance
- Notice of Change of Solicitor, etc.

A legal practitioner may also need to add themselves to a case to file a defence.

When a legal practitioner clicks the Add a case button, the Add a case window will appear. They will then need to enter a case number and select the proceeding. From here they can select the appropriate form to file in order to add the case to their profile.

The first screenshot shows the 'Add a case' window with the following steps:

- Step 1 - enter a case number: Case number 2013 / 00018112
- Step 2 - select a proceeding:

Select	Proceeding no.	Proceeding title	Jurisdiction
<input checked="" type="radio"/>	201300018112001	Statement of Claim: Terrence Ablot v M NARAYAN & A SHARMA	Supreme Court - Civil

- Step 3 - select a form:

- Defence
- Notice of Appearance
- Notice of Appointment of Solicitor
- Notice of Change of Solicitor

The second screenshot shows the 'Add a case' window with the following steps:

- Step 1 - enter a case number: Case number 2016 / 00003393
- Step 2 - select a proceeding:

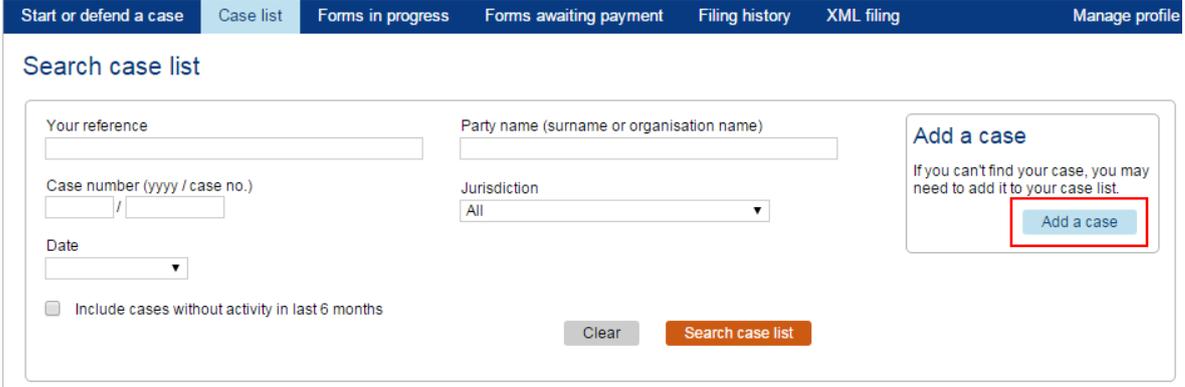
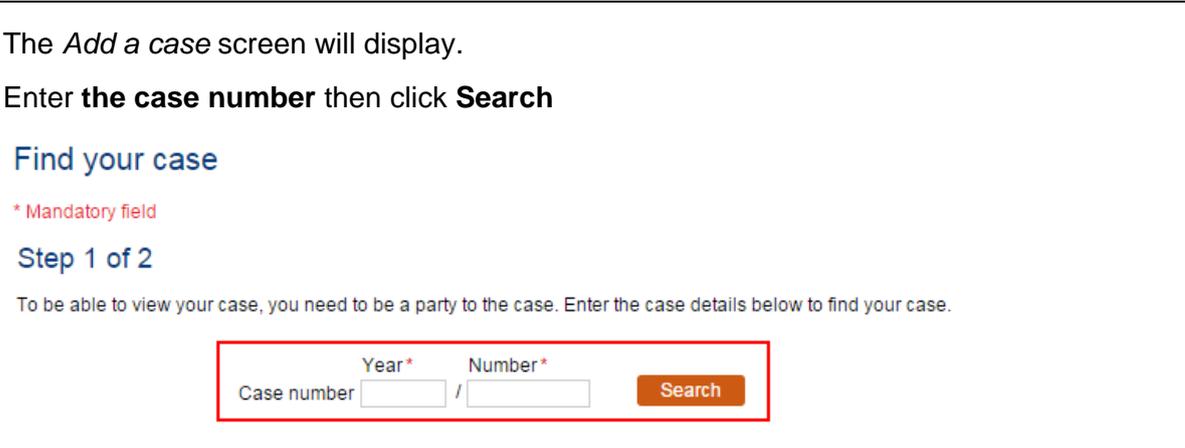
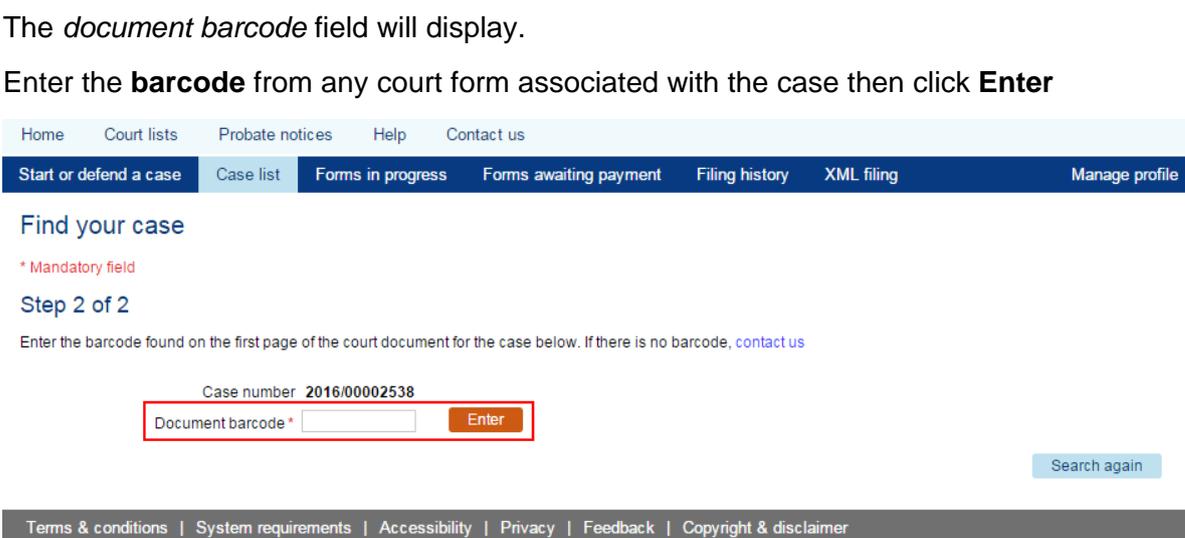
Select	Proceeding no.	Proceeding title	Jurisdiction
<input checked="" type="radio"/>	201600003393001	Common assault-T2	Local Court - Crime

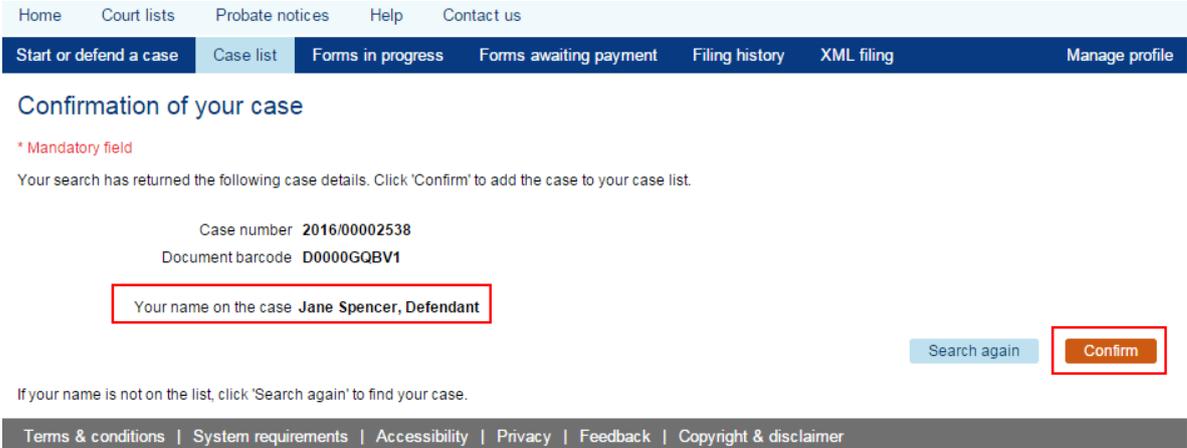
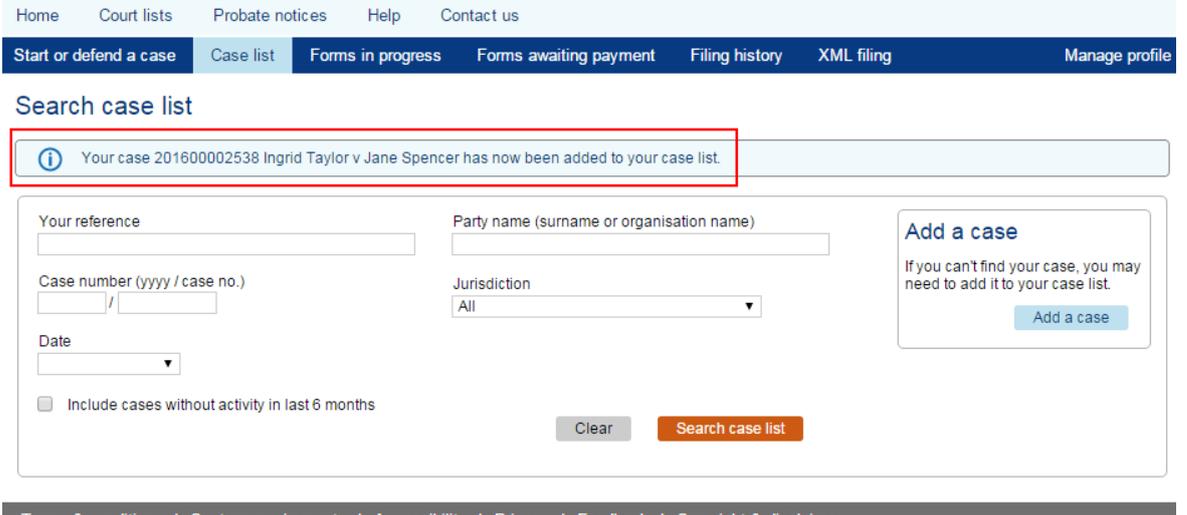
- Step 3 - select a form:

- Notice of Appointment of Solicitor (Form 1)
- Notice of Change of Solicitor (Form 1)

Self-Represented Litigant – Add a CIVIL case

A self-represented litigant can add a case to their profile directly through the Add a case button. They may need to do this to file a defence or view case details to which they are a party.

Step	Action
1	<p>From the Case list screen click the Add a case button</p>  <p>The screenshot shows a navigation bar with 'Start or defend a case', 'Case list', 'Forms in progress', 'Forms awaiting payment', 'Filing history', 'XML filing', and 'Manage profile'. Below the navigation bar is the 'Search case list' section. It contains several input fields: 'Your reference', 'Party name (surname or organisation name)', 'Case number (yyyy / case no.)', 'Jurisdiction' (a dropdown menu set to 'All'), and 'Date'. There is also a checkbox for 'Include cases without activity in last 6 months'. A 'Clear' button and a 'Search case list' button are at the bottom. On the right side, there is a box titled 'Add a case' with the text 'If you can't find your case, you may need to add it to your case list.' and an 'Add a case' button highlighted with a red box.</p>
2	<p>The <i>Add a case</i> screen will display.</p> <p>Enter the case number then click Search</p> <p>Find your case</p> <p>* Mandatory field</p> <p>Step 1 of 2</p> <p>To be able to view your case, you need to be a party to the case. Enter the case details below to find your case.</p>  <p>The screenshot shows the 'Find your case' section. It includes a red asterisk indicating a mandatory field. Below the text, there is a 'Case number' input field with 'Year*' and 'Number*' labels above it, followed by a 'Search' button. The entire input field area is highlighted with a red box.</p>
3	<p>The <i>document barcode</i> field will display.</p> <p>Enter the barcode from any court form associated with the case then click Enter</p>  <p>The screenshot shows the 'Find your case' section, Step 2 of 2. It includes a red asterisk indicating a mandatory field. Below the text, there is a 'Document barcode*' input field with a 'Case number 2016/00002538' label above it, followed by an 'Enter' button. The entire input field area is highlighted with a red box. A 'Search again' button is located at the bottom right. At the bottom of the page, there is a footer with links for 'Terms & conditions', 'System requirements', 'Accessibility', 'Privacy', 'Feedback', and 'Copyright & disclaimer'.</p>

Step	Action
4	<p>The <i>Confirmation of your case</i> screen displays the name associated with the case. Check the name on the case is correct then click Confirm.</p> 
	<p>If the name is not correct, click Search again</p> <p>The name of the party on the case (as per the court document) is matched to the surname of the logged in user. If the party name and logged in user name do not match, an error will display. If there are multiple parties with the same surname, you will need to select the correct person from the list.</p>
5	<p>The case has now been added to your case list</p> 

Court document barcodes

If the client does not have a copy of a court document with a barcode and case number (for a local or district court matter), they will need to contact the Courts Service Centre (by phone), or their local registry (in person), and answer a series of questions to prove their identity. Once identity is established the client should be provided with a relevant barcode and case number.

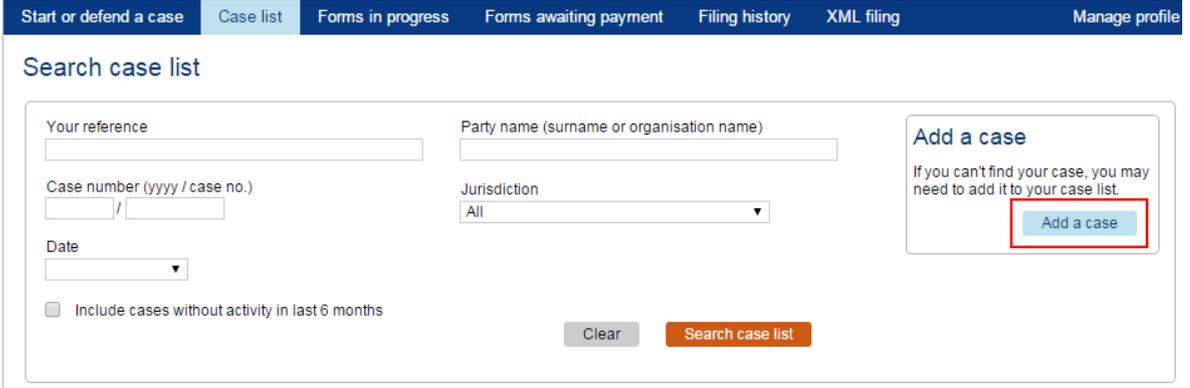
The questions asked during identity verification include:

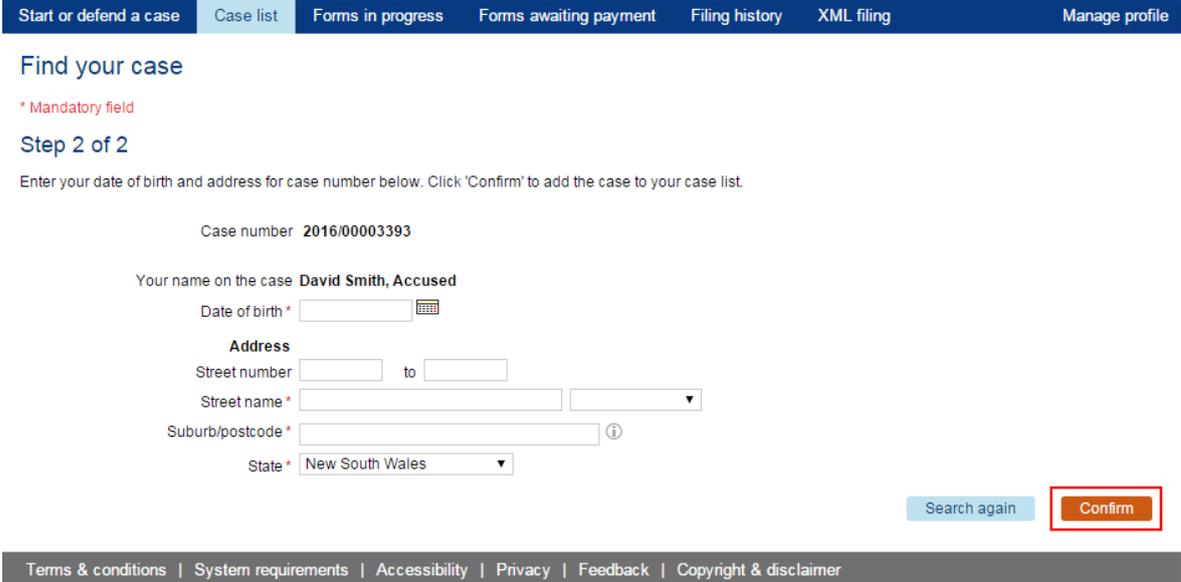
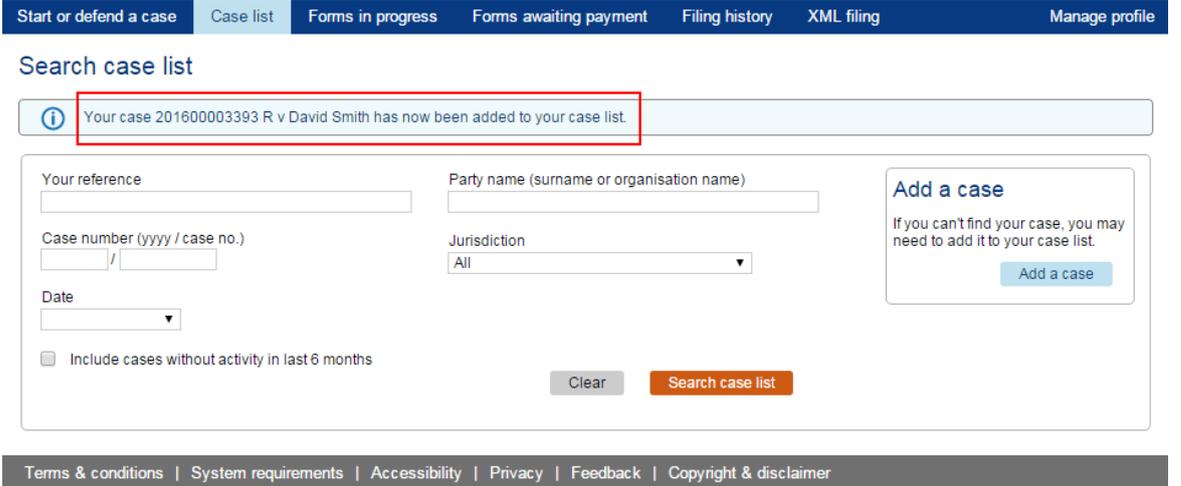
- What is your name or name of your organisation on the statement of claim? (if they have a copy of the claim)
- If organisation, what is your ACN or ABN?
- What is your address?
- If they are the defendant, what is the name of the plaintiff or person suing you?
- Which courthouse was the claim commenced?
- When was the judgment entered (if applicable)?
- What is the case number?
- What is your phone number? (on the condition it is recorded in JL in the participants tab)
- What is your email address? (on the condition it is recorded in JL in the participants tab)

If the client is requesting a Supreme Court document, they will be able to attend the closest registry for a Local, District or Supreme Court. If they attend a Local or District Court Registry, the staff member there will need to contact the Supreme Court directly to have a copy of the document emailed through to them (not to be emailed to the client), so the registry staff member can issue this to the client.

Note: If a registry is unable to see an originating document with a barcode, the registry will need to produce a document in JusticeLink, for example a List of Parties or Notice of Listing. This will create a document with the required barcode.

Self-Represented Litigant – Add a CRIMINAL case

Step	Action
1	<p>From the Case list screen click the Add a case button</p>  <p>The screenshot shows a navigation bar with 'Case list' selected. Below it is a 'Search case list' section with several input fields: 'Your reference', 'Party name (surname or organisation name)', 'Case number (yyyy / case no.)', 'Jurisdiction' (set to 'All'), and 'Date'. There is a checkbox for 'Include cases without activity in last 6 months'. A 'Clear' button and a 'Search case list' button are at the bottom. On the right, there is a box titled 'Add a case' with the text 'If you can't find your case, you may need to add it to your case list.' and a blue 'Add a case' button highlighted with a red box.</p>
2	<p>The <i>Add a case</i> screen will display.</p> <p>Enter the case number then click Search</p> <p>Find your case</p> <p>* Mandatory field</p> <p>Step 1 of 2</p> <p>To be able to view your case, you need to be a party to the case. Enter the case details below to find your case.</p>  <p>The screenshot shows a 'Find your case' section with a red box around the 'Case number' input field, which is split into 'Year*' and 'Number*' sub-fields, and a 'Search' button.</p>

Step	Action
3	<p>Your name on the case will display. Enter your date of birth and street address. Click Confirm.</p>  <p>The screenshot shows a navigation bar with 'Start or defend a case', 'Case list', 'Forms in progress', 'Forms awaiting payment', 'Filing history', 'XML filing', and 'Manage profile'. Below the navigation bar is the heading 'Find your case' and a note '* Mandatory field'. The main heading is 'Step 2 of 2'. The instruction says 'Enter your date of birth and address for case number below. Click 'Confirm' to add the case to your case list.' The case number is 2016/00003393. The name on the case is David Smith, Accused. There are input fields for Date of birth, Address (Street number, Street name, Suburb/postcode, State), and buttons for Search again and Confirm. The Confirm button is highlighted with a red box.</p>
	<p>The name on the case should be the same as both the name you used to register with on the NSW Online Registry, and the name listed on the case. If there is a discrepancy, you may receive an error message and you will not be able to add the case without re-registering or contacting Online Registry support.</p>
4	<p>The case has now been added to your case list.</p>  <p>The screenshot shows a navigation bar with 'Start or defend a case', 'Case list', 'Forms in progress', 'Forms awaiting payment', 'Filing history', 'XML filing', and 'Manage profile'. Below the navigation bar is the heading 'Search case list'. A notification message is highlighted with a red box: 'Your case 201600003393 R v David Smith has now been added to your case list.' Below the notification is a search form with fields for Your reference, Party name (surname or organisation name), Case number (yyyy / case no.), Jurisdiction, Date, and a checkbox for 'Include cases without activity in last 6 months'. There are buttons for Clear and Search case list.</p>

Step	Action																		
	<p>Note that crime forms cannot be filed on this case online; however you can view case information by clicking the case name from the Case list screen.</p> <p>Your case information</p> <p>R v David Smith - OPEN (2016/00003393)</p> <div data-bbox="268 443 1377 483"> File form Proceedings Filed documents Court dates Judgments & orders Subpoenaed items list </div> <p>Most forms filed online can be downloaded from this list, a few minutes after being successfully submitted. Click on the form name (document produced by the court) to download it. Forms submitted by post or over the counter at the registry will be listed but not available for download. Documents listed as 'Filed by party' are the versions which were uploaded to the Online Registry.</p> <p>Filter by Participants: <input type="text" value="All participants"/> <input type="button" value="Go"/></p> <table border="1" data-bbox="268 611 1398 745"> <thead> <tr> <th>Date filed</th> <th>Document name</th> <th>Document source</th> <th>Filed by</th> <th>Filed against</th> <th>Sent to</th> </tr> </thead> <tbody> <tr> <td>09 Mar 16</td> <td>Court Attendance Notice</td> <td colspan="4">Produced by the court</td> </tr> <tr> <td>09 Mar 16</td> <td>Court Attendance Notice or Commonwealth Information</td> <td>Filed by party</td> <td>NSW Police</td> <td>David Smith</td> <td></td> </tr> </tbody> </table>	Date filed	Document name	Document source	Filed by	Filed against	Sent to	09 Mar 16	Court Attendance Notice	Produced by the court				09 Mar 16	Court Attendance Notice or Commonwealth Information	Filed by party	NSW Police	David Smith	
Date filed	Document name	Document source	Filed by	Filed against	Sent to														
09 Mar 16	Court Attendance Notice	Produced by the court																	
09 Mar 16	Court Attendance Notice or Commonwealth Information	Filed by party	NSW Police	David Smith															

Authorised Officer – Add a case

An Authorised Officer may want to add a case to their profile if they received a Court document nominating them to act on behalf of an organisation.

1. Click the **Add a case** button
2. The *Add a case* screen will display. Enter the **case number**, then click **Search**
3. The case name displays. Enter the **address** then click **Confirm**
4. The case will now be available in the case list. On the Case list screen click the **file icon** next to the case name in order to file a form for this case.

Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage eOrg Manage profile

Find your case

* Mandatory field

Step 2 of 2

Enter the address for case number below. Click 'Confirm' to add the case to your case list.

Case number 2015/00000100

Your name on the case Roads and Maritime Services - Prosecutions, Prosecuting Authority

Address

Street number to
Street name*
Suburb/postcode* ⓘ
State* New South Wales

Search again

Confirm

Barrister – Add a case

A barrister will not be able to see certain cases until they have been added to their case list.

1. Click the **Add a case** button
2. The *Add a case* screen will display. Enter the **case number**
3. Select the **party** to represent
4. Click **Add case**
5. The case will now be available in the case list. On the Case list screen click the **file icon** next to the case name in order to file a form for this case.

The screenshot shows the 'Add a case' form. At the top is a navigation bar with links: Home, Court lists, Probate notices, Help, and Contact us. Below this is a dark blue menu bar with options: Start or defend a case, Case list (highlighted), Forms in progress, Forms awaiting payment, Filing history, XML filing, Manage eOrg, and Manage profile. The main content area is titled 'Add a case' and contains the following text: 'You won't be able to see certain cases in your case list until you add them to your list. This applies when you have been appointed to act for a party after proceedings have commenced. Please search for the case by case number.' There is a text input field for 'Case number *' containing '2012/12345678' and a 'Search' button. Below this, it says 'Select the party you are representing in Acme Inc v 123 Inc (2012/12345678)'. There are two radio button options: '123 Inc' (selected) and 'Acme Inc'. At the bottom are 'Search again' and 'Add case' buttons.

Payments

Once an online form has been completed it will be available from the Forms awaiting payment screen. When a client completes a form they will be automatically directed to the Forms awaiting payment screen. They can pay for the form and any other available form at that time or they can return to the payment screen later to process the payment.

From the Forms awaiting payment screen they will see the following icons”



Preview the form

Clients can view (and print) the completed form. *Note that this is not the Court approved document.*



Edit the form

When a form is edited any previously uploaded attachments will be lost and the client will need to upload these again.



Delete the form

This will permanently delete the form.

Up to 100 forms can be selected and paid for in one transaction.

There is no time limit for forms awaiting payment; however, forms are not submitted to the Court until payment is made. This may create errors in some forms, for example an Affidavit, which has a statutory fourteen day life associated with date of filing. In these instances, the forms would need to be edited before payment can be made.

Note: If the client needs to pay for a form in a currency other than Australian Dollars (AUD) they will be prompted with a message notifying them that they cannot complete this payment online, and the form must be submitted over the counter at a registry. All online payments must be made in AUD.

Payment process

Forms completed online will be submitted to the Court following payment. The following process outlines the steps to complete the payment of online forms. This process can be used for single or multiple forms.

A **maximum of 100 forms** can be processed in one transaction.

There is a timeout on the Online Registry website when the site is inactive for a period of time. If a timeout occurs while processing a payment, an error message will display when you move to the next screen. Click the Home button on the error screen and this will direct the client to the Online Registry homepage.

You will need to login and return to the Forms awaiting payment screen. You may need to start the payment process from the beginning (by selecting the form(s)) or you may be returned to the payment step when the timeout occurred.

Payment Types

The following cards will be accepted as payment:

- Visa (credit or debit)
- MasterCard (credit or debit)
- American Express
- Diners

Registered cards

Individuals can register their card payment details on the NSW Online Registry. Once registered, clients can select the registered card each time a payment is made rather than entering card details on each occasion.

Clients are able to store a maximum of 3 cards online.

Card details are stored securely through the Department's payment provider Westpac, who is compliant with the Payment Card Industry Data Security Standard (PCI DSS). **Registered card details are not stored, processed, or transmitted by any Department system, nor are they accessible to Department staff.**

Payment with Card

The following process is used when making payments for online forms when the client has no registered cards. Refer to the Payment with a Registered Card section in this user guide for more information if the client already has a registered card.

Step	Action																																																
5	<p>Login to the Online Registry and click the Forms awaiting payment menu</p> <p>Select the checkbox next to the forms you want to pay</p> <p>Click Next</p> <p>Forms awaiting payment (i)</p> <p>The forms listed below are ready to be filed with the court. Select the forms you want to file now.</p> <p>Select all</p> <table border="1"> <thead> <tr> <th></th> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Form prepared by</th> <th>Your ref</th> <th>Fees (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Summons (UCPR 4A/4B/84/85)</td> <td></td> <td>Brady</td> <td>Smith, Roger</td> <td></td> <td>\$228.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Lawson</td> <td>Smith, Roger</td> <td></td> <td>\$93.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Application Notice - Licence / Registration Appeal</td> <td></td> <td>Masters</td> <td>Smith, Roger</td> <td></td> <td>\$87.00</td> <td> </td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Walters</td> <td>Smith, Roger</td> <td></td> <td>\$93.00</td> <td> </td> </tr> <tr> <td colspan="6"></td> <td>Total (including GST):</td> <td>\$321.00</td> </tr> </tbody> </table> <p style="text-align: right;">File more forms Next</p>		Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action	<input checked="" type="checkbox"/>	Summons (UCPR 4A/4B/84/85)		Brady	Smith, Roger		\$228.00		<input type="checkbox"/>	Statement of Claim (UCPR 3A/3B)		Lawson	Smith, Roger		\$93.00		<input type="checkbox"/>	Application Notice - Licence / Registration Appeal		Masters	Smith, Roger		\$87.00		<input checked="" type="checkbox"/>	Statement of Claim (UCPR 3A/3B)		Walters	Smith, Roger		\$93.00								Total (including GST):	\$321.00
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Step	Action																				
	<p>When 'Next' is clicked on the Forms awaiting payment screen, the forms are again verified against JusticeLink. There may be some instances where a form will not pass this validation. For example a Defendant has completed a Defence form, however prior to paying for the form, the Plaintiff has filed a Notice of Motion for Default Judgment (therefore changing the status of the Defendant in the backend and causing the Defence form to fail this verification).</p> <p>You will still be able to complete the payment for forms that pass validation, even if one or more from the same batch fail.</p>																				
6	<p>The <i>Confirm selection</i> screen displays. This screen will not display if a client has a registered card.</p> <p>If all forms are correct click Next</p> <p>If the selection is not correct, click cancel to stop the payment process, reselect the correct forms and complete the payment.</p> <p>Confirm selection ?</p> <table border="1" data-bbox="272 882 1437 1055"> <thead> <tr> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Your ref</th> <th>Fees (\$)</th> </tr> </thead> <tbody> <tr> <td>Summons (UCPR 4A/4B/84/85)</td> <td></td> <td>Brady</td> <td></td> <td>\$228.00</td> </tr> <tr> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Walters</td> <td></td> <td>\$93.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total (including GST):</td> <td>\$321.00</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Next"/> </p>	Form name	Case no.	Case title/Filing party	Your ref	Fees (\$)	Summons (UCPR 4A/4B/84/85)		Brady		\$228.00	Statement of Claim (UCPR 3A/3B)		Walters		\$93.00	Total (including GST):				\$321.00
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7	<p>The <i>Payment details</i> screen displays</p> <p>Enter your card details</p> <p>Click Next</p> <p>Enter card details  Page hosted by Westpac</p> <p>* Mandatory Field</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Cardholder name * <input type="text"/></p> <p>Card number * <input type="text"/>    </p> <p>Expiry date (mm/yyyy) * 01 / 2014</p> </div> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Next"/> </p>																				
	<p>Online Registry timeout limits</p> <p>There is a timeout on the Online Registry website when the site is inactive for a period of time. If a timeout occurs while processing a payment, an error message will display when you move to the next screen. Click the Home button on the error screen. This will direct you to the Online Registry homepage.</p> <p>You will need to login and return to the Forms awaiting payment screen. You may need to start the payment process from the beginning (by selecting the form(s)) or you may be returned to the payment step when the timeout occurred.</p>																				

Step	Action																																										
8	<p>The <i>Confirm payment</i> screen displays</p> <p>Verify the details are correct (this will be your final opportunity to make changes before payment is processed) then click Pay</p> <p>Note the Save card option. This option is selected by default and will allow you to save the entered card as a registered card. This means that the user will be able to easily use the card for future payments without having to re-enter the card details.</p> <p>A user can have up to three registered cards.</p> <p>Confirm payment i</p> <table border="1" data-bbox="277 622 1437 792"> <thead> <tr> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Your ref</th> <th>Fees (\$)</th> </tr> </thead> <tbody> <tr> <td>Summons (UCPR 4A/4B/84/85)</td> <td></td> <td>Brady</td> <td></td> <td>\$228.00</td> </tr> <tr> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Walters</td> <td></td> <td>\$93.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total (including GST):</td> <td>\$321.00</td> </tr> </tbody> </table> <div data-bbox="922 819 1433 1070" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Payment details</p> <p>VISA Card ending in242</p> <p>Cardholder Roger Smith</p> <p>Expires 05/2016</p> <p>Payer <input type="text" value="Roger Smith"/> ▼</p> <p style="font-size: small;">The payer's name will appear on tax invoice</p> <p><input checked="" type="checkbox"/> Save card What's this?</p> </div> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <input style="background-color: #e67e22; color: white;" type="button" value="Pay"/> </p>	Form name	Case no.	Case title/Filing party	Your ref	Fees (\$)	Summons (UCPR 4A/4B/84/85)		Brady		\$228.00	Statement of Claim (UCPR 3A/3B)		Walters		\$93.00	Total (including GST):				\$321.00																						
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9	<p>The payment is complete and the forms have been filed with the Court. The card details that were used are also saved to the user's profile (if the Save card option was selected).</p> <p>The <i>Next steps</i> listed at the bottom of this screen will provide some information on the next actions to be taken.</p> <p>Your forms have been submitted</p> <p>Thank you for submitting these forms. Your receipt will be emailed to you shortly. If you indicated you wished to receive forms by email, the approved forms will be attached.</p> <p>Your receipt</p> <p>Transaction reference number: B20141008-347159</p> <p>Submitted by: Roger Smith</p> <p>Submitted on: 08 Oct 2014 02:25 PM</p> <p>Payment receipt number: REC18520970</p> <table border="1" data-bbox="277 1626 1437 1877"> <thead> <tr> <th>ID</th> <th>Form name</th> <th>File name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Your ref</th> <th>Fees (\$)</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>▼ Summons (UCPR 4A/4B/84/85)</td> <td></td> <td></td> <td>Brady</td> <td></td> <td>\$228.00</td> </tr> <tr> <td></td> <td>Summons (UCPR 4A/4B/84/85) Document.pdf (49 KB)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>002</td> <td>▼ Statement of Claim (UCPR 3A/3B)</td> <td></td> <td></td> <td>Walters</td> <td></td> <td>\$93.00</td> </tr> <tr> <td></td> <td>Pleading details Document.pdf (49 KB)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Total (including GST):</td> <td>\$321.00</td> </tr> </tbody> </table> <p>Next steps</p> <ul style="list-style-type: none"> ■ Print the form(s) and take them with you to your next court date. If you did not receive the forms by email, you can view and print them by selecting the case in Your case list, or going to Your filing history. The approved forms may take a few minutes to appear. ■ File more forms, by starting a case, filing in relation to an existing case, or using XML filing. ■ Change whether you wish to have the forms emailed to you, by going to Manage profile. 	ID	Form name	File name	Case no.	Case title/Filing party	Your ref	Fees (\$)	001	▼ Summons (UCPR 4A/4B/84/85)			Brady		\$228.00		Summons (UCPR 4A/4B/84/85) Document.pdf (49 KB)						002	▼ Statement of Claim (UCPR 3A/3B)			Walters		\$93.00		Pleading details Document.pdf (49 KB)						Total (including GST):						\$321.00
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Step	Action
	Refer to the Your filing history section in this user guide for more information on how to view payment details.

Payment with a Registered Card

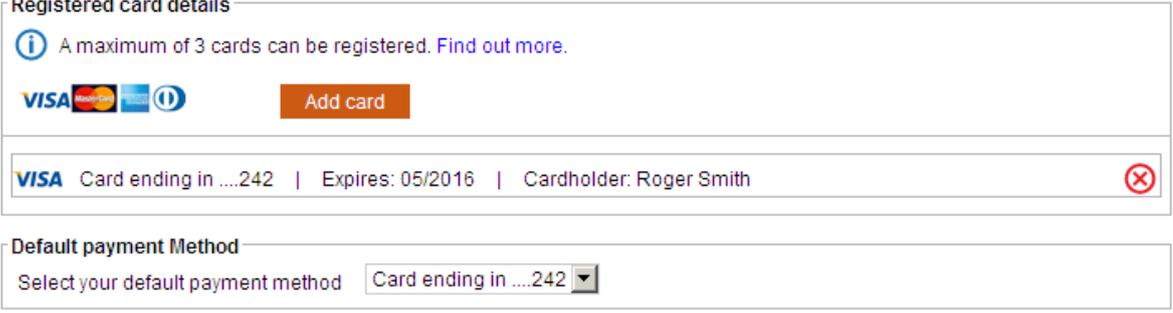
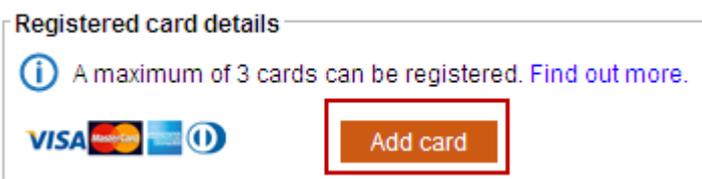
Once a card has been registered, or saved, the card will be available to use when a payment is being processed. A user can have up to three cards saved and all saved cards will be available for selection. A user can also choose to use a card that is not currently saved.

Step	Action																																
1	<p>Login to the Online Registry and select Forms awaiting payment menu</p> <p>Select the checkbox next to the forms you want to pay</p> <p>Click Next</p> <p>Forms awaiting payment (i)</p> <p>The forms listed below are ready to be filed with the court. Select the forms you want to file now.</p> <p>Select all</p> <table border="1"> <thead> <tr> <th></th> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Form prepared by</th> <th>Your ref</th> <th>Fees (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Lawson</td> <td>Smith, Roger</td> <td></td> <td>\$93.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Application Notice - Licence / Registration Appeal</td> <td></td> <td>Masters</td> <td>Smith, Roger</td> <td></td> <td>\$87.00</td> <td> </td> </tr> <tr> <td colspan="6"></td> <td>Total (including GST):</td> <td>\$93.00</td> </tr> </tbody> </table> <p style="text-align: right;">File more forms Next</p>		Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action	<input checked="" type="checkbox"/>	Statement of Claim (UCPR 3A/3B)		Lawson	Smith, Roger		\$93.00		<input type="checkbox"/>	Application Notice - Licence / Registration Appeal		Masters	Smith, Roger		\$87.00								Total (including GST):	\$93.00
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Step	Action																												
2	<p>The <i>Confirm and pay</i> screen displays</p> <p>Notice the Select payment option section. This section allows you to select registered cards. If the card you want to use for this payment is not listed you can select Pay by card, click the Pay button and enter the card details on the next screen.</p> <p>If the card you want to use for payment is listed, select the card, verify the details in the Payment details section then click Pay.</p> <p>Confirm and pay (i)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Form name</th> <th style="width: 15%;">Case no.</th> <th style="width: 30%;">Case title/Filing party</th> <th style="width: 15%;">Your ref</th> <th style="width: 10%;">Fees (\$)</th> </tr> </thead> <tbody> <tr> <td>Statement of Claim (UCPR 3A/3B)</td> <td></td> <td>Lawson</td> <td></td> <td style="text-align: right;">\$93.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total (including GST):</td> <td style="text-align: right;">\$93.00</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px; width: 45%;"> <p>Select payment option</p> <p><input checked="" type="radio"/> Pay by registered card242</p> <p><input type="radio"/> Pay by card </p> <p>(i) Add/delete cards via Manage profile.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Payment details</p> <p>VISA Card ending in242</p> <p>Cardholder Roger Smith</p> <p>Expires 05/2016</p> <p>Payer <input type="text" value="Roger Smith"/></p> <p style="font-size: small;">The payer's name will appear on tax invoice</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Pay"/> </div>	Form name	Case no.	Case title/Filing party	Your ref	Fees (\$)	Statement of Claim (UCPR 3A/3B)		Lawson		\$93.00	Total (including GST):				\$93.00													
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	<p>Registered cards can be managed from the Manage Profile screen. On the Manage Profile screen you are able to add registered cards (up to three) and delete existing cards.</p>																												
3	<p>The payment is complete and the forms have been filed with the Court</p> <p>The <i>Next steps</i> will provide some information on the next actions to be taken.</p> <p>Your forms have been submitted</p> <p>Thank you for submitting these forms. Your receipt will be emailed to you shortly. If you indicated you wished to receive forms by email, the approved forms will be attached.</p> <p>Your receipt</p> <p>Transaction reference number: B20141008-347199 Submitted by: Roger Smith Submitted on: 08 Oct 2014 02:41 PM Payment receipt number: REC18521030</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">ID</th> <th style="width: 30%;">Form name</th> <th style="width: 20%;">File name</th> <th style="width: 10%;">Case no.</th> <th style="width: 20%;">Case title/Filing party</th> <th style="width: 10%;">Your ref</th> <th style="width: 15%;">Fees (\$)</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>▼ Statement of Claim (UCPR 3A/3B)</td> <td></td> <td></td> <td>Lawson</td> <td></td> <td style="text-align: right;">\$93.00</td> </tr> <tr> <td></td> <td>Statement of Claim (UCPR 3A/3B) Document.pdf (49 KB)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Total (including GST):</td> <td style="text-align: right;">\$93.00</td> </tr> </tbody> </table> <p>Next steps</p> <ul style="list-style-type: none"> ■ Print the form(s) and take them with you to your next court date. If you did not receive the forms by email, you can view and print them by selecting the case in Your case list, or going to Your filing history. The approved forms may take a few minutes to appear. ■ File more forms, by starting a case, filing in relation to an existing case, or using XML filing. ■ Change whether you wish to have the forms emailed to you, by going to Manage profile. 	ID	Form name	File name	Case no.	Case title/Filing party	Your ref	Fees (\$)	001	▼ Statement of Claim (UCPR 3A/3B)			Lawson		\$93.00		Statement of Claim (UCPR 3A/3B) Document.pdf (49 KB)						Total (including GST):						\$93.00
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Register card details

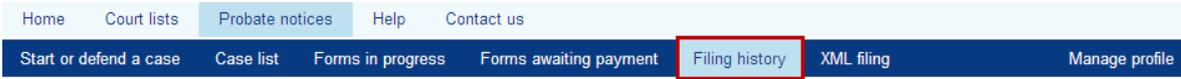
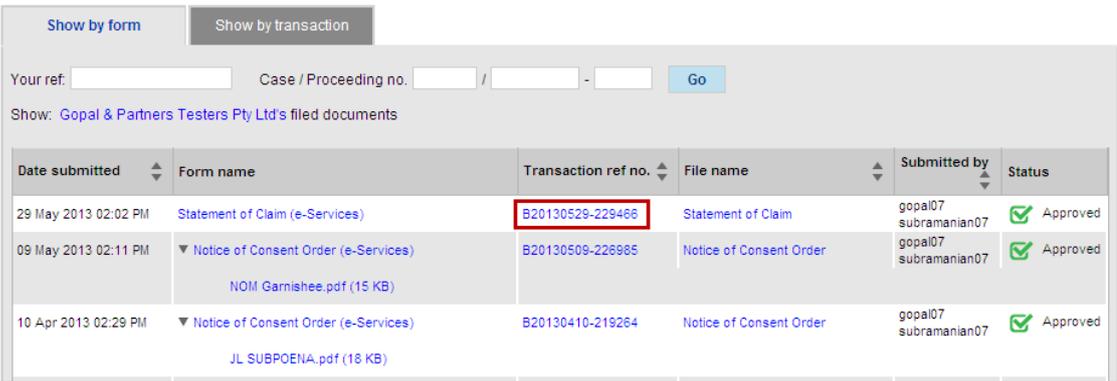
Registered cards will be listed in the registered card details section of the Manage Profile screen. This section can be used to add additional cards, remove existing cards, and set the default card selected when making future payments.

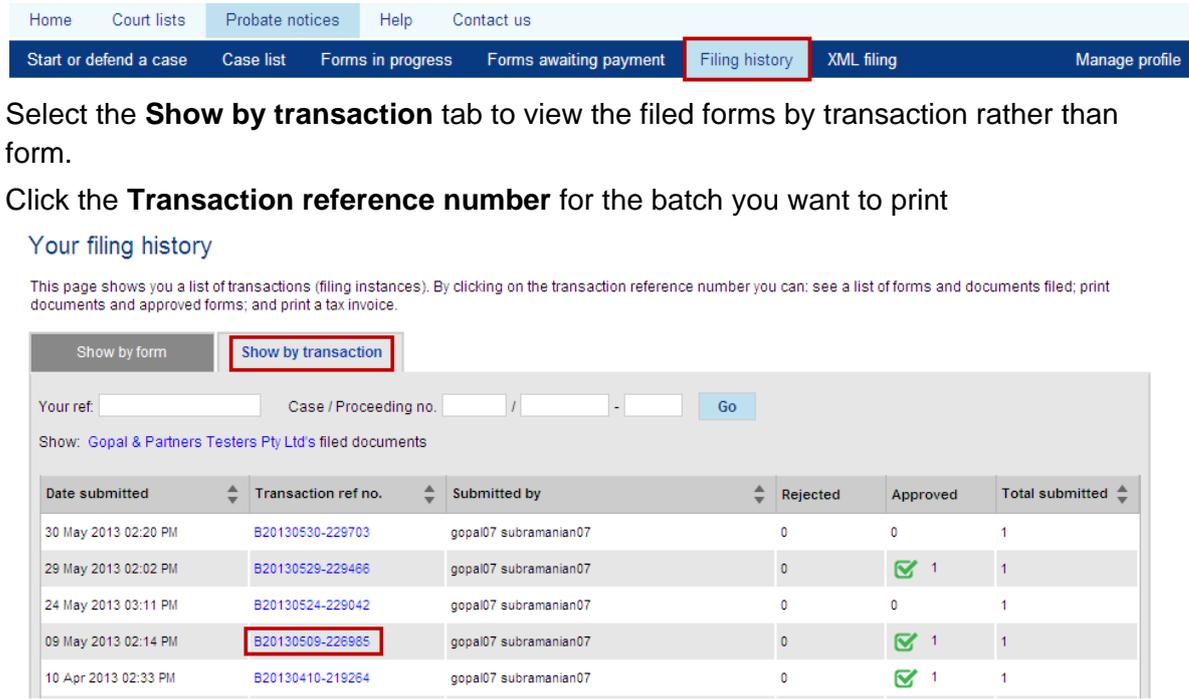
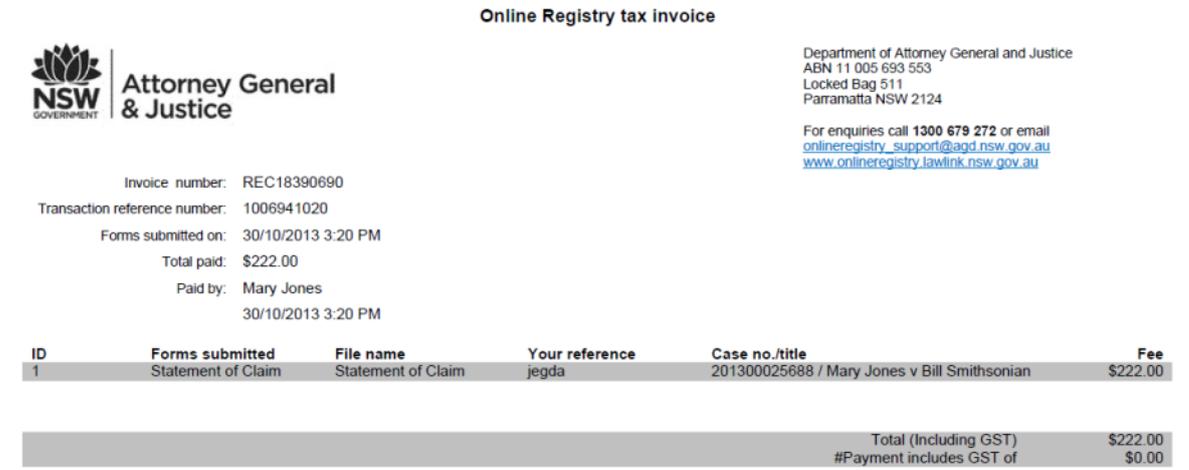
Step	Action
1	<p>Login to the Online Registry and select Manage Profile. Scroll down to view the Registered card details section.</p>  <p>The screenshot shows the 'Registered card details' section. It includes an information icon and text: 'A maximum of 3 cards can be registered. Find out more.' Below this are logos for VISA, MasterCard, American Express, and Discover. An orange 'Add card' button is visible. A card entry is shown: 'VISA Card ending in242 Expires: 05/2016 Cardholder: Roger Smith' with a red 'X' icon to its right. Below the card list is the 'Default payment Method' section with a dropdown menu currently set to 'Card ending in242'.</p>
2	<p>Click the Add card button to add additional cards. You can add up to three cards.</p>  <p>The screenshot shows the 'Registered card details' section. The 'Add card' button is highlighted with a red rectangular box. The rest of the interface is the same as in the previous screenshot.</p>
3	<p>To delete a registered card click the  next to the card details.</p>  <p>The screenshot shows the 'Registered card details' section. The red 'X' icon next to the card entry 'VISA Card ending in242 Expires: 05/2016 Cardholder: Roger Smith' is highlighted with a red rectangular box.</p>
4	<p>Select the default payment method. When more than one card is registered a default payment method can be selected. The default payment method is the registered card that is <i>selected</i> by default on the payment screen. The client will still be able to select from any of the registered cards as well as enter new card details. Use the dropdown to select the card to use for default payment. The card selected in the list will be the selected card when making a payment.</p>  <p>The screenshot shows the 'Default payment Method' section. The dropdown menu, which currently displays 'Card ending in242', is highlighted with a red rectangular box.</p>

Tax invoices for forms filed online

Tax invoices are sent via email to the online filer once the form is submitted. Clients can also access the tax invoice from the Filing history screen on the NSW Online Registry for logged in users.

Note: Tax invoices are not available for forms that do not incur a fee.

Step	Action																								
1	Login to the NSW Online Registry																								
2a	<p>Click the Filing history tab</p>  <p>A list of filed forms display</p> <p>On the Show by form tab click the Transaction reference number (Transaction ref no.)</p> <p>Your filing history</p> <p>This page shows forms which have been filed. Click on the form name to open the court approved form. By clicking on the transaction reference number you can see a list of forms and documents which have been filed, and print a tax invoice.</p>  <table border="1"> <thead> <tr> <th>Date submitted</th> <th>Form name</th> <th>Transaction ref no.</th> <th>File name</th> <th>Submitted by</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>29 May 2013 02:02 PM</td> <td>Statement of Claim (e-Services)</td> <td>B20130529-229466</td> <td>Statement of Claim</td> <td>gopal07 subramanian07</td> <td>Approved</td> </tr> <tr> <td>09 May 2013 02:11 PM</td> <td>Notice of Consent Order (e-Services) NOM Garnishee.pdf (15 KB)</td> <td>B20130509-226985</td> <td>Notice of Consent Order</td> <td>gopal07 subramanian07</td> <td>Approved</td> </tr> <tr> <td>10 Apr 2013 02:29 PM</td> <td>Notice of Consent Order (e-Services) JL SUBPOENA.pdf (18 KB)</td> <td>B20130410-219264</td> <td>Notice of Consent Order</td> <td>gopal07 subramanian07</td> <td>Approved</td> </tr> </tbody> </table>	Date submitted	Form name	Transaction ref no.	File name	Submitted by	Status	29 May 2013 02:02 PM	Statement of Claim (e-Services)	B20130529-229466	Statement of Claim	gopal07 subramanian07	Approved	09 May 2013 02:11 PM	Notice of Consent Order (e-Services) NOM Garnishee.pdf (15 KB)	B20130509-226985	Notice of Consent Order	gopal07 subramanian07	Approved	10 Apr 2013 02:29 PM	Notice of Consent Order (e-Services) JL SUBPOENA.pdf (18 KB)	B20130410-219264	Notice of Consent Order	gopal07 subramanian07	Approved
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29 May 2013 02:02 PM	Statement of Claim (e-Services)	B20130529-229466	Statement of Claim	gopal07 subramanian07	Approved																				
09 May 2013 02:11 PM	Notice of Consent Order (e-Services) NOM Garnishee.pdf (15 KB)	B20130509-226985	Notice of Consent Order	gopal07 subramanian07	Approved																				
10 Apr 2013 02:29 PM	Notice of Consent Order (e-Services) JL SUBPOENA.pdf (18 KB)	B20130410-219264	Notice of Consent Order	gopal07 subramanian07	Approved																				

Step	Action																																				
2b	<p>Click the Filing history tab</p>  <p>Select the Show by transaction tab to view the filed forms by transaction rather than form.</p> <p>Click the Transaction reference number for the batch you want to print</p> <p>Your filing history</p> <p>This page shows you a list of transactions (filing instances). By clicking on the transaction reference number you can: see a list of forms and documents filed; print documents and approved forms; and print a tax invoice.</p> <p>Show: Gopal & Partners Testers Pty Ltd's filed documents</p> <table border="1"> <thead> <tr> <th>Date submitted</th> <th>Transaction ref no.</th> <th>Submitted by</th> <th>Rejected</th> <th>Approved</th> <th>Total submitted</th> </tr> </thead> <tbody> <tr> <td>30 May 2013 02:20 PM</td> <td>B20130530-229703</td> <td>gopal07 subramanian07</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>29 May 2013 02:02 PM</td> <td>B20130529-229466</td> <td>gopal07 subramanian07</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>24 May 2013 03:11 PM</td> <td>B20130524-229042</td> <td>gopal07 subramanian07</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>09 May 2013 02:14 PM</td> <td>B20130508-226985</td> <td>gopal07 subramanian07</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>10 Apr 2013 02:33 PM</td> <td>B20130410-219264</td> <td>gopal07 subramanian07</td> <td>0</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Date submitted	Transaction ref no.	Submitted by	Rejected	Approved	Total submitted	30 May 2013 02:20 PM	B20130530-229703	gopal07 subramanian07	0	0	1	29 May 2013 02:02 PM	B20130529-229466	gopal07 subramanian07	0	1	1	24 May 2013 03:11 PM	B20130524-229042	gopal07 subramanian07	0	0	1	09 May 2013 02:14 PM	B20130508-226985	gopal07 subramanian07	0	1	1	10 Apr 2013 02:33 PM	B20130410-219264	gopal07 subramanian07	0	1	1
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3	<p>Click Print tax invoice button</p> <p>Batch PDF files: B20130508-226539.zip Transaction reference number: B20130508-226539 Paid by: Catherine Jane Submitted on: 08 May 2013 09:05 AM Payment receipt number: REC18306809</p>  <table border="1"> <thead> <tr> <th>ID</th> <th>Form name</th> <th>File name</th> <th>Your ref</th> <th>Case no./Title</th> <th>Status</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>Summons (e-Services)</td> <td></td> <td></td> <td>2013/00013188-001</td> <td>Finally Accepted</td> <td>\$217.00</td> </tr> <tr> <td></td> <td>1aa_test.pdf (63 KB)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Total (including GST):</td> <td>\$217.00</td> </tr> </tbody> </table>	ID	Form name	File name	Your ref	Case no./Title	Status	Fee	001	Summons (e-Services)			2013/00013188-001	Finally Accepted	\$217.00		1aa_test.pdf (63 KB)						Total (including GST):						\$217.00								
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4	<p>The tax invoice receipt opens as a PDF file and can be printed or saved as required</p> <p style="text-align: center;">Online Registry tax invoice</p>  <p>Department of Attorney General and Justice ABN 11 005 693 553 Locked Bag 511 Parramatta NSW 2124</p> <p>For enquiries call 1300 679 272 or email onlineregistry_support@agd.nsw.gov.au www.onlineregistry.lawlink.nsw.gov.au</p> <p>Invoice number: REC18390690 Transaction reference number: 1006941020 Forms submitted on: 30/10/2013 3:20 PM Total paid: \$222.00 Paid by: Mary Jones 30/10/2013 3:20 PM</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Forms submitted</th> <th>File name</th> <th>Your reference</th> <th>Case no./title</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Statement of Claim</td> <td>Statement of Claim</td> <td>jegda</td> <td>201300025688 / Mary Jones v Bill Smithsonian</td> <td>\$222.00</td> </tr> <tr> <td colspan="5">Total (Including GST)</td> <td>\$222.00</td> </tr> <tr> <td colspan="5">#Payment includes GST of</td> <td>\$0.00</td> </tr> </tbody> </table>	ID	Forms submitted	File name	Your reference	Case no./title	Fee	1	Statement of Claim	Statement of Claim	jegda	201300025688 / Mary Jones v Bill Smithsonian	\$222.00	Total (Including GST)					\$222.00	#Payment includes GST of					\$0.00												
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#Payment includes GST of					\$0.00																																

Step	Action
	Tax invoices display the Jurisdiction and location for each form filed online and paid for in that transaction.

Refunds

In what circumstances can a client apply for a refund?

A client can apply for a refund for **filing a form or document online** if:

- They have paid for an online service such as filing a form online AND
- They believe that they have been overcharged, paid twice, charged the wrong fee or if their transaction was rejected

A refund cannot be given if the service has been provided.

Requests for refunds for forms filed over the counter or by mail should be directed to the registry where the document was filed.

How can a client apply for a refund?

To apply for a refund, the client will need to:

- Complete the Online Registry Refund Application (a separate application is required for each filing transaction).
- A link to this document is available on the NSW Online Registry website > help > Fees, payments & refunds > refunds <https://onlineregistry.lawlink.nsw.gov.au/content/help/fees-and-payment/refunds>
- Attach a copy of the online filing tax invoice
- Attach any other supporting documentation such as a letter from the court confirming that you should be provided with a refund
- Email the completed and signed application and supporting documents to onlineregistry_support@agd.nsw.gov.au.

Note: Refund requests for Supreme Court related documents filed online should be forwarded directly to the Supreme Court for a decision and processing.

How will refunds be issued?

If a refund is approved, the payment will be made via Electronic Funds Transfer. For this to happen, the client must provide their bank details on the application form.

Managing profiles

Profile Tab

Users will be able to administer their own accounts including:

- Change passwords
- Change secret questions and answers
- Change their email address (changing this email address will not modify the email address documented on Court forms, it is only the general contact email address)
- View permissions (set by an administrator. Refer to the *eOrganisation User Guide* for more information on managing profiles and permissions).
- Manage Registered Cards

Confirmation emails will be sent to a user when their password, secret questions or email details have been updated.

Manage profile



Roger Smith profile | Roger Smith delegates

User details

Name **Roger Smith**

User name **rsmith001**

Password

Secret questions

Email **nicole_sell@agd.nsw.gov.au**

I want approved forms to be sent to the above email address

Profile status **Active**

Permissions

File document

View case information

Pilot user

Legal practitioner details

Updating these details will update the contact details for each of your cases.

Type **Solicitor**

PCN **11111111111111**

State **QLD**

Expiry date **05/04/2020**

Date of admission **05/04/2010**

Address **1 Main Street**
SYDNEY NSW 2000

Email **nicole_sell@agd.nsw.gov.au**

Phone **93771234**

Preferred contact method **Email**

Registered card details

A maximum of 3 cards can be registered. [Find out more.](#)

[Add card](#)

VISA Card ending in242 | Expires: 05/2016 | Cardholder: Roger Smith

Default payment Method

Select your default payment method **Card ending in242**

Delegates tab

A delegate is a user who acts on behalf of another Online Registry user. For example a secretary may file documents on behalf of a Legal Practitioner. Users can assign a delegate to act on their behalf through the Manage profile > Delegates tab.

Note: Any delegates filing on behalf of another Online Registry user will also receive a confirmation email notifying them that a form has been filed.

Refer to the *eOrganisation User Guide* for more information on managing profiles and permissions.

The screenshot shows the 'Manage profile' page for Erin Masters. The navigation bar includes 'Home', 'Court lists', 'Probate notices', 'Help', and 'Contact us'. The main navigation bar has 'Start or defend a case', 'Case list', 'Forms in progress', 'Forms awaiting payment', 'Filing history', 'XML filing', and 'Manage profile'. The 'Manage profile' section has two tabs: 'Erin Masters profile' and 'Erin Masters delegates' (highlighted with a red box). Below the tabs, there is a text box: 'This page allows you to add or remove delegates. You can filter the list of delegates by their permissions.' A filter dropdown is set to 'All' with a 'Go' button. An 'Add delegates' button is located at the bottom right of the main content area. The footer contains links for 'Terms & conditions', 'System requirements', 'Accessibility', 'Privacy', 'Feedback', and 'Copyright & disclaimer'.

Add delegates screen

Delegates (who are not already attached to an eOrganisation) can be added to a user's profile by searching for them on the delegates tab.

Refer to the *eOrganisation User Guide* for more information on delegates, user types, and eOrganisations.

The screenshot shows the 'Manage profile' page for Catherine McAdam. The navigation bar is the same as in the previous screenshot. The 'Manage profile' section has two tabs: 'Catherine McAdam profile' and 'Catherine McAdam delegates'. Below the tabs, there is a text box: 'This page allows you to add or remove delegates. You can filter the list of delegates by their permissions.' A filter dropdown is set to 'All' with a 'Go' button. Below the filter is a table of existing delegates:

Name	User name	Permission to file documents	Permission to view case information	Status	Action
Delegate, Gary	gdelega001	Yes	Yes	Active	
Delegate, Jerry	jdelega001	Yes	Yes	Active	
McNairn, Catherine	cmcnair018	Yes	Yes	Active	

An 'Add delegates' button is located at the bottom right of the main content area. The footer contains links for 'Terms & Conditions', 'System Requirements', 'Accessibility', 'Privacy', 'Feedback', 'Copyright & Disclaimer', and 'Sitemap'.

Manage legal teams

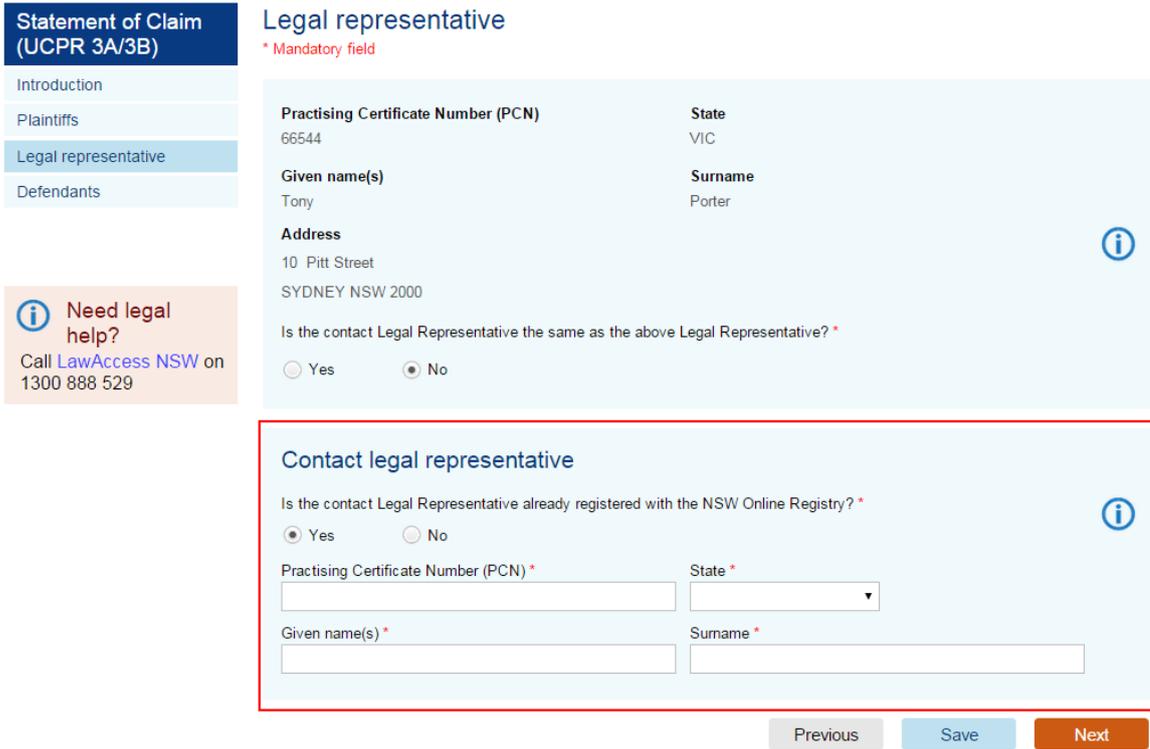
Adding a contact legal representative

There are two methods for adding a contact legal representative to a matter:

1. During case creation (i.e. when filing the case initiating form online), or
2. Via Manage Legal Team

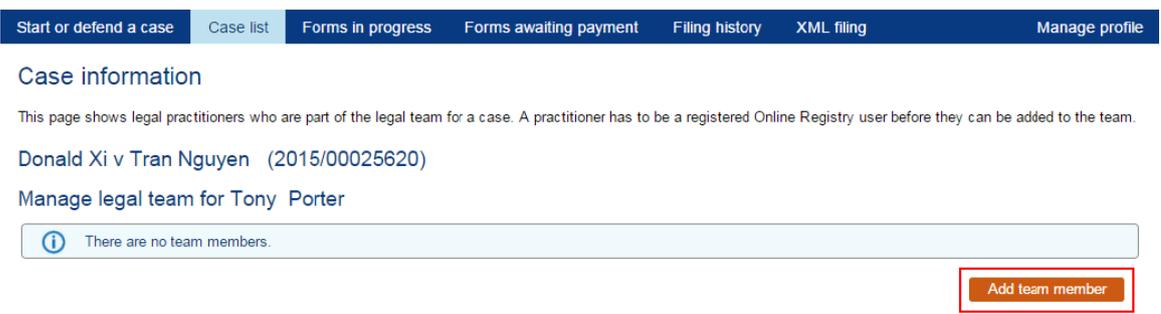
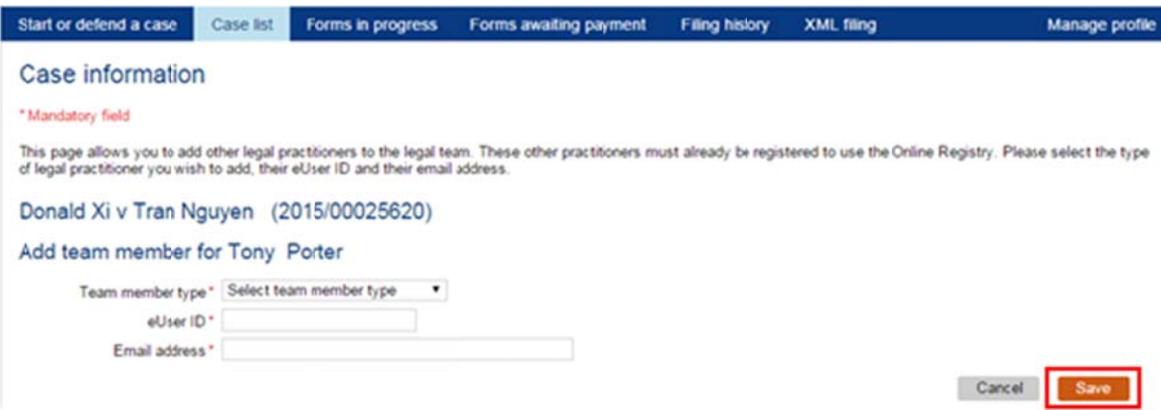
Adding a contact legal representative during case creation

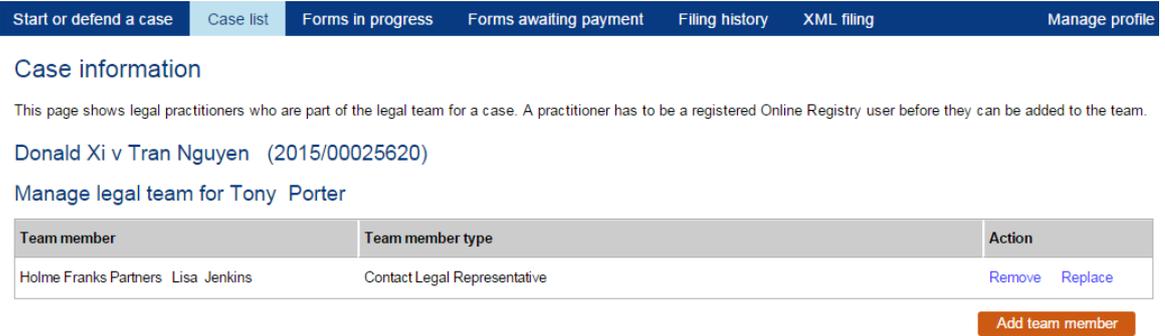
Step	Action
1	<p>When logged into the Online Registry website, select the Start or defend a case tab, then select the case initiating form from the list.</p> <p>On the Legal Representative details page, select No to indicate that the contact legal representative is not the same as the details above.</p> 

Step	Action
2a	<p>The <i>Contact legal representative</i> section displays. Yes has been pre-selected.</p> <p>If the contact legal representative is already registered with the Online Registry, the contact details on record will be used on the form. The address for service will also default to the address on record.</p> <p>Enter the Practising Certificate Number, State, Given name(s) and Surname of the contact legal representative.</p> 
	<p>Note that if the contact legal representative is registered on the NSW Online Registry as a delegate user (acting on behalf of another solicitor or barrister), then you may encounter an error message if their contact record cannot be matched to an existing Legal Practitioner record in our system (JusticeLink).</p> <p>If this error is encountered, click Edit form.</p> <p>Go to the Legal Representative section of the form and select No to the question Is the contact Legal Representative already registered with the NSW Online Registry. Proceed with step 2b.</p> <p>This will create a record in our system and will allow the contact solicitor to be added to the case.</p> 

Step	Action
2B	<p>If there is no record that the contact legal representative has registered to use the Online Registry, please select 'No' and proceed to fill out their details.</p> <div data-bbox="269 349 1390 1778" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <h3>Contact legal representative</h3> <p>Is the contact Legal Representative already registered with the NSW Online Registry? * i</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p> Practising Certificate Number (PCN) * <input type="text"/> State * <input type="text"/> </p> <p> Given name(s) * <input type="text"/> Surname * <input type="text"/> </p> <p>Email * <input type="text"/></p> <p> Phone <input type="text"/> Fax <input type="text"/> </p> <p>Mobile <input type="text"/></p> <h3>Service address</h3> <p>Building/Site name <input type="text"/></p> <p> Unit type <input type="text"/> Number <input type="text"/> </p> <p> Level type <input type="text"/> Number <input type="text"/> </p> <p> Street number * <input type="text"/> To <input type="text"/> </p> <p>Street name * <input type="text"/></p> <p> Street type * <input type="text"/> Street suffix <input type="text"/> </p> <p> Postcode * <input type="text"/> Suburb * <input type="text"/> State * <input type="text"/> </p> <p> DX state <input type="text"/> DX exchange name <input type="text"/> DX number <input type="text"/> </p> <h3>Support services</h3> <p>Does the contact legal representative need a support service for a physical, cognitive, psychiatric, or other disability?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/> </p> </div>
3	<p>When the form is submitted to the court, the contact legal representative is automatically added to the case.</p>

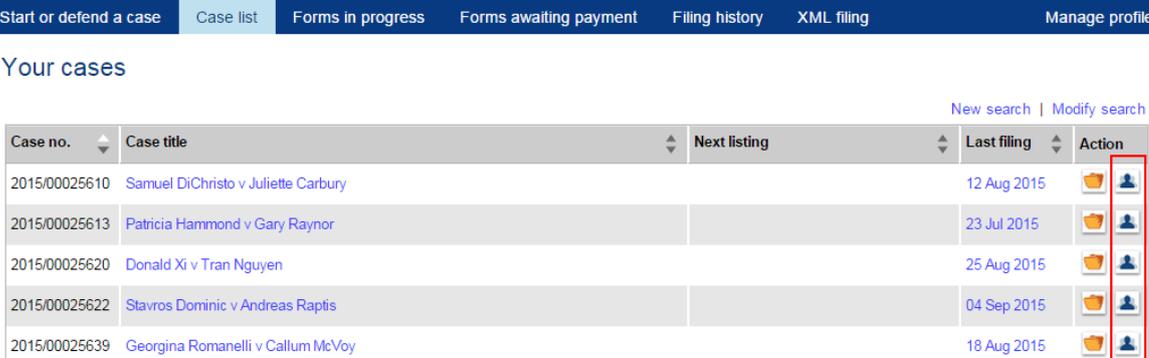
Adding a contact legal representative via Manage Legal Team

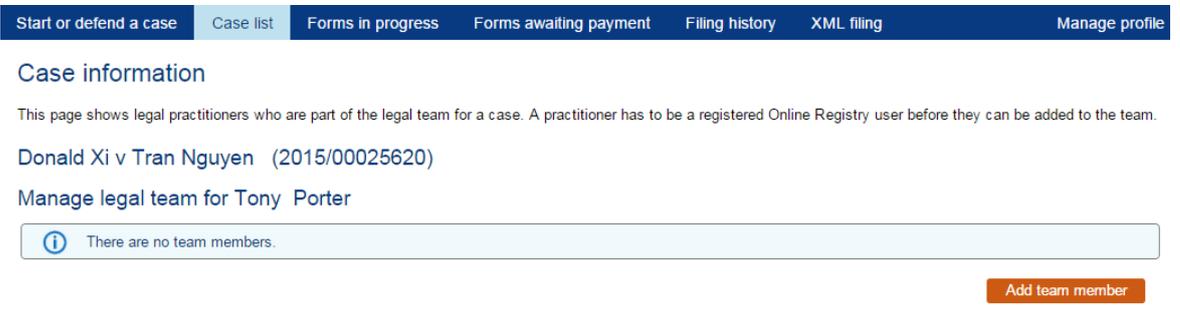
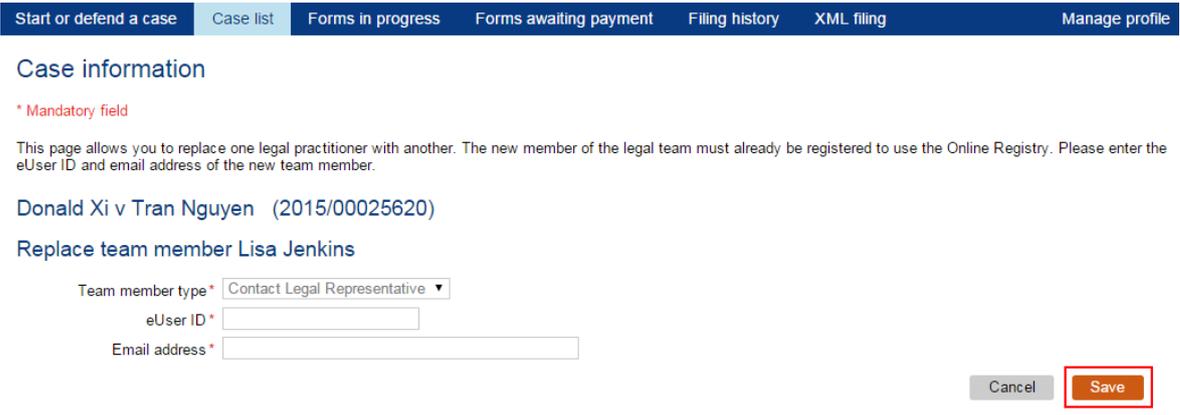
Step	Action
1	Search for the case using the Search Case List screen.
2	<p>The <i>Your cases</i> screen displays.</p> <p>In the Action column, click the Manage legal team icon.</p> 
3	<p>The <i>Case information</i> screen displays.</p> <p>Any existing team members will be listed on this screen.</p> <p>Click Add team member.</p> 
4	<p>Select the Team member type from the drop down list as either:</p> <ul style="list-style-type: none"> Contact Legal Representative, or Legal Representative Agent. <p>Enter the eUser ID of the new contact legal representative and the email address they used during their registration (this must exactly match the email address used during registration)</p> <p>Click Save.</p> 

Step	Action						
5	<p>The contact legal representative has now been added to the case.</p>  <p>Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile</p> <p>Case information</p> <p>This page shows legal practitioners who are part of the legal team for a case. A practitioner has to be a registered Online Registry user before they can be added to the team.</p> <p>Donald Xi v Tran Nguyen (2015/00025620)</p> <p>Manage legal team for Tony Porter</p> <table border="1"> <thead> <tr> <th>Team member</th> <th>Team member type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Holme Franks Partners Lisa Jenkins</td> <td>Contact Legal Representative</td> <td>Remove Replace</td> </tr> </tbody> </table> <p>Add team member</p>	Team member	Team member type	Action	Holme Franks Partners Lisa Jenkins	Contact Legal Representative	Remove Replace
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Holme Franks Partners Lisa Jenkins	Contact Legal Representative	Remove Replace					

Removing or replacing a contact legal representative

If a contact legal practitioner has been added to a case, either at case creation or via the Manage Legal Team function, the process to remove or replace them in the same.

Step	Action																														
1	<p>Locate the case in the case list. In the Action column, select the Manage Legal Team icon beside that case.</p>  <p>Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile</p> <p>Your cases</p> <p>New search Modify search</p> <table border="1"> <thead> <tr> <th>Case no.</th> <th>Case title</th> <th>Next listing</th> <th>Last filing</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>2015/00025610</td> <td>Samuel DiChristo v Juliette Carbury</td> <td></td> <td>12 Aug 2015</td> <td> </td> </tr> <tr> <td>2015/00025613</td> <td>Patricia Hammond v Gary Raynor</td> <td></td> <td>23 Jul 2015</td> <td> </td> </tr> <tr> <td>2015/00025620</td> <td>Donald Xi v Tran Nguyen</td> <td></td> <td>25 Aug 2015</td> <td> </td> </tr> <tr> <td>2015/00025622</td> <td>Stavros Dominic v Andreas Raptis</td> <td></td> <td>04 Sep 2015</td> <td> </td> </tr> <tr> <td>2015/00025639</td> <td>Georgina Romanelli v Callum McVoy</td> <td></td> <td>18 Aug 2015</td> <td> </td> </tr> </tbody> </table>	Case no.	Case title	Next listing	Last filing	Action	2015/00025610	Samuel DiChristo v Juliette Carbury		12 Aug 2015		2015/00025613	Patricia Hammond v Gary Raynor		23 Jul 2015		2015/00025620	Donald Xi v Tran Nguyen		25 Aug 2015		2015/00025622	Stavros Dominic v Andreas Raptis		04 Sep 2015		2015/00025639	Georgina Romanelli v Callum McVoy		18 Aug 2015	
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2	<p>The Contact Legal Representative is displayed.</p> <p>Click Remove to remove them from the matter</p> <p>Click Replace to replace them with a different registered contact legal representative.</p>  <p>Start or defend a case Case list Forms in progress Forms awaiting payment Filing history XML filing Manage profile</p> <p>Case information</p> <p>This page shows legal practitioners who are part of the legal team for a case. A practitioner has to be a registered Online Registry user before they can be added to the team.</p> <p>Donald Xi v Tran Nguyen (2015/00025620)</p> <p>Manage legal team for Tony Porter</p> <table border="1"> <thead> <tr> <th>Team member</th> <th>Team member type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Holme Franks Partners Lisa Jenkins</td> <td>Contact Legal Representative</td> <td>Remove Replace</td> </tr> </tbody> </table> <p>Add team member</p>	Team member	Team member type	Action	Holme Franks Partners Lisa Jenkins	Contact Legal Representative	Remove Replace																								
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Step	Action
3a	<p>If you clicked Remove, the contact legal representative will be removed from this matter only. To remove them from other matters you will need to repeat these steps for each case.</p>  <p>The screenshot shows a navigation bar with options: Start or defend a case, Case list, Forms in progress, Forms awaiting payment, Filing history, XML filing, and Manage profile. Below the navigation bar is the heading 'Case information' and a sub-heading 'Manage legal team for Tony Porter'. A message box with an information icon states 'There are no team members.' and an orange 'Add team member' button is located at the bottom right.</p>
3b	<p>If you clicked Replace, the <i>Replace team member</i> screen displays</p> <p>Enter the eUser ID of the new contact solicitor and the email address they used during their registration (this must exactly match the email address used during registration)</p> <p>Click Save</p>  <p>The screenshot shows the same navigation bar as in step 3a. Below it is the heading 'Case information' and a sub-heading 'Replace team member Lisa Jenkins'. A red asterisk indicates a mandatory field. The page contains a dropdown menu for 'Team member type' set to 'Contact Legal Representative', and input fields for 'eUser ID' and 'Email address'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.</p>
4	<p>The contact legal representative has either been removed or replaced on that case.</p>

Summary of forms and online processes

This section should be used as a **general guide only**.
Please refer to the NSW Online Registry for the most up to date information on forms and online lodgement processes.

Form overview

This section provides an overview of forms available on the NSW Online Registry, including a brief explanation of the purpose of the form, and the steps involved to file the form online.

Primary forms, forms that initiate a case, have been documented in detail and secondary forms have been summarised.

Most secondary forms contain pre-populated data that is sourced from the information entered during the completion of the primary form(s). This has been designed to minimise errors and maximise efficiency and speed for online filers.

Note: Clients should be careful NOT to copy and paste information into fields on the Online Registry. Doing this can sometimes copy data that is not accepted, such as spaces before or after text, symbols, special characters, acronyms or abbreviations.

Attach form versus Generate form

Outside of XML bulk filing, there are two ways to complete forms available on the NSW Online Registry:

Attach form

An *attach form* allows a user to complete only certain sections of a form on the NSW Online Registry, then upload the remaining information in a pre-prepared PDF file to be used as a Court document. Attach forms require the minimum information to be entered to fulfil requirements, and the remaining information to be uploaded in a PDF that will display in the Documents tab.

Generate form

A form is referred to as a *generate form* if the user is required to complete all sections and information in the entire form lodgement process on the NSW Online Registry.

Attach Form



Generate Form



Some forms provide the option to file it as either an attachment or generate form. In these instances, the user will be given the option on the first screen of the form to either:

- Upload a completed version of this form – this will the client to attach a completed PDF document (less screens to complete online)
- Fill out the answers online – this will require clients to complete all mandatory screens/fields online (all work can be completed online at the time of lodgement)

Filing options

There are two ways you can file a Statement of Claim using the Online Registry. One option is to answer some introductory questions and upload an already completed version of the form. The other is to answer all the form questions online, print off the version you have created, collect the appropriate signatures, and then upload a digital copy of this signed form.

How would you like to complete this form? *

- Upload a completed version of this form
- Fill out the answers online

Form Sections

Online forms are made up of several sections. These can be clearly seen in the navigation structure on the left of each form, as shown in the image below, or by the shaded blue boxes on single page forms.



Many forms will contain similar sections such as the Plaintiff section.

Generate forms usually require more sections than attach forms as more information must be entered in a generate form. Some forms may only contain one section.

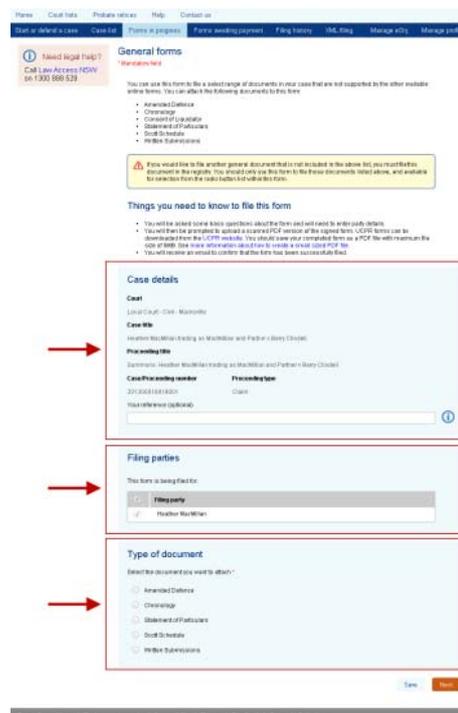
As case progresses, data will automatically pre-populate some sections of the form. This can save time for the client, and prevent mistakes during filing.

Examples of sections:

Multi page forms



Single page forms



Common forms (A-Z)

Acknowledgment of Liquidated Claim

An Acknowledgement of Liquidated Claim states that the defendant agrees they owe the debt. Once an Acknowledgement of Liquidated Claim is filed, the court will enter judgment in favour of the plaintiff for the claim amount plus costs and any interest.

The defendant may file an Acknowledgment of Liquidated Claim (UCPR form 35) form:

- When they are served with a statement of liquidated claim or cross claim and agree that they owe the **whole** amount being claimed, including interest, fees and solicitor's costs (not for part of the amount).

A defendant may **not** file an acknowledgment if:

- They have already filed a defence; or
- If the plaintiff has filed an application for default judgment under UCPR Part 16. Once a defendant has filed the acknowledgment, the Court will enter judgment for the full amount; or
- If default judgment has been set aside under rule 36.15 or 36.16, except by leave of the Court.

After the Court enters judgment, the defendant may apply to pay the debt by instalments (UCPR form 46 for individuals or form 47 for Corporations). The Court will consider their application to pay by instalments after it has entered judgment for the full amount.

Only attachments up to 5 MB in size can be filed online, attachments exceeding five (5) MB will need to be lodged in the appropriate Court Registry or by post.

Once the acknowledgment has been filed electronically, the defendant will receive an email containing a sealed version of their acknowledgment. This is also attached to the documents tab as an 'outgoing' document in JusticeLink (JL) and available on the NSW Online Registry for the defendant to download. The defendant is also advised to access the Judgment & orders tab on the NSW Online Registry to see the orders that have been made.

Note: The defendant should always retain the original signed copy of their document as the Court may require them to produce this at any time.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed form as a PDF
3. Form submitted (no payment required)

The screenshot shows the 'Acknowledgement of Liquidated Claim' form. At the top, there is a 'Need legal help?' section with a call to action: 'Call Law Access NSW on 1300 886 629'. Below this is a 'Navigation bar' with a 'Back' button. The main heading is 'Acknowledgement of Liquidated Claim' with a sub-heading 'Acknowledgement of Liquidated Claim'. A note states: 'You must file an Acknowledgement of Liquidated Claim form (UCPR form 35) when...'. Below this is a section 'Things you need to know to file this form' with a 'Read more' link. The form itself is divided into sections: 'Case details' (with fields for Case name, Case file, and Case processing number), 'Filing parties' (with a table for Party name and Role), and 'Your reference (optional)'. The 'Filing parties' table has two rows: 'Michael Lerner AG2017' with role 'Defendant 1' and 'Michael Lerner AG2017' with role 'Defendant 2'. At the bottom, there are 'Save' and 'Next' buttons.

Affidavit of Service

An Affidavit of Service proves to the court that a document has been served on (given to) another person. The Affidavit of Service must be signed by the person who actually served the document, and witnessed by an authorised person.

Form process:

1. Read the form introduction then select the filing option (complete form online or upload attached document)
2. Case details are displayed (pre-populated)
3. Filing party details are displayed (pre-populated)
4. Complete the Service details
5. Upload attachment
6. Form submitted

Affidavit of Service

Introduction

Case details

Filing parties

Service details

Introduction

*** Mandatory field**

An Affidavit of Service proves to the court that a document has been served on (given to) another person. The Affidavit of Service must be signed by the person who actually served the document, and witnessed by an authorised person.

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online [Read more »](#)

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

[Save](#) [Next](#)

Need legal help?
Call [Law Access NSW](#) on 1300 888 529

Help 

Amended Defence

If the Court has given leave to vary the content of the Defence that the client lodged originally, they may file an Amended Defence.

The client will need to prepare a fresh document which clearly outlines the amendments in accordance with the requirements of UCPR 19.5 (2),(3) & (4) including any specific orders of the Court.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed form as a PDF
3. Form submitted (no payment required)



Need legal help?

Call LawAccess NSW on 1300 888 529

Amended Defence

* Mandatory field

If the Court has given leave to vary the content of the Defence that you lodged originally, you may file an Amended Defence.

You will need to prepare a fresh document which clearly outlines the amendments in accordance with the requirements of UCPR 19.5 (2),(3) & (4) including any specific orders of the Court.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Yoki Hayashi v Andrew Dunlop

Proceeding title

Statement of Claim: Yoki Hayashi v Andrew Dunlop

Case/Proceeding number

20160000097001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Andrew Dunlop	Defendant 1

Save

Next

Amended Plans

Amended Plans can only be filed if leave, or permission, has been granted by the Court.

In order to file this form, the client should first make an application for leave to rely on Amended Plans by filing a notice of motion and an affidavit in support. Once the client has obtained leave in court, they can then file the Amended Plans.

The Amended Plans (and any application for leave to amend plans) must have attached written particulars that indicate the nature of the changes to the original plans.

Form process:

1. Case details and Filing party details are displayed
2. Attach the amended plans as a PDF
3. Form submitted (no payment required)



Need legal help?

Call LawAccess NSW on 1300 888 529

Amended Plans

* Mandatory field

Amended Plans can only be filed if leave, or permission, has been granted by the Court.

In order to file this form, you should first make an application for leave to rely on Amended Plans by filing a notice of motion and an affidavit in support. Once you have obtained leave in court, you can then file the Amended Plans.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Grant Warren v Sutherland Shire Council

Proceeding title

Class 1: Grant Warren v Sutherland Shire Council

Case/Proceeding number

201600002251001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Grant Warren	Applicant 1

Save

Next

Amended Statement of Claim

If circumstances arise such that the client wishes /needs to amend their Statement of Claim, they will need to prepare the amended document in accordance with the requirements of UCPR 19.5, especially noting the mode of amendment.

A Statement of Claim may be amended once without permission of the Court, within 28 days after the original Statement of Claim was filed, but for any subsequent amendments, a Notice of Motion to Amend must be filed and granted before the amendment can take place. (For Local Court Small Claims Division claims, permission to amend must be sought at Pre-Trial Review).

Once leave or permission to amend the document has been granted, they will be able to upload the amended document they have prepared into the Online Registry and attach it to the relevant case.

A sealed "Coversheet" will be returned to the client. A copy of the "Coversheet" needs to be photocopied and attached to each copy of the Amended Statement of Claim before it is served on the opposing party.

The opponent also has the right to file an Amended Defence to the Amended Statement of Claim.

Form process:

1. Form information, Case details and filing party details are displayed
2. Upload Amended Statement of Claim as attachment
3. Form submitted



Amended Claim

* Mandatory field

If circumstances arise such that you wish/need to amend your Statement of Claim, you will need to prepare the amended document in accordance with the requirements of UCPR 19.5, especially noting the mode of amendment.

A Statement of Claim may be amended once without permission of the Court, within 28 days after the original Statement of Claim was filed, but for any subsequent amendments, a Notice of Motion to Amend must be filed and granted before the amendment can take place. (For Local Court Small Claims Division Claims, permission to amend must be sought at Pre-Trial Review).

Once leave or permission to amend the document has been granted, you will be able to upload the amended document you have prepared into the Online Registry and attach it to the relevant case.

A sealed "Coversheet" will be returned to you. A copy of the "Coversheet" needs to be photocopied and attached to each copy of the Amended Statement of Claim before it is served on the opposing party.

Your opponent also has the right to file an Amended Defence to the Amended Statement of Claim.

Please note, you must arrange for this form to be served on the defendants in person. It cannot be posted by the registry.

When you are prompted to upload a completed version of the form, please upload a marked up version of the entire Statement of Claim so the Registry can determine what you have amended.

Things you need to know to file this form

- You will be asked some basic questions about the form and will need to enter party details.
- You will then be prompted to upload a completed PDF version of the form. UCPR forms can be downloaded from the [UCPR website](#). You should save the completed form as a PDF file with maximum file size of 5MB. See [more information about how to create a small sized PDF file](#).
- You will receive an email to confirm that the form has been successfully filed.

Case details

Court
Local Court- Civil - Albion Park

Case title
gopal04 subramanian04 v asas asas

Proceeding title
Statement of Claim: gopal04 subramanian04 v asas asas

Case/Proceeding number	Proceeding type
201 200332121001	Claim

Your reference (optional)

This form is being filed for:
Filing party
gopal04 subramanian04

[Save](#) [Next](#)

Amended Statement of Cross Claim

If circumstances arise where a client wants/needs to amend their cross claim, they will need to prepare the amended document in accordance with the requirements of UCPR 19.5, especially noting the mode of amendment.

The client will need to seek permission, or leave, to amend the Cross-Claim. This leave is sought by way of a Notice of Motion to amend, except for Local Court Small Claims Division Cross Claims where the leave is sought at Pre-Trial Review, filed and granted.

Once leave or permission to amend the document has been granted, the client can upload the amended document they have prepared into the Online Registry and attach it to the relevant case. A sealed "Coversheet" will be returned to the client. A copy of the "Coversheet" needs to be photocopied and attached to each copy of the Amended Cross Claim before it is served on the opposing party.

The client's opponent also has the right to file an Amended Defence to the Amended Cross Claim.

Form process:

1. Form information, Case details and filing parties details are displayed
2. Upload Amended Statement of Claim as attachment
3. Form submitted

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Amended Statement of Claim

* Mandatory field

If circumstances arise such that you wish/need to amend your Statement of Claim, you will need to prepare the amended document in accordance with the requirements of UCPR 19.5, especially noting the mode of amendment.

A Statement of Claim may be amended once without permission of the Court, within 28 days after the original Statement of Claim was filed, but for any subsequent amendments, a Notice of Motion to Amend must be filed and granted before the amendment can take place. (For Local Court Small Claims Division Claims, permission to amend must be sought at Pre-Trial Review).

[Read more >](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

 You must arrange for this form to be served on the defendants in person. It cannot be posted by the registry.

Case details

Court

Local Court - Civil - Sydney

Case title

Michelle Happy v Gary Michael

Proceeding title

Statement of Claim: Michelle Happy v Gary Michael

Case/Proceeding number

201400031050001

Proceeding type

Claim

Your reference (optional)



This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Michelle Happy	Plaintiff 1

Save

Next

Amended Statement of Facts and Contentions

This form can only be filed after the Court has given leave to vary the content of the Statement of Facts and Contentions that the client lodged originally.

It should retain the same structure as the original document, with clear divisions between Part A (Facts) and Part B (Contentions).

The client should underline any amendments that were omitted in the original form. More detail about specific headings can be found in the Practice note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the amended document as a PDF
3. Form submitted (no payment required)

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Amended Statement of Facts and Contentions

* Mandatory field

This form can only be filed after the Court has given leave to vary the content of the Statement of Facts and Contentions that you lodged originally.

It should retain the same structure as the original document, with clear divisions between Part A (Facts) and Part B (Contentions).

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Henry Bates v Jake Hendricks

Proceeding title

Class 1: Henry Bates v Jake Hendricks

Case/Proceeding number

201600002250001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Henry Bates	Applicant 1

Save

Next

Application Class 1,2,3

An Application Class 1, 2, 3 (Form B) is used to start certain appeals and applications in Classes 1, 2 and 3 of the Land and Environment Court, other than a tree dispute or an appeal against a Commissioner's decision.

The application or appeal may be:

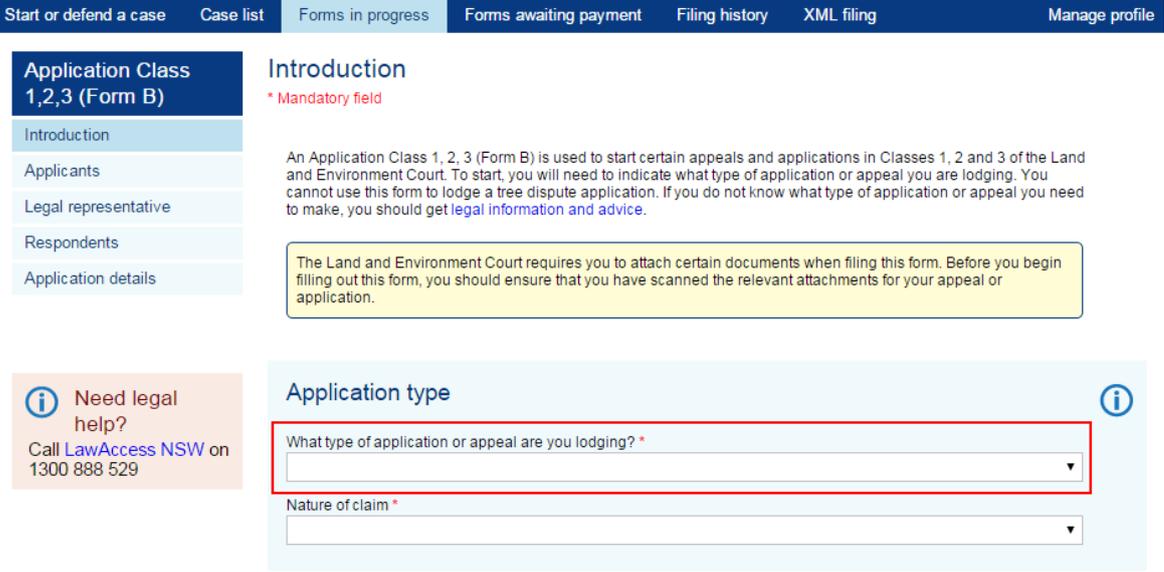
- A **Development appeal** (DA) allows you to appeal against the determination of a development application and includes appeals against:
 - the refusal of your DA;
 - the conditions of consent imposed on the development consent;
 - the failure of the Council or consent authority to make a decision on your DA within the 'deemed refusal' period;
 - the granting of a development consent (in some circumstances only).
- An **Aboriginal land claim** allows an Aboriginal Land Council to appeal against a determination of a land claim made to the Minister.
- An **Appeal against an order** allows you to appeal against an order made by a local or State government authority.
- An application for **Compensation for compulsory acquisition** allows you to appeal against:
 - the determination of compensation payable to you for the compulsory acquisition of land by a government authority;
 - the refusal of your claim for compensation for the compulsory acquisition of land.
- A **Land valuation objection appeal** allows you to appeal against the Valuer General's determination after you objected to its valuation of your land.
- A **Modification appeal** is an appeal against the Council or other consent authority's determination of your application to modify a development consent.
- A **Modification application** is an application directly to the Court to modify a development consent originally granted by the Court.

If the matter requires a listing date and time, this will automatically be assigned to the case once the online payment is received.

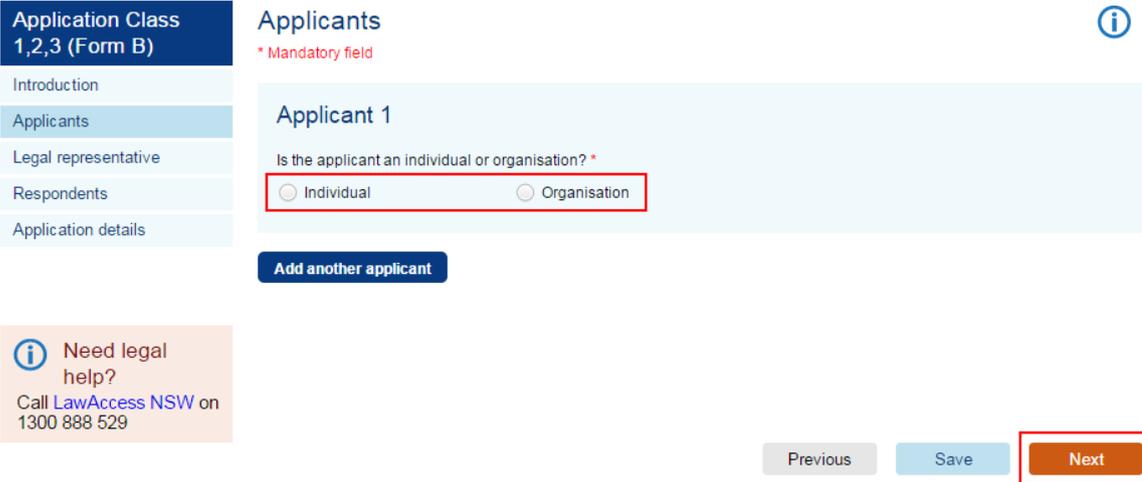
If the client is representing themselves, it is highly recommended that they seek independent legal advice about whether their specific legal problem can be addressed by filing an Application Class 1,2,3.

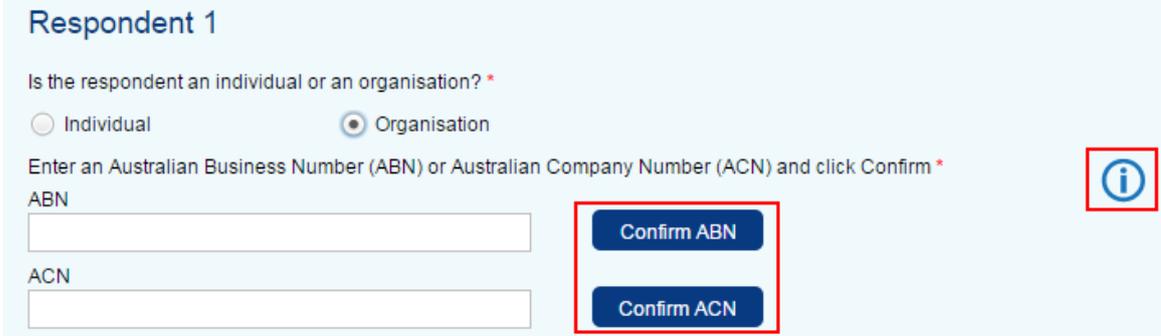
Application Class 1,2,3 – In Detail

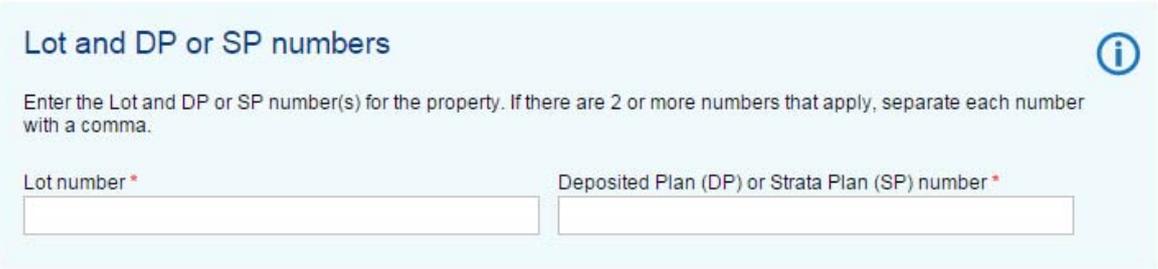
The following process is documented from an external user perspective for lodging an Application Class 1,2,3 form via the NSW Online Registry.

Step	Action
1	<p>Login to the NSW Online Registry.</p> <p>The <i>Case list</i> screen displays.</p> <p>The Application Class 1,2,3 form creates a case in the Land and Environment court. Click the Start or defend a case menu, then select the Application Class 1,2,3 form link.</p> 
	<p>If someone else has started the case, or you filed the Application Class 1,2 or 3 at the registry, you will first need to Add a case to your profile before you are able to view the case details, or submit secondary forms against the case on the NSW Online Registry.</p> <p>Help is available via the help icon  for each section of the form.</p>
2	<p>The form <i>introduction</i> will display.</p> <p>Select the type of application or appeal you are lodging from the drop down list.</p> 
	<p>Different fields will display depending on the option you select from this list.</p>

Step	Action
3	<p>Complete the details for your application.</p> <p>Different applications require different information in this field. Enter the information that applies to your situation.</p> <div data-bbox="260 405 1347 1106" style="border: 1px solid #ccc; padding: 10px;"> <p>Application type i</p> <p>What type of application or appeal are you lodging? *</p> <p>Development appeal ▼</p> <p>What type of development is this? *</p> <p>Alterations or additions to a lot comprising a single dwelling ▼</p> <p>Nature of claim *</p> <p>s97 Appeal against the actual refusal of a development application -residential ▼</p> <hr/> <p>Details of application</p> <p>You must file your application to the Land and Environment Court within 6 months of receiving the notification of council's determination.</p> <p>What date did you receive notification of council's determination?</p> <p><input type="text"/> 📅</p> <p>Act or Instrument under which the proceedings are brought</p> <p>Environmental Planning and Assessment Act 1979 - s97 Appeal against the actual refusal of a development application -residential</p> </div>
4	<p>Select your filing option.</p> <p>There are two ways the client can file an Application Class 1,2,3 form using the Online Registry:</p> <ol style="list-style-type: none"> 6. One option is to answer some introductory questions and upload an already completed form (attach form) 7. The other is to answer all the form questions online <p>Click Next</p> <div data-bbox="260 1485 1410 1980" style="border: 1px solid #ccc; padding: 10px;"> <p>Filing options</p> <p>How would you like to complete this form? *</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p><input type="radio"/> Upload a completed version of this form</p> <p><input checked="" type="radio"/> Fill out the answers online</p> </div> <p>Your reference (optional)</p> <p><input type="text"/> i</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input style="border: 2px solid #ccc;" type="button" value="Next"/> </p> </div>

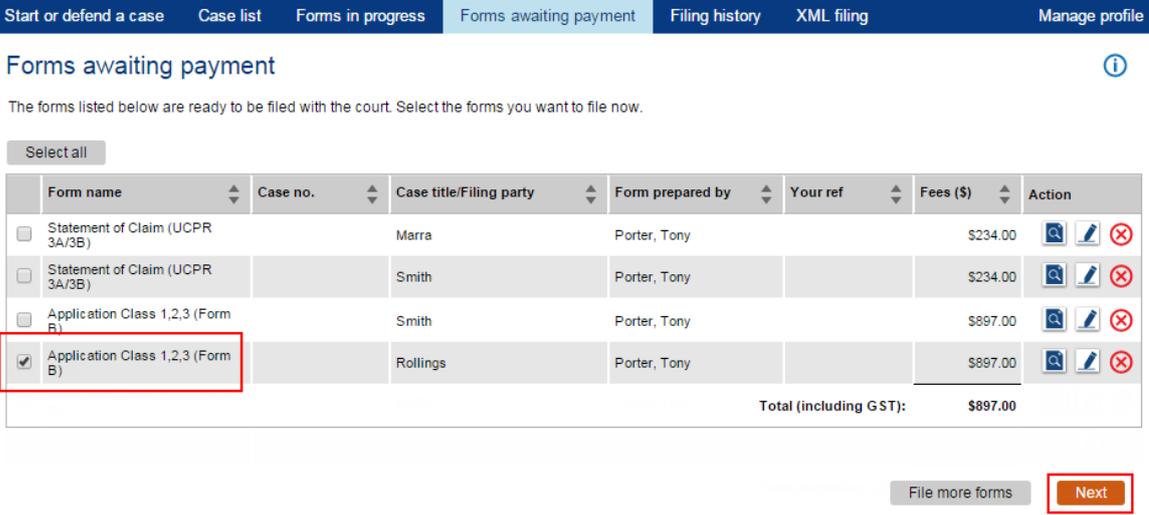
Step	Action
5	<p>The <i>Applicants</i> screen displays. Select Individual or Organisation. Different fields will display depending on the option you select. If there is more than one applicant, click Add another applicant. Complete all fields then click Next.</p> 
	<p>If the street type is not listed, enter the street number and name into the building/site name field. This eliminates the need to select from the Street Type drop down list. The options in the suburb drop down list become active after a postcode is entered. You may have to click on the drop down arrow twice to trigger this list to appear.</p>
6	<p>If you have logged into the NSW Online Registry as a legal representative, the Legal Representative screen will display your PCN details. Note: This screen may appear differently for barristers or authorised officers. This section will not be displayed for unrepresented Litigants. Click Next</p> 

Step	Action
7	<p>The <i>Respondents</i> screen displays. Select Individual or Organisation. Different fields will display depending on the option you select. If there are multiple respondents, click Add another respondent. Complete all available fields then click Next.</p> 
	<p>If you select Organisation, you will need to enter an ABN or CAN and click Confirm ABN/CAN. If you don't know the ABN or CAN you can click the Help icon, then click the link which will direct you to the appropriate search website.</p> 

Step	Action
8	<p>The <i>Application details</i> screen displays</p> <p>Different fields will display here depending on the options you had selected on the introduction page.</p> <p>In this example, we need to identify whether the property is located within the Sydney Metropolitan area, and enter the property details.</p> 
9	<p>Enter the Lot number and Deposited Plan or Strata Plan number (this section will only display for certain application types).</p> 

Step	Action
10	<p data-bbox="252 275 608 309">Enter your Orders sought.</p> <p data-bbox="252 322 1437 394">These are the orders you are seeking the court to make on your appeal or application, and should be set out in numbered paragraphs.</p> <p data-bbox="252 407 1406 479">If you are unsure of what orders to seek, you should consider obtaining legal advice and assistance.</p> <div data-bbox="252 488 1437 1068" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p data-bbox="277 510 480 544">Orders sought i</p> <div data-bbox="280 580 1347 797" style="border: 1px solid #0070c0; padding: 5px;"> <p data-bbox="296 595 1283 647">This section allows you to set out the decision you want the Court to make on your appeal or application. You should be as specific as possible. For example, orders sought for a development appeal could be as follows:</p> <ol data-bbox="320 663 1315 736" style="list-style-type: none"> <li data-bbox="320 663 557 689">1. The appeal is upheld; <li data-bbox="320 689 1315 736">2. Development consent is granted to development application number XYZ for demolition of a dwelling and construction of a 7 storey residential flat building at [address]. <p data-bbox="296 757 1203 784">If you are unsure of what orders to seek, you should consider obtaining legal advice and assistance.</p> </div> <p data-bbox="277 824 1054 851">In numbered paragraphs, set out the precise orders that you want the Court to make. *</p> <div data-bbox="280 853 1347 1025" style="border: 1px solid #ccc; height: 77px; margin-top: 10px;"></div> </div>

Step	Action														
11	<p>Enter a Short description.</p> <p>Here you should provide the details of the application you are making, or identify the decision or other matter appealed against or objected to.</p> <p>Click Next.</p> <div data-bbox="252 450 1425 1234" style="border: 1px solid #ccc; padding: 10px;"> <p>Short description </p> <p>This section allows you to give the details of the application you are making or the decision against which you are appealing.</p> <p>If you are making an application directly to the Court, this will include:</p> <ul style="list-style-type: none"> • a short description of your application. <p>If you are appealing against a decision, order or direction, this will include:</p> <ul style="list-style-type: none"> • details of the decision, order or direction that you are seeking to review, including the person or organisation that made the decision, order or direction; • any relevant reference number (e.g. the DA number); and • the relevant date (e.g. the date of decision or the date of the order). <p>Provide the details of the application you are making, or identify the decision or other matter appealed against or objected to *</p> <div style="border: 1px solid #ccc; height: 80px; margin-top: 10px;"></div> <div style="text-align: right; margin-top: 10px;"> Previous Save Next </div> </div>														
12	<p>The <i>Attach any supporting documents</i> screen displays.</p> <p>Attach supporting documents.</p> <p>The required attachments on this page will vary depending on the type of application you have selected at the start of this form.</p> <p>Attach any supporting documents</p> <div data-bbox="268 1503 1401 1917" style="border: 1px solid #ccc; padding: 10px;"> <p>The court may need additional documents to support the Application Class 1,2,3 (Form B) form. Please attach any documents listed below.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Development application (mandatory)</td> <td style="text-align: center;">Attach</td> </tr> <tr> <td style="text-align: center;">Determination (e.g. notice of refusal, determination, or decision to revoke or modify consent) (mandatory)</td> <td style="text-align: center;">Attach</td> </tr> <tr> <td style="text-align: center;">Other supporting documents (optional)</td> <td style="text-align: center;">Attach</td> </tr> </table> <p>Your attached files</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Document name</th> <th style="width: 20%;">File name</th> <th style="width: 15%;">Size</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records found.</td> </tr> </tbody> </table> <p>Total size: 0 KB</p> <div style="text-align: right; margin-top: 10px;"> Edit form View/print form Next </div> </div>	Development application (mandatory)	Attach	Determination (e.g. notice of refusal, determination, or decision to revoke or modify consent) (mandatory)	Attach	Other supporting documents (optional)	Attach	Document name	File name	Size	Action	No records found.			
Development application (mandatory)	Attach														
Determination (e.g. notice of refusal, determination, or decision to revoke or modify consent) (mandatory)	Attach														
Other supporting documents (optional)	Attach														
Document name	File name	Size	Action												
No records found.															

Step	Action
	<p>The PDF file name cannot contain any special characters such as '&' or '+' as this will cause the lodgement to fail.</p>
<p>13</p>	<p>You will automatically be directed to the <i>Forms awaiting payment</i> screen. From here, you can complete the following actions:</p> <ul style="list-style-type: none"> • Preview the form as a PDF  • Edit the form  • Delete the form  <p>Select the form or forms (up to 100 can be selected at once) and click Next to pay for the form(s) and submit them to the Court.</p> 
<p>14</p>	<p>Refer to the Payments section in this user guide for more information on form payments. Forms are not submitted to the Court until payment has been made. There is no time limit on how long forms can stay in the Forms awaiting payment screen, however rules and timeframes on submitting forms need to be considered when paying for forms or errors could occur (and the user may need to edit or redo the form).</p>

Application Notice – Licence / Registration Appeal (crime form)

This form is used to appeal a decision about a driver's licence or about vehicle registration.

Clients have the right to appeal to the Local Court if they have received:

- a letter from the Roads and Maritime Services (about a driver's licence or vehicle registration) informing you that you may appeal to the Local Court; or
- An immediate licence suspension notice from New South Wales Police

Clients must select a court location that is nearest to where they reside or work. Failure to do so may result in the Court adjourning their case to the court nearest to where they reside or work.

Clients can access more information on this form from LawAccess NSW, including information about licence suspensions on the LawAssist website.

If a client attempts to submit a licence or registration appeal form outside allowable appeal period they will receive the following message: "You cannot file this form online as it appears the deadline has passed. If you wish to proceed with your appeal you must attend your Local Court Registry. You should also get legal advice."

Form process:

1. Select the type of appeal (RMS or Police) and whether it's a licence or registration appeal
2. Enter the details of the letter you received from the RMS or Police
3. Enter the details of the Applicant (if the client is a legal practitioner their details will display)
4. Enter details for the grounds of your appeal
5. The *Forms awaiting payment* screen displays
6. Select the form and complete the payment
7. The form is only submitted after payment has been made

Application Notice - Licence / Registration Appeal

Introduction *Mandatory field

This form is used to appeal the suspension of a driver's licence. It is also used to appeal a decision about vehicle registration. [Read more >](#)

Fees and payment

- The filing fee will be displayed once you have answered all the questions.
- You can pay by credit card (AMEX, Visa, Mastercard and Diners Club) or debit card (Visa or Mastercard).

Type of appeal Help ⓘ

Which agency issued your letter or notice? *

Roads and Maritime Services New South Wales Police

Is the appeal in relation to licence or vehicle registration? *

Licence Vehicle registration

Appealing a RMS decision about your licence

You must file your appeal to the Local Court against a licence decision by Roads and Maritime Services (RMS) within 28 days of receiving the RMS letter.

Date of letter * ⓘ

Licence number * ⓘ

[Save](#) [Next](#)

Consent Judgment or Order

Consent Order/Judgment is a form containing the terms of an agreement between the parties in relation to proceedings between them.

Before the client can file a Consent Order/Judgement online, they must already have prepared the Consent Order/Judgment UCPR form 44. The form should contain all the terms of the agreement between the parties and they must ensure that all parties in the proceedings have signed the document.

When they have filed the form, the Registry will process the form and details of the judgment given or orders entered will be available for the client to view and download within Case details> Judgments & orders.

Form process:

1. Case details and Filing party details are displayed
2. Upload attachment
3. Form submitted



Need legal help?

Call [Law Access NSW](#) on 1300 888 529

Consent Judgment or Order

* Mandatory field

Consent Order/Judgment is a form containing the terms of an agreement between the parties in relation to proceedings between them.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Mary Jones v Peter Robinson

Proceeding title

Statement of Claim: Mary Jones v Peter Robinson

Case/Proceeding number

201200332832001

Proceeding type

Claim

Your reference (optional)



This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Mary Jones	Plaintiff 1

Save

Next

Consent of Liquidator (Form 8)

This form should be filed together with an Originating Process seeking wind-up orders against a company. The nominated registered official liquidator must sign the form to satisfy the Court that he or she:

- consents to the appointment;
- does not know of any interest or duty that conflicts with independently performing a liquidator's duties, or could be perceived as compromising that independence;
- will properly disclose fees charged by attaching a copy of his or her fee schedule as evidence of this.

The signed form must be served on the company at least one day before the Court is asked to make any wind-up orders.

Form process:

1. Case details and Filing party details displays
2. Upload signed Consent of Liquidator form as a PDF
3. Form submitted

 Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

Consent of Liquidator (Form 8)

* Mandatory field

This form should be filed together with an Originating Process seeking wind-up orders against a company. The nominated registered official liquidator must sign the form to satisfy the Court that he or she:

- consents to the appointment;
- does not know of any interest or duty that conflicts with independently performing a liquidator's duties, or could be perceived as compromising that independence;
- will properly disclose fees charged by attaching a copy of his or her fee schedule as evidence of this.

The signed form must be served on the company at least one day before the Court is asked to make any wind-up orders.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Supreme Court Civil

Case title

In the matter of Tiger Airways Australia Pty Limited

Proceeding title

Application under Corporations Act: QANTAS AIRWAYS LIMITED v Tiger Airways Australia Pty Limited

Case/Proceeding number

20160000003001

Proceeding type

Application under Corporation Law

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Tiger Airways Australia Pty Limited	Defendant 1

Save

Next

Consent to Act as Tutor

A Consent to Act as Tutor (UCPR form 30) is a statement of willingness to act on behalf of someone who is legally incapable of representing themselves. Someone who is legally incapable is unable to give instructions to a solicitor or answer questions in court. Someone may be legally incapable because they are under the age of 18, because they have mental health issues, or other reasons. See UCPR Part 7 Division 4 for more information.

Form process:

1. Case details and Filing party details displays
2. Upload attachment
3. Form submitted

Consent to Act as Tutor (UCPR 30)

* Mandatory field

A Consent to Act as Tutor (UCPR form 30) is a statement of willingness to act on behalf of someone who is legally incapable of representing themselves.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Bankstown

Case title

Alan Grant v Joe Smith

Proceeding title

Summons: Alan Grant v Joe Smith

Case/Proceeding number

201400033741001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Alan Grant	Plaintiff 1

Save

Next

Corporations Law – Originating

process prescribed in Schedule 1 of the Supreme Court Corporations Rules 1999 is the document the client must lodge to commence a case in the Supreme Court's Corporations List.

Things the client may need to know to file this form:

- The client will need to enter some basic information concerning the parties in the case, and the corporation relevant to the proceedings.
- They will be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the LawLink website.
- They should save their completed form as a PDF file with maximum file size of 5MB.

Note: If the client is filing the Originating Process against a defendant located outside New South Wales, a listing date and time will not automatically be assigned to their case.

Instead, registry staff will specifically assign a listing date that allows them adequate time to serve the defendant. Once the case has been listed, registry staff will email the client a Notice of Listing that the client can serve on the defendant.

Form process:

1. The originating process information displays
2. Complete the Originating process details
3. Complete the Plaintiffs details
4. The legal representatives details display
5. Enter the details of the Defendant (if any)
6. Complete the Subject Corporation details
7. Attach the signed form and any supporting documentation
8. The *Forms awaiting payment* screen displays
9. Select the form and complete the payment
10. The form is submitted.

The screenshot shows the 'Originating process' form in the NSW Online Registry system. On the left is a navigation menu with options: 'Originating process', 'Plaintiffs', 'Legal representative', 'Defendants', and 'Subject corporation'. The main content area is titled 'Originating process' and includes a red asterisk indicating a mandatory field. It contains explanatory text about the form and a 'Read more' link. Below this is a section titled 'Things you need to know to file this form' with a 'Save' button and a 'Next' button. A 'Need legal help?' sidebar is visible on the left. The 'Originating process details' section contains dropdown menus for 'Court' (Supreme Court) and 'Registry location' (Supreme Court Sydney), a text input for 'Application type', and another for 'Your reference (optional)'. Information icons are present next to the application type and reference fields.

Corporations Law – Interlocutory

Process prescribed in Schedule 1 of the Supreme Court Corporations Rules 1999 is the document you lodge to seek interlocutory relief in an existing case in the Corporations List.

Note: You must lodge the Corporations Law Originating Process prior to filing the Interlocutory form.

Form process:

1. Case details and Interlocutory details displays
2. Select the Application type then the list type
3. Select the Applicant(s)
4. Select any respondents
5. Attach a signed copy of the form and any other supporting documents
6. The *Forms awaiting payment* screen displays
7. Select the form and complete the payment
8. The form is submitted.

Corporations Law
Interlocutory Process
(Form 3)

Case details

Applicants

Respondents

Corporations Law Interlocutory Process

* Mandatory field

Introduction

The Interlocutory Process (Form 3 Supreme Court (Corporations) Rules 1999) is the document you lodge to seek interlocutory relief in an existing case in the Corporations List.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

 Need legal help?
Call Law Access NSW
on 1300 888 529

Case details

Court

Supreme Court Civil

Case title

In the matter of Diggers Pty Ltd

Proceeding title

Application under Corporations Act. James Smith trading as JPSmith v Gary Jones trading as GaPPe PTY LTD

Case/Proceeding number

201400010860001

Proceeding type

Application under Corporation Law

Your reference (optional)



Interlocutory details

Application type *



Save

Next

Court Attendance Notice (CAN)

A Court Attendance Notice (CAN) may be completed by authorised representatives of NSW and federal government agencies and authorities. The notice can be filed in relation to a corporation, or an individual who is 18 years or older.

Before you begin to file CANs online please make sure that you have created an Online Registry account and that you have the correct setup in order to file CANs online. If you are a self-represented litigant you do not have authority to file CANs and therefore will not be able to file the online form.

If you are unsure if your account is correctly setup to file CANs you should contact your Online Registry Administration or the Online Registry Support and verify your details.

To file CANs online you will need to be a member of an Online Registry eOrganisation. This would include Legal Practitioners, Authorised Officers and Delegates within the eOrganisation. You can also file CANs online if you are a Legal Practitioner or their Delegate with a Frequent User ID.

A Frequent User ID (FUI) must be entered to submit a CAN. A FUI is a unique identifier that is used to process your CAN with the correct contact and fee details.

If you are unsure about your account type or you are not familiar with the correct FUI to use please contact NSW Online Registry support.

Form process:

1. Read the Introduction then complete the Listing details section
2. The Prosecutor details display
3. The Authorised officer (for Authorised officer account types) or Legal representative (for Legal Representatives or Delegates) displays
4. The Defendants details display
5. The Offence details display
6. If you are attaching a completed form the Attach signed form screen will display.
7. The *Forms awaiting payment* screen displays
8. Select the form and complete the payment
9. The form is submitted.

Court Attendance Notice

Introduction

* Mandatory field

This Court Attendance Notice (CAN) may be completed by authorised representatives of NSW and federal government agencies and authorities. The CAN can be filed in relation to a corporation, or an individual who is 18 years or older.

[Read more >](#)

Listing details

Court: Registry location:

Is this a Commonwealth matter? *

Yes No

Please select a listing date allocated by the registry. If you have not already arranged regular listing dates for CANs, please contact the relevant registry.

Select agreed listing date *

Need legal help?
Call **LawAccess NSW** on 1300 888 529

Chronology

A Chronology is used to set out dates on which key events occurred prior to commencing litigation, (or potentially during the litigation that is the subject of an appeal) with a brief description of each event.

When filling out this form, you should list events in date order, and number them consecutively. You should also cross reference any supporting documents such as appeal books.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed chronology as a PDF
3. Form submitted (no payment required)

 Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

Chronology

* Mandatory field

A Chronology is used to set out dates on which key events occurred prior to commencing litigation, (or potentially during the litigation that is the subject of an appeal) with a brief description of each event.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Peta Mancini v Yousef Pekkanen

Proceeding title

Statement of Claim: Peta Mancini v Yousef Pekkanen

Case/Proceeding number

20160000084001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Yousef Pekkanen	Defendant 1

Save

Next

Commercial Arbitration List Response

This document summarises the extent of the client's disagreement with the nature of the dispute, including any additional contentions.

The client should also set out any additional or different interlocutory steps they consider necessary prior to a hearing, and the most appropriate list in which the matter should proceed. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed commercial arbitration list response as a PDF
3. Form submitted (no payment required)



Need legal help?

Call LawAccess NSW on 1300 888 529

Commercial Arbitration List Response

* Mandatory field

This document summarises the extent of your disagreement with the nature of the dispute, including any additional contentions.

You should also set out any additional or different interlocutory steps you consider necessary prior to a hearing, and the most appropriate list in which the matter should proceed. More details can be found in the [Practice Note](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Daniel Wu v Yuki Osaki

Proceeding title

Summons: Daniel Wu v Yuki Osaki

Case/Proceeding number

201600002350001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Daniel Wu	Plaintiff 1

Save

Next

Commercial Arbitration List Statement

This document summarises the nature of the client's dispute and their contentions, including any issues which are likely to arise.

The client should also briefly state any interlocutory steps they consider necessary to prepare their matter for hearing. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed commercial arbitration list statement as a PDF
3. Form submitted (no payment required)

 Need legal help?
Call LawAccess NSW on 1300 888 529

Commercial Arbitration List Statement

* Mandatory field

This document summarises the nature of your dispute and your contentions, including any issues which are likely to arise.

You should also briefly state any interlocutory steps you consider necessary to prepare your matter for hearing. More details can be found in the [Practice Note](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Daniel Wu v Yuki Osaki

Proceeding title

Summons: Daniel Wu v Yuki Osaki

Case/Proceeding number

201600002350001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Daniel Wu	Plaintiff 1

Save

Next

Commercial List Response

This document summarises the nature of the dispute and the client's contentions, along with the legal grounds for opposing the relief claimed in the summons.

The client should also indicate if they have already attempted mediation, or if they are willing to proceed to mediation at an appropriate time. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed commercial list response as a PDF
3. Form submitted (no payment required)

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Commercial List Response

* Mandatory field

This document summarises the nature of the dispute and your contentions, along with the legal grounds for opposing the relief claimed in the summons.

You should also indicate if you have already attempted mediation, or if you are willing to proceed to mediation at an appropriate time. More details can be found in the [Practice Note](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Yvette Daniels v Dana Yates

Proceeding title

Summons: Yvette Daniels v Dana Yates

Case/Proceeding number

201600002349001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Yvette Daniels	Plaintiff 1

Save

Next

Commercial List Statement

This document summarises the nature of the dispute and the client's contentions, along with the legal grounds for any relief claimed.

The client should also indicate if they have already attempted mediation, or if they are willing to proceed to mediation at an appropriate time. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed commercial list statement as a PDF
3. Form submitted (no payment required)

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Commercial List Statement

* Mandatory field

This document summarises the nature of your dispute and your contentions, along with the legal grounds for any relief claimed.

You should also indicate if you have already attempted mediation, or if you are willing to proceed to mediation at an appropriate time. More details can be found in the [Practice Note](#).

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Yvette Daniels v Dana Yates

Proceeding title

Summons: Yvette Daniels v Dana Yates

Case/Proceeding number

201600002349001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Yvette Daniels	Plaintiff 1

Save

Next

Defence (listing & no listing)

In order to contest a Claim, that is the client does not agree with the Claim and wants to have it decided in Court, they need to file a Defence form with the Court.

The Defence contains the facts the client will be relying on to deny the Plaintiff's/Cross Claimant's Claim at the Hearing, and has to be filed within 28 days of them being served with the Statement of Claim or Cross Claim.

Some Defences in the District & Supreme Courts have to be verified by an Affidavit.

If a Default Judgment has been entered against the client (this can be checked on the Outcomes tab on the Online Registry), they will not be able to file a Defence. The client will need to file a Notice of Motion to Set Aside Judgment and Stay of Proceedings, if granted that means they can then file the Defence.

The Defence will be listed before the Court and the client will be required to print out the notification of listing and serve that, and the Defence, on the opposing parties (This can be viewed and printed from the Cast list screen > case name > documents tab).

Form process:

1. Make sure the case has been added to your profile. If not, refer to the Add a case section in this user guide for more information.
2. Read the form introduction then select the filing option (complete the form online or upload/attach completed document)
3. The Case details display
4. Select the party that the defence is being filed for, and update any address details (if required)
5. If the client opted to complete the form online, the Pleading details screen will display. Enter (or attach) the pleading details
6. View the draft form and check the details provided are correct (edit if necessary).
7. The *Forms awaiting payment* screen displays
8. Select the form and complete the payment
9. The form is submitted.

The screenshot shows the 'Defence' form introduction screen. On the left is a navigation menu with 'Defence' selected, and sub-items: 'Introduction', 'Case details', and 'Filed for'. The main content area has a title 'Introduction' with a red asterisk indicating a mandatory field. Below the title is a paragraph explaining the purpose of the form: 'In order to contest a Claim, that is you do not agree with the Claim and want to have it decided in Court, you need to file with the Court a form 'Defence' (UCPR form 7A/7B).'. There is a 'Read more >' link. Below this is a section titled 'Things you need to know to file this form' with a sub-heading 'You can either upload a completed PDF version of the form and submit it, or fill out all the answers online.' and another 'Read more >' link. At the bottom is a 'Filing options' section with the question 'How would you like to complete this form? *' and two radio button options: 'Upload a completed version of this form' and 'Fill out the answers online'. At the very bottom are 'Save' and 'Next' buttons.

Defence to Amended Statement of Claim

If circumstances arise that the plaintiff has served the defendant with an Amended Statement of Claim under UCPR 19.1(1), the client may file a Defence to Amended Statement of Claim.

If the client intends to file a Defence to Amended Statement of Claim, it must be filed within 14 days of them being served with the Amended Statement of Claim.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Defence to Amended Statement of Claim as a PDF
3. Form submitted



Need legal help?

Call LawAccess NSW on 1300 888 529

Defence to Amended Statement of Claim

* Mandatory field

If circumstances arise that the plaintiff has served you with an Amended Statement of Claim under UCPR 19.1(1), you may file a Defence to Amended Statement of Claim.

If you intend to file a Defence to Amended Statement of Claim, it must be filed within 14 days of you being served with the Amended Statement of Claim.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Lina Jacobs v Peter Schneider

Proceeding title

Statement of Claim: Lina Jacobs v Peter Schneider

Case/Proceeding number

201600000193001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Peter Schneider	Defendant 1

Save

Next

Defence to Amended Statement of Cross Claim

If circumstances arise that the cross claimant has served the defendant with an Amended Statement of Cross Claim, they may file a Defence to Amended Statement of Cross Claim.

If the client intends to file a Defence to Amended Statement of Cross Claim, it must be filed within 14 days of service of the Amended Statement of Cross Claim.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Defence to Amended Statement of Cross Claim as a PDF
3. Form submitted



Need legal help?

Call LawAccess NSW on 1300 888 529

Defence to Amended Statement of Cross Claim

* Mandatory field

If circumstances arise that the cross claimant has served you with an Amended Statement of Cross Claim, you may file a Defence to Amended Statement of Cross Claim.

If you intend to file a Defence to Amended Statement of Cross Claim, it must be filed within 14 days of service of the Amended Statement of Cross Claim.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Lina Jacobs v Peter Schneider

Proceeding title

Statement of Cross Claim 001: Peter Schneider v Lina Jacobs

Case/Proceeding number

201600000193002

Proceeding type

Cross Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Lina Jacobs	Cross Defendant 1

Save

Next

Defence to Cross Claim

In order to contest a Cross Claim, that is the client does not agree with the Cross Claim and wants to have it decided in Court, they need to file with the Court a Defence to Cross Claim form.

The Defence contains the facts the client will be relying on to deny the Plaintiff's/Cross Claimant's Claim at the Hearing, and has to be filed within 28 days of them being served with the Statement of Claim or Cross Claim.

Some Defences in the District & Supreme Courts have to be verified by an Affidavit.

If a Default Judgment has been entered against the client (this can be checked on the Outcomes tab on the Online Registry), they will not be able to file a Defence. The client will need to file a Notice of Motion to Set Aside Judgment and Stay of Proceedings, which, if granted means they can then file the Defence.

The Defence will be listed before the Court and the client will be required to print out the notification of listing and serve that, and the Defence, on the opposing parties.

Form process:

1. Make sure the case has been added to your profile. If not, refer to the Add a case section for more information).
2. Read the form introduction then select the filing option (complete the form online or upload/attach completed document)
3. The Case details display
4. Select the party that the defence is being filed for and update any address details (if required)
5. If the client opted to complete the form online, the Pleading details screen will display. Enter (or attach) the pleading details
6. View the draft form and check the details provided are correct (edit if necessary).
7. The *Forms awaiting payment* screen displays
8. Select the form and complete the payment
9. The form is submitted.

Defence

- Introduction
- Case details
- Filed for
- Pleading details

Introduction

*** Mandatory field**

In order to contest a Claim, that is you do not agree with the Claim and want to have it decided in Court, you need to file with the Court a form 'Defence'. It has to be filed within 28 days of you being served with the Statement of Claim or Cross Claim.

The Defence contains the facts you will be relying on to deny the Plaintiff's/Cross Claimant's Claim at the Hearing. Some Defences in the District & Supreme Courts have to be verified by Affidavit.

If a Default Judgment has been entered against you (check the Outcomes tab to see), you will not be able to file a Defence. You will need to file a Notice of Motion to Set Aside Judgment and Stay of Proceedings, which, if granted means you can then file the Defence.

The Defence will be listed before the Court and you will be required to print out the notification of listing and serve that and the Defence on the opposing parties.

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online.

If you choose to upload a completed version of the form

- You will be asked some basic questions about the form and will need to enter party details.
- You will then be prompted to upload a completed PDF version of the form. UCPR forms can be downloaded from the UCPR website. You should save the completed form as a PDF file with maximum file size of 5MB. See more information about how to create a small sized PDF file.
- Upload any supporting documents as PDF files (maximum file size of 5MB per attachment).
- You will receive an email to confirm that the form has been successfully filed.

If you choose to fill out all the answers online

- You will be prompted to fill out the form with information relevant to the form.
- If the form prompts you for an affidavit, once you have added all the information, you will need to print the online form pages, and collect the required signatures.
- You must then scan the signed version of the form and save it as a PDF file with maximum file size of 5MB.
- Go back to the Online Registry form page, which will prompt you to upload the PDF version of the form. If you need to log back in, you can find the saved form under 'Forms in progress'.
- Upload any supporting documents as PDF files (maximum file size of 5MB per attachment). See more information about how to create a small sized PDF file.
- You will receive an email to confirm that the form has been successfully filed.

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

Save Next

Expert Report

An Expert Report is a document prepared by an expert witness containing their opinion on matters of contention in their area of expertise in the proceedings.

The Expert Report must comply with Division 2 of Pt 31 of the Uniform Civil Procedure Rules. The Expert Report is to contain the expert's acknowledgment that he or she has read the Expert Witness Code of Conduct (in Sch 7 of the UCPR) and agrees to be bound by it (UCPR r 31.23). It must also contain a one-page curriculum vitae of the expert.

The client should ensure they file the Expert Report by or on the date it was due to be filed and served in accordance with directions made by the Court.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Expert Report as a PDF
3. Form submitted

 Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

Expert Report

* Mandatory field

An Expert Report is a document prepared by an expert witness containing their opinion on matters of contention in their area of expertise in the proceedings.

The Expert Report must comply with Division 2 of Pt 31 of the Uniform Civil Procedure Rules. The Expert Report is to contain the expert's acknowledgment that he or she has read the Expert Witness Code of Conduct (in Sch 7 of the UCPR) and agrees to be bound by it (UCPR r 31.23). It must also contain a one-page curriculum vitae of the expert.

You should ensure that you file the Expert Report by or on the date it was due to be filed and served in accordance with directions made by the Court.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

James Tudor v Sutherland Shire Council

Proceeding title

Class 1: James Tudor v Sutherland Shire Council

Case/Proceeding number

20160000715001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Incoming Correspondence

The Incoming Correspondence form is used to submit information and supporting documents in relation to a court record.

The client should use this form if they need to correspond with the Court or other parties in relation to a case.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Incoming Correspondence as a PDF
3. Form submitted

 Need legal help?
Call LawAccess NSW on 1300 888 529

Incoming Correspondence

* Mandatory field

The Incoming Correspondence form is used to submit information and supporting documents in relation to a court record.

You should use this form if you need to correspond with the Court or other parties in relation to a case.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Peta Mancini v Yousef Pekkanen

Proceeding title

Statement of Claim: Peta Mancini v Yousef Pekkanen

Case/Proceeding number

20160000084001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Yousef Pekkanen	Defendant 1

Save

Next

Joint Expert Report

A Joint Expert Report is a document prepared by experts in the same or similar fields following a conference held between them on matters of contention in their area of expertise in the proceedings (see Uniform Civil Procedure Rules 2005 (UCPR) r 31.24(1)(c) and r 31.26).

The Joint Report must specify matters agreed and not agreed and the reasons for any disagreement (UCPR r 31.26(2)). In addition, a Joint Report may identify matters that have not been agreed but might be able to be agreed with additional information identified by the experts or (in planning appeals) with a change or modification.

The Joint Expert Report must contain each expert's acknowledgment that he or she has read the Expert Witness Code of Conduct (in Sch 7 of the UCPR) and agrees to be bound by it (UCPR r 31.23). It must also contain a one-page curriculum vitae for each expert. If the client needs more information about Joint Expert Reports, they should refer to the Land and Environment Court Joint Expert Report Policy.

The client should ensure they file the Joint Expert Report by or on the date it was due to be filed and served in accordance with directions made by the Court.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Joint Expert Report as a PDF
3. Form submitted

 Need legal help?
Call LawAccess NSW on 1300 888 529

Joint Expert Report

* Mandatory field

A Joint Expert Report is a document prepared by experts in the same or similar fields following a conference held between them on matters of contention in their area of expertise in the proceedings (see Uniform Civil Procedure Rules 2005 (UCPR) r 31.24(1)(c) and r 31.26).

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

James Tudor v Sutherland Shire Council

Proceeding title

Class 1: James Tudor v Sutherland Shire Council

Case/Proceeding number

201600000715001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

List of Authorities

The List of Authorities is a list of cases and legislation that will be relied on and referred to in the client's submissions. It must be provided to the Court on or before the date that it is directed to be filed, or at least one working day before the hearing is to commence if no direction has been given.

If the client is relying on any unreported authorities or superseded legislation/planning instruments, they should provide copies to the judge or commissioner at the hearing. If necessary, they should liaise with the opposing party to avoid duplication.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed List of Authorities as a PDF
3. Form submitted

 Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

List of Authorities

* Mandatory field

The List of Authorities is a list of cases and legislation that will be relied on and referred to in your submissions. It must be provided to the Court on or before the date that it is directed to be filed, or at least one working day before the hearing is to commence if no direction has been given.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Jose Kolina v Julieanne Bradshaw

Proceeding title

Class 1: Jose Kolina v Julieanne Bradshaw

Case/Proceeding number

201600000377001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Jose Kolina	Applicant 1

Save

Next

List of Objectors

The List of Objectors is a list of the names of the objectors who wish to give evidence at the hearing and the objectors who made submissions in the development application.

This list is filed by the consent authority 7 days before the hearing of the proceedings or is included in the bundle of documents.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed List of Objectors as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

List of Objectors

* Mandatory field

The List of Objectors is a list of the names of the objectors who wish to give evidence at the hearing and the objectors who made submissions in the development application.

This list is filed by the consent authority 7 days before the hearing of the proceedings or is included in the bundle of documents.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Henry Bates v Jake Hendricks

Proceeding title

Class 1: Henry Bates v Jake Hendricks

Case/Proceeding number

201600002250001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Jake Hendricks	Respondent 1

Save

Next

Notice of Appearance

The purpose of a Notice of Appearance (UCPR form 6) is to place the client on the record. The address for service the client supplied on their Notice of Appearance will be added to the Court record. The Court will then use this address for correspondence.

To file this form online the client:

- Will be asked some basic questions about the Appearance they are entering
- Will be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the [LawLink](#) website
- Should save their completed form as a PDF file with maximum file size of 5MB

Form process:

1. Case details display
2. Select a party that the Notice will be filed for
3. Upload attachment
4. Form submitted

 Need legal help?
Call [Law Access NSW](#) on 1300 888 529

Notice of Appearance

*Mandatory field

The purpose of a Notice of Appearance (UCPR form 6) is to place you on the record.

The address for service you supplied on your Notice of Appearance will be added to the Court record. The Court will then use this address for correspondence.

[Things you need to know to file this form](#)

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Proceeding title

Statement of Claim: BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Case/Proceeding number

201200002554001

Proceeding type

Claim

Your reference (optional)



Filed for

This form is being filed for *

	Party name	Party role	Represented by
<input type="checkbox"/>	Michelle Leanne ASBURY	Defendant 1	gopal07 subramanian07
<input type="checkbox"/>	Peter Leslie CHIPPINDALE (also known as Peter CHIPPINDALE)	Defendant 2	

Type of appearance

Select type of appearance *

- Normal appearance (unconditional)
- Submitting appearance (including as to costs)
- Submitting appearance (save as to costs)



Save

Next

Notice of Appointment of Solicitor

The client must file a Notice of appointment of solicitor form (UCPR form 77) when an unrepresented party engages a solicitor to act in the proceedings.

To file this form online the client:

- Will be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the [LawLink](#) website.
- Should save their completed form as a PDF file with maximum file size of 5MB.

The client will need to serve this document on any former solicitors or agents, in addition to all active parties.

Form process:

1. Case details display
2. Select a party that the Notice will be filed for
3. Upload attachment
4. Form submitted



Need legal help?

Call [Law Access NSW](#) on 1300 888 529

Notice of Appointment of Solicitor

* Mandatory field

A Notice of Appointment of Solicitor (UCPR form 77) must be filed when an unrepresented party engages a solicitor to act in proceedings.

Things you need to know before filing this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

SYDNEY WATER CORPORATION v Gopal Kanda

Proceeding title

Statement of Claim: SYDNEY WATER CORPORATION v Gopal Kanda

Case/Proceeding number

201200332807001

Proceeding type

Claim

Your reference (optional)



Filed for

This form is being filed in relation to *

	Party name	Party role	Represented by
<input type="checkbox"/>	SYDNEY WATER CORPORATION	Plaintiff 1	

Save

Next

Notice of Ceasing to Act

A solicitor who ceases to act for a party in any proceedings may file a Notice of Ceasing to Act form.

To file this form online the client:

- Will be asked some basic questions about the affidavit and will need to enter party details
- Will then be prompted to upload a completed PDF version of the form. UCPR forms can be downloaded from the UCPR website. They should save the completed form as a PDF file with maximum file size of 5MB
- Will receive an email to confirm that the form has been successfully filed

Note: This form asks for the last known address for the defendant, rather than the question; has the party's address changed since the case was originated

Form process:

1. Case details display
2. Select a party that the notice will apply to
3. Upload attachment
4. Form submitted

 **Need legal help?**
Call [Law Access NSW](#) on 1300 888 529

Notice of Ceasing to Act

* Mandatory field

A solicitor who ceases to act for a party in any proceedings may file a Notice of ceasing to act form.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Proceeding title

Statement of Claim: BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Case/Proceeding number

201200002554001

Proceeding type

Claim

Your reference (optional)



Parties

This form is being filed in relation to *

	Party name	Party role	Represented by
<input type="checkbox"/>	Michelle Leanne ASBURY	Defendant 1	gopal07 subramanian07
<input type="checkbox"/>	Peter Leslie CHIPPINDALE (also known as Peter CHIPPENDALE)	Defendant 2	

Save

Next

Notice of Change of Solicitor

The client must file a Notice of Change of Solicitor form (UCPR form 77) when the solicitor on record changes or a solicitor's agent changes.

To file this form online the client:

- Will be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the [LawLink](#) website.
- Should save their completed form as a PDF file with maximum file size of 5MB.

The client will need to serve this document on any former solicitors or agents, in addition to all active parties.

Form process:

1. Case details display
2. Select a party that the notice will be filed for
3. Upload attachment
4. Form submitted

 **Need legal help?**
Call [Law Access NSW](#) on 1300 888 529

Notice of Change of Solicitor

*Mandatory field

You must file a Notice of change of solicitor form (UCPR form 77) when the solicitor on record changes or a solicitor's agent changes.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

DUNN BOTANY PTY LTD (ACN: 102 989 177) v SHV LOGISTICS PTY LTD (ACN: 146 833 365)

Proceeding title

Statement of Cross Claim 001: SHV LOGISTICS PTY LTD (ACN: 146 833 365) v DUNN BOTANY PTY LTD (ACN: 102

Case/Proceeding number

201200002074003

Proceeding type

Cross Claim

Your reference (optional)



Filed for

This form is being filed in relation to *

	Party name	Party role	Represented by
<input type="checkbox"/>	SHV LOGISTICS PTY LTD (ACN: 146 833 365)	Cross Claimant 1	AWM Dickinson & Son
<input type="checkbox"/>	DUNN BOTANY PTY LTD (ACN: 102 989 177)	Cross Defendant 1	Steven Taleski

Save

Next

Notice of Discontinuance

This form is used to discontinue proceedings. The filing party may discontinue the whole claim or select specific defendants only.

The filing party must ensure they have the consent of any active party (opposing party) in the proceedings, unless the Court has granted leave to file the Notice of Discontinuance.

If an opposing party has not been served with the originating process (e.g. Statement of Claim), the filing party must file an affidavit stating they have not been served. This affidavit is to be filed with the Notice of Discontinuance form.

Form process:

1. Case details and Filing parties details display
2. If more than one opposing party, select the one to discontinue
3. Upload PDF attachment
4. Form submitted

 Need legal help?
Call [Law Access NSW](#) on 1300 888 529

Notice of Discontinuance

* Mandatory field

This form is used to discontinue a claim against a defendant(s).

[Read more >](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Lynn Morgan v Ted Baker

Proceeding title

Statement of Claim: Lynn Morgan v Ted Baker

Case/Proceeding number

201200333654001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Lynn Morgan	Plaintiff 1

Opposing parties

Select the parties against whom this form is being filed *

<input type="checkbox"/>	Party name	Role
<input type="checkbox"/>	Ted Baker	Defendant 1

Save

Next

Notice of Eligible Persons

A Notice of Eligible Persons sets out the names and addresses (if known) of anyone the plaintiff believes is, or might be, an eligible person under s 57 of the Succession Act 2006 (or s 6 of the Family Provision Act 1982 if the deceased passed away before 1 March 2009).

The plaintiff should serve the Notice on the defendant with the Summons and supporting Affidavit. Refer to the Practice Note regarding details of what the Notice of Eligible Persons should include.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Notice of Eligible Persons as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Notice of Eligible Persons

* Mandatory field

A Notice of Eligible Persons sets out the names and addresses (if known) of anyone the plaintiff believes is, or might be, an eligible person under s 57 of the Succession Act 2006 (or s 6 of the Family Provision Act 1982 if the deceased passed away before 1 March 2009).

The plaintiff should serve the Notice on the defendant with the Summons and supporting Affidavit.

You should refer to the [Practice Note](#) regarding details of what the Notice of Eligible Persons should include.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Farah ABBADELLI v Sonia BENENATI

Proceeding title

Summons: Farah ABBADELLI v Sonia BENENATI

Case/Proceeding number

201600002378001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Farah ABBADELLI	Plaintiff 1

Save

Next

Notice of Intention to Appeal

A Notice of Intention to Appeal (UCPR form 103) tells the court and affected parties that the applicant intends to appeal a judgment or decision to the Court of Appeal. The Notice of Intention to Appeal does not start an appeal. To start the appeal, you have to file a Notice of Appeal (UCPR form 105); or, if necessary, a Summons Seeking Leave to Appeal (UCPR form 104). Currently these forms are not available online, but will be in the near future.

You should file the Notice of Intention to Appeal within 28 days of the 'material date' (the date the judgment or orders you wish to challenge were made).

If you decide to pursue your appeal, a Notice of Appeal or Summons Seeking Leave to Appeal must be filed within 3 months of the material date.

If, after filing a Notice of Intention to Appeal, you do not wish to pursue an appeal, the Notice will expire and no further action is required of you.

Form process:

1. Read the form introduction and select the filing method (complete answers online or upload an attached form)
2. The Notice details display
3. The Applicants details display
4. Confirm the authorised officer details
5. Enter the prospective respondent details (either an individual or an organisation)
6. Form submitted

Notice of Intention to Appeal (UCPR 103)

- Introduction
- Notice details
- Applicants
- Authorised officer
- Prospective respondents

Introduction

* Mandatory field

A Notice of Intention to Appeal (UCPR form 103) tells the court and affected parties that the applicant intends to appeal a judgment or decision to the Court of Appeal. The Notice of Intention to Appeal does not start an appeal. To start the appeal, you have to file a Notice of Appeal (UCPR form 105); or, if necessary, a Summons Seeking Leave to Appeal (UCPR form 104).

You should file the Notice of Intention to Appeal within 28 days of the 'material date' (the date the judgment or orders you wish to challenge were made).

If you decide to pursue your appeal, a Notice of Appeal or Summons Seeking Leave to Appeal must be filed within 3 months of the material date.

If, after filing a Notice of Intention to Appeal, you do not wish to pursue an appeal, the Notice will expire and no further action is required of you.

 You cannot file a notice of intention to appeal if the Act or statutory rule that provides your right of appeal specifies a fixed time limit. If that is the case, you should file your notice of appeal, or your summons for leave to appeal, within that fixed time limit.

 **Need legal help?**
Call LawAccess NSW on 1300 888 529

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online [Read more >](#)

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

Your reference (optional)



[Save](#) [Next](#)

Notice of Motion – Arrest Warrant for Examination

The Notice of Motion – Arrest Warrant for Examination (UCPR form 57) requests that the court issue an arrest warrant for a judgment debtor. The judgment debtor must have failed to appear at the examination (hearing) to explain why they have not paid their debt.

If you wish to file a Notice of Motion – Arrest Warrant for Examination, you must wait at least 14 days after the court issues the judgment debtor with a notice of failure to appear in court. If the judgment debtor does not respond to the court notice, you may then file this form. You cannot file a Notice of Motion – Arrest Warrant for Examination if more than 3 months have passed since the court issued the notice of failure to appear.

Form process:

1. Read the form introduction
2. The Case details are displayed
3. The Filing parties are displayed
4. The Filed against parties are displayed
5. Select the Filed again party you want the warrant to be issued against
6. Enter the name of the deponent
7. Click Next
8. Attach the signed form is displayed
9. Attach the completed PDF version of the Notice of Motion – Arrest Warrant for Examination with the affidavit section signed and witnessed
10. Enter the date the affidavit was sworn or affirmed
11. Click Next
12. The Forms awaiting payment screen is displayed
13. Complete the payment
14. The Your forms have been submitted screen displays the receipt information
15. The form has been submitted



Notice of Motion - Arrest Warrant for Examination (UCPR 57)

* Mandatory field

The Notice of Motion – Arrest Warrant for Examination (UCPR form 57) requests that the court issue an arrest warrant for a judgment debtor. The judgment debtor must have failed to appear at the examination (hearing) to explain why they have not paid their debt.

If you wish to file a Notice of Motion – Arrest Warrant for Examination, you must wait at least 14 days after the court issues the judgment debtor with a notice of failure to appear in court. If the judgment debtor does not respond to the court notice, you may then file this form. You cannot file a Notice of Motion – Arrest Warrant for Examination if more than 3 months have passed since the court issued the notice of failure to appear.

Things you need to know to file this form

You will be asked some basic questions

[Read more >](#)

Case details

Court
Local Court - Civil - Casino

Case title
S & B Produce Pty Ltd v Sam Jones

Proceeding title
Statement of Cross Claim 001: Son Dany v S & B Produce Pty Ltd

Case/Proceeding number 201500000250003

Proceeding type
Cross Claim

Your reference (optional)

Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Son Dany	Cross Claimant 1

Notice of Motion – Chambers / Listing

A Notice of Motion (UCPR form 20) is used to apply for an order in relation to court proceedings, unless court rules state otherwise. The Notice of Motion can be considered by a registrar (without members of the public), or can be listed to be heard in court.

If the client needs orders made urgently, they should file a Notice of Motion at the registry.

To file this form online the client:

- Will be asked some basic questions about the claim and will need to enter party details
- Will be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the [LawLink](#) website
- Should save their completed form as a PDF file with maximum file size of 5MB

If the client wants the Notice of Motion to be heard in court, they must serve the approved form on each affected party, at least three days before the hearing date.

The filing fee will be displayed on the Forms awaiting payment screen and the client will be prompted to enter their payment details.

The form will be submitted after payment. The client will receive an email to confirm that the form has been successfully filed.

Form process:

1. Select the Type of order
2. Case details and Filing parties displays
3. Confirm affidavit details
4. Upload PDF attachment
5. The *Forms awaiting payment* screen displays
6. Select the form and complete the payment
7. The form is submitted.

 **Notice of Motion**
* Mandatory field

A Notice of Motion (UCPR form 20) is used to apply for an order in relation to court proceedings, unless court rules state otherwise. The Notice of Motion can be considered by a registrar (without members of the public), or can be listed to be heard in court.

Things you need to know to file this form

You will need to upload a completed PDF version of the form. [Read more >](#)

 If you need orders made urgently, you should file a Notice of Motion at the registry. Do not use this online form.

Type of order

Select all of the orders to which your Notice of Motion applies *

- Set aside (cancel) a judgment or order
- Obtain an order to change the venue for a hearing
- Transfer the proceedings to the General Division of the Local Court
- Inspect Property (where the case is about damage to property)
- Vacate (cancel) a hearing date
- Other

Case details

Court
Local Court - Civil - Wylong

Case title
Mary-Anne Parsley v Herb Raouq

Proceeding title
Statement of Claim: Mary-Anne Parsley v Herb Raouq

Case/Proceeding number **Proceeding type**
20130000007001 Claim

Your reference (optional) 

Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Mary-Anne Parsley	Plaintiff 1

[Save](#) [Next](#)

Notice of Motion for Default Judgment – Liquidated

A Notice of Motion for Default Judgment - Liquidated should be completed if:

- The client has claimed a specific amount of money in their statement of claim, and
- The opposing party has failed to take any action in response to the claim within the specified time

Form process:

1. Read the form introduction and select the filing method (complete answers online or upload an attached form)
2. The Case details display
3. The Filing party details display
4. Select the opposing party then enter the date of service and service method
5. Enter the claim details
6. Enter the deponent details
7. View, print and sign the form in the presence of a witness
8. Scan the signed version of the form
9. Upload the forms and enter the date the affidavit was sworn or affirmed
10. The *Forms awaiting payment* screen displays
11. Select the form and complete the payment
12. The form is submitted.

Notice of Motion - Default Judgment for Liquidated Claim
Introduction
Case details
Filing parties
Opposing parties
Claim details

Introduction

* Mandatory field

You may file a Notice of Motion - Default Judgment for Liquidated Claim (UCPR form 38) if your Statement of Claim sought to recover a specific amount of money from the defendant, and the defendant is "in default" as defined in UCPR 16.2.

Your application for default judgment must include a supporting affidavit made by a person who has knowledge of the debt. This affidavit forms part of the Notice of Motion form, and you do not have to file it separately.

You will, however, have to separately file an Affidavit of Service (UCPR form 41) that confirms the date upon which you served your Statement of Claim on the defendant.

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online.

[Read more >](#)

 Need legal help?

Call [Law Access NSW](#)
on 1300 888 529

Filing options

How would you like to complete this form? *

- Upload a completed version of this form
- Fill out the answers online

Save

Next

Notice of Motion for Default Judgment – Possession of Land

The client may file a Notice of Motion - Default Judgment for Possession of Land (UCPR form 36/36A) to apply for an order for possession of the land identified in their Statement of Claim, along with judgment for any monetary amount they originally claimed. Their application will be dealt with in the absence of the public. Once the Court has confirmed that their application meets all the requirements of Part 16 of the UCPR, it will formally record the orders the client have sought and they can view them online.

Form process:

1. Read the form introduction then click Next
2. The Case details display
3. The Filing party details display
4. Select the opposing party then enter the date of service and service method
5. Enter the claim details
6. Enter the deponent details
7. View, print and sign the form in the presence of a witness
8. Scan the signed version of the form
9. Upload the forms and enter the date the affidavit was sworn or affirmed
10. The *Forms awaiting payment* screen displays
11. Select the form and complete the payment
12. The form is submitted.

Notice of Motion Default Judgment
Introduction
Case details
Filing parties
Opposing parties
Claim details

Introduction

* Mandatory field

You may file a Notice of Motion - Default Judgment for Possession of Land (UCPR form 36/36A) to apply for an order for possession of the land identified in your Statement of Claim, along with judgment for any monetary amount you originally claimed. Your application will be dealt with in the absence of the public. Once the court has confirmed that your application meets all the requirements of [Part 16](#) of the UCPR, it will formally record the orders you have sought and you can view them online.

Things you need to know to file this form

- You will be asked some basic questions about the form and will need to enter party details.
- You will then be prompted to upload a scanned PDF version of the signed form. UCPR forms can be downloaded from the [UCPR website](#). You should save your completed form as a PDF file with maximum file size of 5MB. See [more information about how to create a small sized PDF file](#).
- You will receive an email to confirm that the form has been successfully filed.



Need legal help?

Call [Law Access NSW](#)
on 1300 888 529

Save

Next

Notice of Motion – Examination Order

A Notice of Motion – Examination Order (UCPR form 53) is used to apply to the Court for an order that a judgment debtor must attend court to be examined (questioned) about his or her financial circumstances. You (the judgment creditor) can apply to the Court for an examination order if:

- a judgment debtor has not paid you all or part of the judgment debt; and
- a judgment debtor has not given sufficient answers to questions about their financial circumstances, or provided documents about their financial circumstances, in response to an examination notice (UCPR form 51/52)

If the Notice of Motion is granted, you must serve the judgment debtor with a copy of the Court sealed Examination Order (UCPR form 54), at least 14 days before the examination hearing. You must also file an Affidavit of Service (UCPR form 41) before the examination hearing, at the court where the hearing will be held.

Form process:

1. Read the form introduction
2. Answer Yes or No to service address question
3. Enter date of Examination notice then complete the Examination notice questions
4. Select an option to upload a PDF document of this form or fill out the answers online
5. The Case details display
6. The Filing party details display
7. Select a Judgment and a Judgment debtor
8. Complete Examination details including
 - a) Details of outstanding debt
 - b) Examination venue
 - c) Documents to be provided
9. Complete Deponent details
10. Print the form then sign it in the presence of a witness
11. Upload the signed version of the form and enter the date the affidavit was sworn or affirmed
12. The Forms awaiting payment screen displays
13. Select the form and complete the payment

The form is submitted.

Notice of Motion - Examination (UCPR 53)

Introduction

Introduction

* Mandatory field

A Notice of Motion – Examination Order (UCPR form 53) is used to apply to the court for an order that a judgment debtor must attend court to be examined (questioned) about his or her financial circumstances.

You (the judgment creditor) can apply to the court for an examination order if:

- a judgment debtor has not paid you all or part of the judgment debt, and
- a judgment debtor has not given sufficient answers to questions about their financial circumstances, or provided documents about their financial circumstances, in response to an examination notice (UCPR form 51/52)

If the Notice of Motion is granted, you must serve the judgment debtor with a copy of the court sealed Examination Order (UCPR form 54), at least 14 days before the examination hearing. You must also file an Affidavit of Service (UCPR form 41) before the examination hearing, at the court where the hearing will be held.

Service address

 An examination order can only be issued to an address in New South Wales.

Does the judgment debtor (examinee) reside within NSW? *

Yes No

Notice of Motion - Garnishee Order for Debts

The Notice of Motion - Garnishee Order for Debts (UCPR 69) form is used to apply for a garnishee order. A garnishee order is a court order which tells a third party, such as a bank, that they must transfer money belonging to a judgment debtor (the defendant) to a judgment creditor (plaintiff). The bank or third party is known as the garnishee. The order can only be served on a garnishee with an Australian address.

Note: The date and time of submission will be recorded on the completed notice.

Form process:

1. Read the form introduction then select the filing option (complete form online or upload attached document)
2. The Case details display
3. The Filing party details display
4. Select a judgment and one or more judgment debtors
5. Complete the details of the garnishee outstanding debt
6. If completing the online form (generate form option) complete the deponent details
7. View, print and sign the form
8. Attach a PDF copy of the signed form and enter the date the affidavit was sworn or affirmed
9. The *Forms awaiting payment* screen displays
10. Select the form and complete the payment
11. The form is submitted.

Notice of Motion - Garnishee Order for Debts (UCPR 69)

- Introduction
- Case details
- Filing parties
- Judgment debtors
- Garnishee order

Introduction

*** Mandatory field**

The Notice of Motion for Garnishee Order for Debts form is used to apply for a garnishee order. A garnishee order is a court order which tells a third party, such as a bank, that they must transfer money belonging to a judgment debtor (the defendant) to a judgment creditor (plaintiff). The bank or third party is known as the garnishee.

The order can only be served on a garnishee with an Australian address.

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online.

[Read more »](#)

Need legal help?
Call **LawAccess NSW** on 1300 888 529

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

[Save](#) [Next](#)

Notice of Motion - Garnishee Order for Wages or Salary

The Notice of Motion for Garnishee Order - Wages or Salary form is used to apply for a garnishee order. A garnishee order is a court order which tells an employer (the garnishee) to withhold a certain amount of the pay of a defendant (judgment debtor) who has not paid back a judgment amount (debt). The withheld funds are paid to the plaintiff (judgment creditor) who is owed the debt.

Note: The date and time of submission will now be recorded on the completed notice.

Form process:

1. Read the form introduction then select the filing option (complete form online or upload attached document)
2. The Case details display
3. The Filing party details display
4. Select a judgment and one judgment debtor
5. Complete the details of the garnishee the outstanding debt
6. If completing the online form (generate form option) complete the deponent details
7. View, print and sign the form
8. Attach a PDF copy of the signed form and enter the date the affidavit was sworn or affirmed
9. The *Forms awaiting payment* screen displays
10. Select the form and complete the payment
11. The form is submitted.

Notice of Motion - Garnishee Order for Wages or Salary (UCPR 69)

- Introduction
- Case details
- Filing parties
- Judgment debtors
- Garnishee order

Introduction

* Mandatory field

The Notice of Motion for Garnishee Order - Wages or Salary form is used to apply for a garnishee order. A garnishee order is a court order which tells an employer (the garnishee) to withhold a certain amount of the pay of a defendant (judgment debtor) who has not paid back a judgment amount (debt). The withheld funds are paid to the plaintiff (judgment creditor) who is owed the debt.

 If you need help, watch this video which shows you how to fill out the form.

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online. [Read more »](#)

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

[Save](#) [Next](#)

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Notice of Motion – Objection to Instalment Order

A Notice of Motion – Objection to Instalment Order (UCPR form 50) is used to apply for the cancellation or amendment of an order which allows a judgment debtor to pay a judgment debt by instalments.

This form must be filed within 14 days of the registrar making the instalment order. See UCPR 37.3 for more details.

Form process:

1. Form introduction displays
2. Complete the Case details, Filing parties and order details
3. Upload the pre-prepared UCPR form
4. Submit the form

 Need legal help?
Call LawAccess NSW on 1300 888 529

Notice of Motion - Objection to Instalment Order (UCPR 50)

* Mandatory field

A Notice of Motion – Objection to Instalment Order (UCPR form 50) is used to apply for the cancellation or amendment of an order which allows a judgment debtor to pay a judgment debt by instalments.

This form must be filed within 14 days of the registrar making the instalment order. See UCPR 37.3 for more details.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

District Court - Civil - Sydney

Case title

Barbara Hinks trading as Hinks Associates v Henry Walters

Proceeding title

Statement of Claim: Barbara Hinks trading as Hinks Associates v Henry Walters

Case/Proceeding number

201300018110001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Barbara Hinks	Plaintiff 1

Order details

Select an order *

29 July 2015, \$100.00 Weekly Instalment Henry Walters

Save

Next

Notice of Motion to Pay by Instalments

A Notice of Motion to Pay by Instalments (UCPR form 46/47) form is used to apply to the court for an order to pay a judgment debt by instalments. If the client is the judgment debtor, they may file the Notice of Motion to Pay by Instalments - Individual (UCPR form 46) form. If a company is the judgment debtor, and the client is filing on behalf of the company, they may file the Notice of Motion to Pay by Instalments - Corporation (UCPR form 47) form.

Form process:

1. Form introduction displays
2. Complete the Case details, Judgment Debtor and Instalment details
3. Upload the signed form
4. Submit the form

 Need legal help?
Call [Law Access NSW](#)
on 1300 888 529

Notice of Motion to Pay by Instalments

* Mandatory field

A Notice of Motion to Pay by Instalments (UCPR form 46/47) is used to apply to the court for an order to pay a judgment debt by instalments.

If you are the judgment debtor, you may file the Notice of Motion to Pay by Instalments - Individual (UCPR form 46). If a company is the judgment debtor, and you are filing on behalf of the company, you may file the Notice of Motion to Pay by Instalments - Corporation (UCPR form 47).

 If the plaintiff is the Australian Taxation Office (ATO), you must apply to the ATO to pay by instalments. The court cannot consider your application.

Things you need to know about this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court

District Court - Civil - Sydney

Case title

Bob Marleyson v Abi Abel

Proceeding title

Statement of Claim: Bob Marleyson v Abi Abel

Case/Proceeding number

20130000096001

Proceeding type

Claim

Your reference (optional)



Judgment debtor

Help 

Select a judgment and a judgment debtor (filing party).

- 20 June 2013 - Default judgment for possession of goods
- Abi Abel

Instalment details

Help 

Instalment amount *

\$AUD

Frequency *

Instalment start date *

Save

Next

Notice of Motion to Set Aside Default Judgment

A Notice of Motion to Set Aside Default Judgment form is used to apply to the Local Court to cancel a judgment made in the absence of the judgment debtor (defendant). When the Notice of Motion to Set Aside Default Judgment form is filed, it will be listed for hearing at the Court where the Statement of Claim was issued. The Notice of Motion (UCPR form 20) will need to include a supporting affidavit (UCPR form 40).

Form process:

1. Form introduction displays
2. The Case details display
3. Select a judgment debtor (if not already pre-selected)
4. Enter the Motion details
5. Enter the Deponent details
6. Print then sign the form in the presence of a witness
7. Attach the signed form and any other supporting documents
8. The form has been submitted

Notice of Motion to Set Aside Default Judgment (UCPR 20)
Introduction
Case details
Judgment debtors
Motion details

Introduction

* Mandatory field

A Notice of Motion to Set Aside Default Judgment form is used to apply to the Local Court to cancel a judgment made in the absence of the judgment debtor (defendant).

When the Notice of Motion to Set Aside Default Judgment form is filed, it will be listed for hearing at the Court where the Statement of Claim was issued.

Your Notice of Motion (UCPR form 20) will need to include a supporting affidavit (UCPR form 40).

[Read more »](#)

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online.

[Read more »](#)



Need legal help?

Call [LawAccess NSW](#) on 1300 888 529

How would you like to file this form

How would you like to complete this form? *

- Upload a completed version of this form
- Fill out the answers online

Save

Next

Notice of Motion - Writ for Levy of Property

The Notice of Motion - Writ for Levy of Property (UCPR 65) form is an application made after a court has awarded judgment in the client's favour. The client would use this form to apply for an order that permits the Sheriff of New South Wales to seize and sell the debtor's personal property (excluding real estate) so that the proceeds of any sale can be paid towards the amount owing.

On the online form, it is only possible to nominate one address in New South Wales that the Sheriff should attend to seize property from the debtor. If the property the client intends the Sheriff to seize is located at multiple addresses, they will need to file their motion by post, or over the counter at the registry location where the judgment was issued.

If the client is representing themselves, they may wish to familiarise themselves with the requirements of UCPR 39.2 and 39.3 before completing this form online. They may also find Law Assist's Step by Step Guide helpful.

The details that the client enters into the form will be used to generate UCPR Form 65, which is the approved form for this application. Form 65 includes both the motion and the affidavit required under the Rules.

Although clients are not required to pay a fee to file this motion, they will need to pay the fee the Sheriff requires in order to execute the writ. This fee will be calculated after they have answered the form questions. If the client has been granted a fee postponement or fee waiver, they cannot file this form online; rather they will have to file by post or at the registry.

Assuming the client's application is in order, the Registry will issue a Writ for Levy of Property and send it directly to the Sheriff with the information they need to seize the property.

Form process:

1. Form introduction displays
2. The Case details display
3. Select the filing parties
4. Select the judgment debtors
5. Enter the Writ details
6. Enter the information for sheriff
7. Print then sign the form in the presence of a witness
8. Attach the signed form and any other supporting documents
9. The *Forms awaiting payment* screen displays
10. Select the form and complete the payment
11. The form is submitted

Notice of Motion - Writ for Levy of Property

Introduction

* Mandatory field

The Notice of Motion Writ for Levy of Property is an application made after a court has awarded judgment in your favour, or your client's favour. You use this form to apply for an order that permits the Sheriff of New South Wales to seize and sell the debtor's personal property (excluding real estate) so that the proceeds of any sale can be paid towards the amount owing.

It is only possible online to nominate ONE address in New South Wales that the Sheriff should attend to seize property from the debtor. If the property you intend the Sheriff to seize is located at multiple addresses, you will need to file your motion by post, or over the counter at the Registry location where your judgment was issued.

Read more >

Things you need to know to file this form

You can either upload a completed PDF version of the form and submit it, or fill out all the answers online

Read more >

Filing options

How would you like to complete this form? *

Upload a completed version of this form

Fill out the answers online

Save Next

Need legal help?
Call Law Access NSW
on 1300 888 529

Notice of Payment

The client can file a Notice of Payment (UCPR 34) if they have paid the full amount identified as owing to the plaintiff in the Statement of Claim served on them. This includes interest, fees and legal costs. The client cannot file this form if that claim sought anything other than money, or if the plaintiff did not identify the amount of interest owing, or did not specify the dollar amount of costs to be paid.

If the client files a Notice of Payment, the plaintiff is unable to take any further action against them, unless the Court orders otherwise.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Notice of Payment as a PDF
3. Form submitted

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Notice of Payment (UCPR 34)

* Mandatory field

You can file a Notice of Payment (UCPR 34) if you have paid the full amount identified as owing to the plaintiff in the Statement of Claim served on you. This includes interest, fees and legal costs. You cannot file this form if that claim sought anything other than money from you, or if the plaintiff did not identify the amount of interest owing, or did not specify the dollar amount of costs to be paid.

If you file a Notice of Payment, the plaintiff is unable to take any further action against you, unless the Court orders otherwise.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Jane Murphy v Guido DiChristo

Proceeding title

Statement of Claim: Jane Murphy v Guido DiChristo

Case/Proceeding number

20160000082001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Guido DiChristo	Defendant 1

Save

Next

Notice to Plead Facts – Money Claims

A Notice to Plead Facts form (UCPR 16) is used by the defendant to request more details about the facts relating to money claims, outlined by the plaintiff in their Statement of Claim, in accordance with UCPR 14.12.

If the client has been served with a Statement of Claim asserting they owe specific dollar amounts, the Pleadings and Particulars section of the Statement of Claim will include rulings detailed in UCPR 14.12(1) to describe why the plaintiff believes they are owed money.

If the client requires more information to help file a defence, they may file the Notice to Plead Facts form (UCPR 16) within 28 days of receipt of the Statement of Claim.

Once the plaintiff receives the court-sealed Notice to Plead Facts (that the client will need to print and send to them), the plaintiff must serve them with an Amended Statement of Claim containing more facts about how the debt arose, and how the amounts they are seeking to recover were calculated.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Notice to Plead Facts as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Notice to Plead Facts - Money Claims (UCPR 16)

* Mandatory field

A Notice to Plead Facts form (UCPR 16) is used by the defendant to request more details about the facts relating to money claims, outlined by the plaintiff in their Statement of Claim, in accordance with [UCPR 14.12](#).

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court
Local Court - Civil - Sydney

Case title
Jane Murphy v Guido DiChristo

Proceeding title
Statement of Claim: Jane Murphy v Guido DiChristo

Case/Proceeding number	Proceeding type
20160000082001	Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Guido DiChristo	Defendant 1

[Save](#) [Next](#)

Plans

The Plans are the drawings and related documents that accompany the development application or modification application for which approval is sought.

The plans, drawings and specifications should be drawn with clarity to an appropriate scale shown on the drawings, and indicate a North point. All plans should be consistent with each other and must satisfy the requirements in Schedule A of the Practice Note – Class 1 Development Appeals or Practice Note – Class 1 Residential Development Appeals.

Form process:

4. Case details and Filing party details are displayed
5. Attach the signed Plans as a PDF
6. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Plans

* Mandatory field

The Plans are the drawings and related documents that accompany the development application or modification application for which approval is sought.

Your plans, drawings and specifications should be drawn with clarity to an appropriate scale shown on the drawings, and indicate a North point. All plans should be consistent with each other and must satisfy the requirements in Schedule A of the Practice Note – [Class 1 Development Appeals](#) or [Practice Note – Class 1 Residential Development Appeals](#).

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Lucas Vincent v Jude Tarnie

Proceeding title

Class 1: Lucas Vincent v Jude Tarnie

Case/Proceeding number

20160000567001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Lucas Vincent	Applicant 1

Save

Next

Points of Claim

The Points of Claim provides details of what an applicant says the legal and factual issues are that entitle the applicant to what is claimed in the summons.

In this document, the client needs to set out what law or laws they claim the respondent has breached, how the breach has occurred and by whom. Each issue should be separately identified and set out in numbered paragraphs.

The client must also clearly and separately set out the facts that you claim demonstrate a breach of the law. Sometimes these facts are called 'particulars' to issues that have been identified, that is to say, further factual information that particularises a legal issue identified in the Points of Claim.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Points of Claim as a PDF
3. Form submitted

 Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

Points of Claim

* Mandatory field

The Points of Claim provides details of what an applicant says the legal and factual issues are that entitle the applicant to what is claimed in the summons.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Renee DiCristo v Fiona Wong

Proceeding title

Class 3: Renee DiCristo v Fiona Wong

Case/Proceeding number

201600002357001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Renee DiCristo	Applicant 1

Save

Next

Points of Defence

Points of Defence is a document that responds, or provides an answer, to the Points of Claim.

In this document, it is usual to respond to each claim detailed in separate paragraphs. If the Points of Defence 'admits' a claim, this means the respondent agrees with what is claimed in a specific paragraph. If the Points of Defence 'denies' a claim, this means that the respondent does not agree with what is claimed in a specific paragraph.

In the Points of Defence, the client can also include legal issues that they claim demonstrate they are not responsible for any breaches of the law or that the applicant is not entitled to what they are seeking in their summons.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Points of Defence as a PDF
3. Form submitted

 Need legal help?
Call LawAccess NSW on 1300 888 529

Points of Defence

* Mandatory field

Points of Defence is a document that responds, or provides an answer, to the Points of Claim.

In this document, it is usual to respond to each claim detailed in separate paragraphs. If the Points of Defence 'admits' a claim, this means the respondent agrees with what is claimed in a specific paragraph. If the Points of Defence 'denies' a claim, this means that the respondent does not agree with what is claimed in a specific paragraph.

In your Points of Defence, you can also include legal issues that you claim demonstrate that you are not responsible for any breaches of the law or that the applicant is not entitled to what they are seeking in their summons.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Renee DiCristo v Fiona Wong

Proceeding title

Class 3: Renee DiCristo v Fiona Wong

Case/Proceeding number

201600002357001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Fiona Wong	Respondent 1

Save

Next

Proposed/Draft Conditions of Consent

The Proposed or Draft Conditions of Consent are the conditions prepared by either or both parties that they say should attach to the granting of development consent. The document uploaded must be in a PDF format converted directly from the .docx or .rtf file, without any headers or footers.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Proposed/Draft Conditions of Consent as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Proposed/Draft Conditions of Consent

* Mandatory field

The Proposed or Draft Conditions of Consent are the conditions prepared by either or both parties that they say should attach to the granting of development consent. The document uploaded must be in a PDF format converted directly from the .docx or .rtf file, without any headers or footers.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

Henry Bates v Jake Hendricks

Proceeding title

Class 1: Henry Bates v Jake Hendricks

Case/Proceeding number

201600002250001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Henry Bates	Applicant 1

Save

Next

Registration of Certificate of Judgment or Order

The client would complete this form when they need to register a determination of an Australian court, Tribunal, Cost Assessor or Adjudicator in any of the Supreme, District or Local Courts.

After the client registers the certificate, judgment or order, they can take the appropriate steps in their chosen court to enforce their entitlements under the original determination (e.g. they can file a writ for levy of property).

If the client is filing a costs assessor's certificate, or an adjudication certificate under the Building and Construction Industry Security of Payment Act 1999, the affidavit must state whether any costs have been paid, or any part of the debt has been recovered. The client can attach their pre-prepared affidavit (UCPR Form 40) at the end of the online form.

Note: If the client has been granted a postponement or fee waiver, they cannot file this form online. They will have to file by post or at the registry.

Form process:

1. Form introduction displays
2. Complete the Case details screen
3. Complete the plaintiff's details
4. The legal representatives details display
5. Complete the defendant's details
6. View, print and sign the form
7. Upload a signed PDF copy of the form
8. The *Forms awaiting payment* screen displays
9. Select the form and complete the payment
10. The form is submitted

Registration of Certificate of Judgment or Order (UCPR 45)

- Introduction
- Case details
- Plaintiffs
- Legal representative
- Defendants

Introduction

*** Mandatory field**

A Registration of Certificate of Judgment or Order form (UCPR form 45) is used to register a judgment or order of an Australian court, tribunal, or costs assessor, in the NSW Supreme, District or Local Court. After you register the certificate from the other court, tribunal or costs assessor, the judgment or order can be enforced in the NSW court in which the certificate was registered.

 If you need help, watch this [video](#) which shows you how to fill out the form.

Things you need to know to file this form

You will be asked some basic questions about the form and will need to enter party details

[Read more »](#)

Your reference (optional)

[Save](#) [Next](#)

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Reply

If the matter is proceeding within the Local Court, the client may only file this form after the Court has given leave to file a reply to a defence. If they intend to file a Reply (UCPR 8), it must be served within 14 days of service of the Defence.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Scott Schedule as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Reply (UCPR 8)

* Mandatory field

If your matter is proceeding within the Local Court, you may only file this form after the Court has given leave to file a reply to a defence. If you intend to file a Reply (UCPR 8), it must be served within 14 days of service of the Defence.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Jones Jennifer v Julian Gaston

Proceeding title

Statement of Claim: Jones Jennifer v Julian Gaston

Case/Proceeding number

20160000080001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Jones Jennifer	Plaintiff 1

Save

Next

Request Copy of Judgment or Order

The purpose of the Request for Copy of Judgment or Order document is to provide the client (upon a fee being paid), a sealed copy of any Judgment or Order that has been entered in the proceedings. A sealed copy of a Judgment or Order accurately sets out the terms of the Judgment or Order. This form is commonly used to register a debt interstate.

When a Request for Copy of Judgment or Order form is filed online, the client will automatically receive the sealed copy of the judgment or order by email.

The Request Copy of Judgment or Order form can also be filed online for matters in the Court of Appeal.

Form process:

1. Case details and Filing parties details display
2. Select details of Judgment or order
3. Check the details that have been provided
4. Form submitted

 Need legal help?
Call Law Access NSW
on 1300 888 529

Request for Copy of Judgment or Order

* Mandatory field

You can use this form to request an official, sealed copy of any judgment or order made by the court. Once you click Next, the filing fee will be displayed and you will be prompted to pay by credit card (AMEX, Visa, Mastercard and Diners Club) or debit card (Visa or Mastercard).

Case details

Court

Local Court - Civil - Sydney

Case title

Bob Marleyson v Abi Abel

Proceeding title

Statement of Claim: Bob Marleyson v Abi Abel

Case/Proceeding number

201300000375001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Abi Abel	Defendant 1
<input type="checkbox"/>	Jo Sam	Defendant 2

Details of judgment or order

Select the judgment(s) or order(s) of which you would like a copy *

Date	Judgment or order
<input checked="" type="radio"/> 17 Jan 2014	Acknowledgment of liquidated claim \$10100.00 - Judgment amount: \$10,100.00



Save

Next

Response to Requisition

This form is used to provide the Court with additional information that is required to determine the application.

The Court will send the client a Requisition if there is insufficient or incorrect information in previously filed documents that prevents it from determining the application. For example, the document originally filed might be missing some key information, or it might contain what appears to be a significant accidental error.

To help the Court direct the Response to the right person, the client should include the Requisition as the first page of the document they upload to this form.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Section 34 Agreement as a PDF
3. Form submitted

 Need legal help?
Call LawAccess NSW on 1300 888 529

Response to Requisition

* Mandatory field

This form is used to provide the Court with additional information that is required to determine your application.

The Court will send you a Requisition if there is insufficient or incorrect information in previously filed documents that prevents it from determining your application. For example, the document you originally filed might be missing some key information, or it might contain what appears to be a significant accidental error.

To help the Court direct the Response to the right person, you should include the Requisition as the first page of the document you upload to this form.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more >](#)

Case details

Court
Supreme Court Civil

Case title
James Riley v Kate Larkins

Proceeding title
Statement of Claim: James Riley v Kate Larkins

Case/Proceeding number	Proceeding type
201600002381001	Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Riley	Plaintiff 1

Save

Next

Scott Schedule

A Scott Schedule (UCPR 13) is used in proceedings relating to building, technical or other matters where there are several items of a claim in dispute as to liability or amount.

This document may be prepared and filed by the party making the claim, in accordance with UCPR.15.2 to expedite proceedings. The Court may also order the plaintiff to file and serve a Scott Schedule.

In response, the party being served must also complete and file the Schedule providing answers to each item number and any amount conceded if appropriate.

Form process:

1. Case details and Filing parties details display
2. Click Next
3. Attach the signed form
4. Click Submit

 Need legal help?
Call LawAccess NSW on 1300 888 529

Scott Schedule (UCPR 13)

* Mandatory field

A Scott Schedule (UCPR 13) is used in proceedings relating to building, technical or other matters where there are several items of a claim in dispute as to liability or amount.

[Read more »](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Local Court - Civil - Sydney

Case title

Angela Agostini v Philippa Giannino

Proceeding title

Statement of Claim: Angela Agostini v Philippa Giannino

Case/Proceeding number

20160000083001

Proceeding type

Claim

Your reference (optional)



Filing parties

Select who this form is being filed for: *

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Philippa Giannino	Defendant 1

Save

Next

Section 34 Agreement

A Section 34 Agreement is a document signed by both parties setting out in writing the agreement reached by them at or after a conciliation conference held under section 34 or section 34AA of the Land and Environment Court Act 1979.

The client should only file this document if it has been signed by each party to the proceedings or their legal representative (if they are represented). It must also include any annexures or attachments referred to in the agreement.

If any of the annexures or attachments are proposed conditions of development consent, they will need to file these separately on the Online Registry website. The proposed conditions must be in a PDF format converted directly from the .docx or .rtf file.

Form process:

4. Case details and Filing party details are displayed
5. Attach the signed Section 34 Agreement as a PDF
6. Form submitted

 Need legal help?
Call LawAccess NSW on 1300 888 529

Section 34 Agreement

* Mandatory field

A Section 34 Agreement is a document signed by both parties setting out in writing the agreement reached by them at or after a conciliation conference held under section 34 or section 34AA of the Land and Environment Court Act 1979.

You should only file this document if it has been signed by each party to the proceedings or their legal representative (if they are represented). It must also include any annexures or attachments referred to in the agreement.

If any of the annexures or attachments are proposed conditions of development consent, you will need to file these separately on the Online Registry website. The proposed conditions must be in a PDF format converted directly from the .docx or .rtf file.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

James Tudor v Sutherland Shire Council

Proceeding title

Class 1: James Tudor v Sutherland Shire Council

Case/Proceeding number

201600000715001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Statement of Claim (Local Court, District Court & Supreme Court)

A Statement of Claim is an originating process that the client can file to commence a civil court case. This form can be used whether the Statement of Claim requires a listing or not.

If the matter requires a listing date and time, this will automatically be assigned to the case once the online payment is received.

If the client is representing themselves, it is highly recommended that they seek independent legal advice about whether their specific legal problem can be addressed by filing a Statement of Claim and commencing a court action, and also the court in which they should commence their case in.

Form overview

Where the claim is for money, there are two ways the client can file a Statement of Claim using the Online Registry:

1. One option is to answer some introductory questions and upload an already completed form (attach form)
2. The other is to answer all the form questions online, print off the version the client has created, collect the appropriate signatures, and then upload a digital copy of this signed form (generate the form)

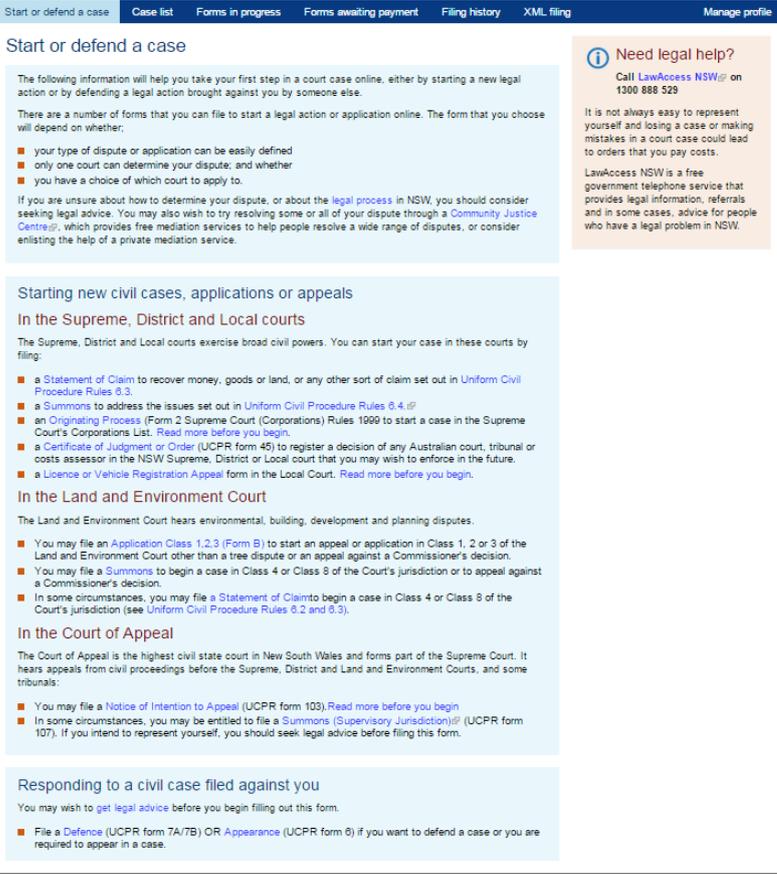
Where the claim is for damages, possession, possession and money or detention of goods (when those options are available), the client must already have prepared a document that is consistent with UCPR Form 3A (if they are a lawyer) or Form 3B (if they are representing themselves). The client will be required to answer some introductory questions and upload an already completed form (attach form).

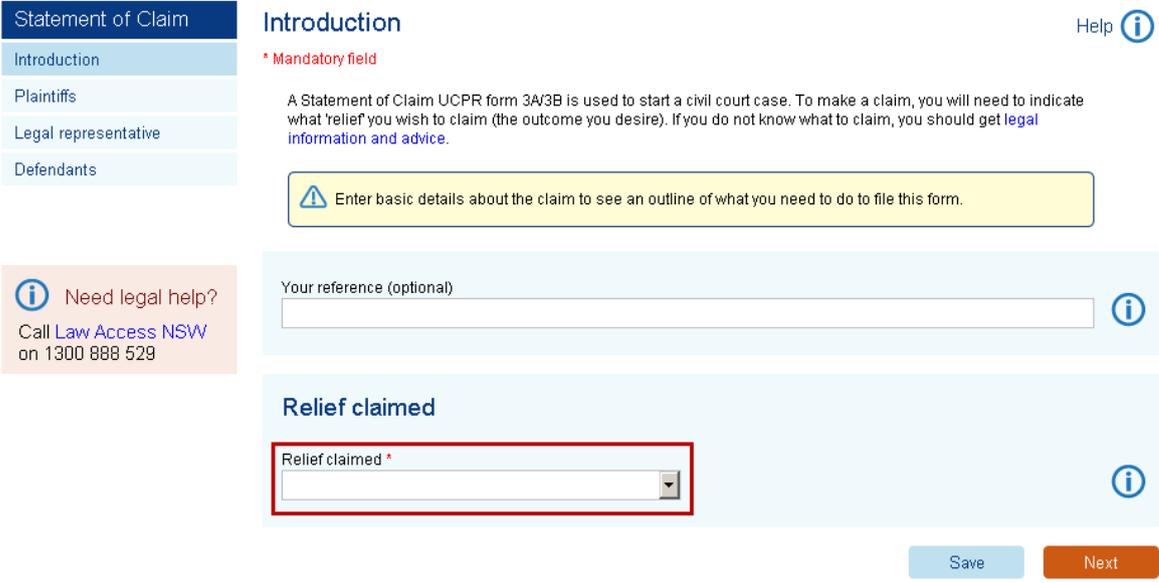
This form will need to be formally served upon (given to) the defendant. The user can select *Served by plaintiff* to make their own arrangements for the Statement of Claim to be served. Or they can select *Posted by the registry* if they want the court to post the documents to the defendant. The *Posted by the registry* option will have a fee associated with it and the date of service by the registry is deemed to be 5 working days after the day the form was filed.

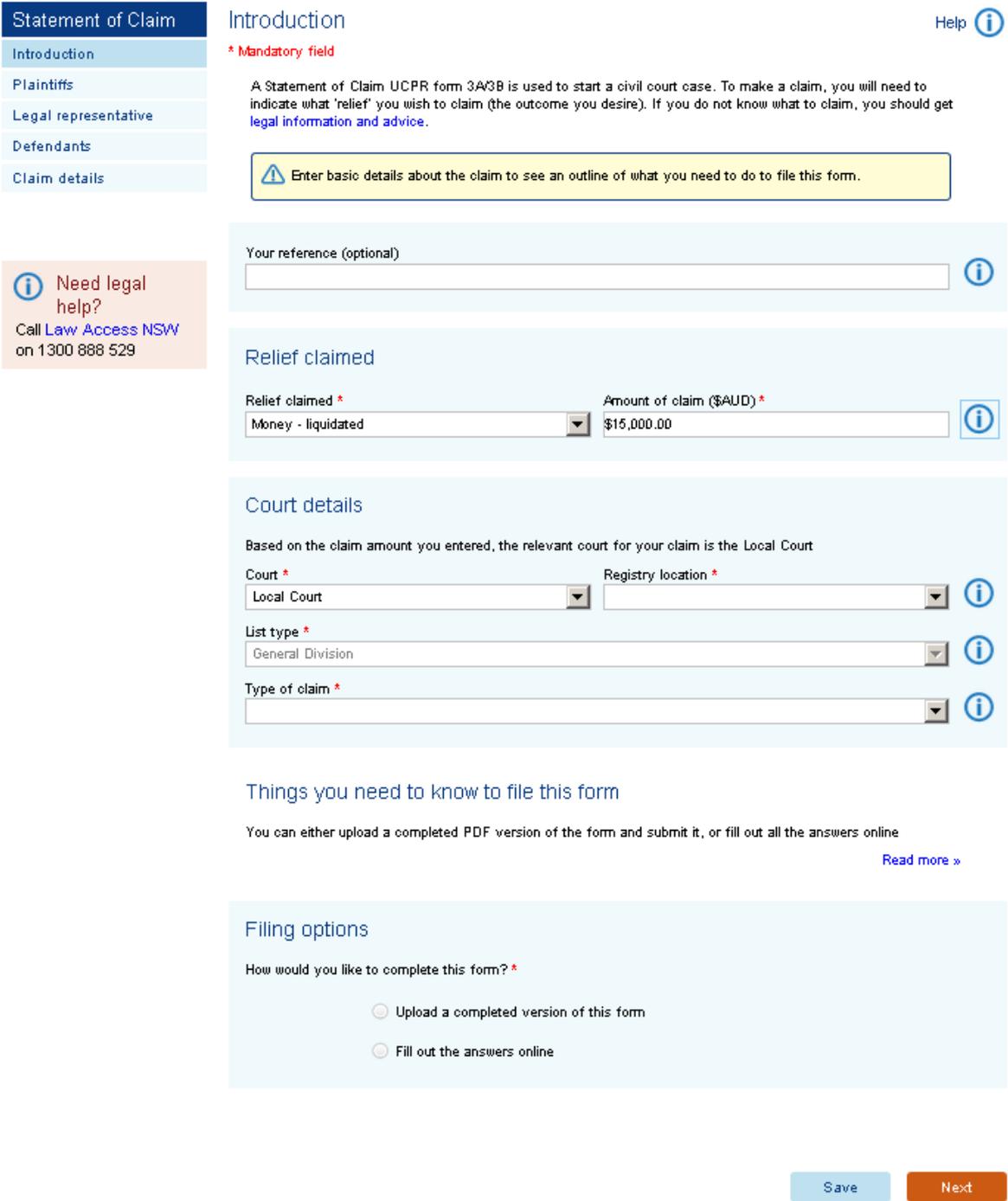
Statement of Claim – In Detail

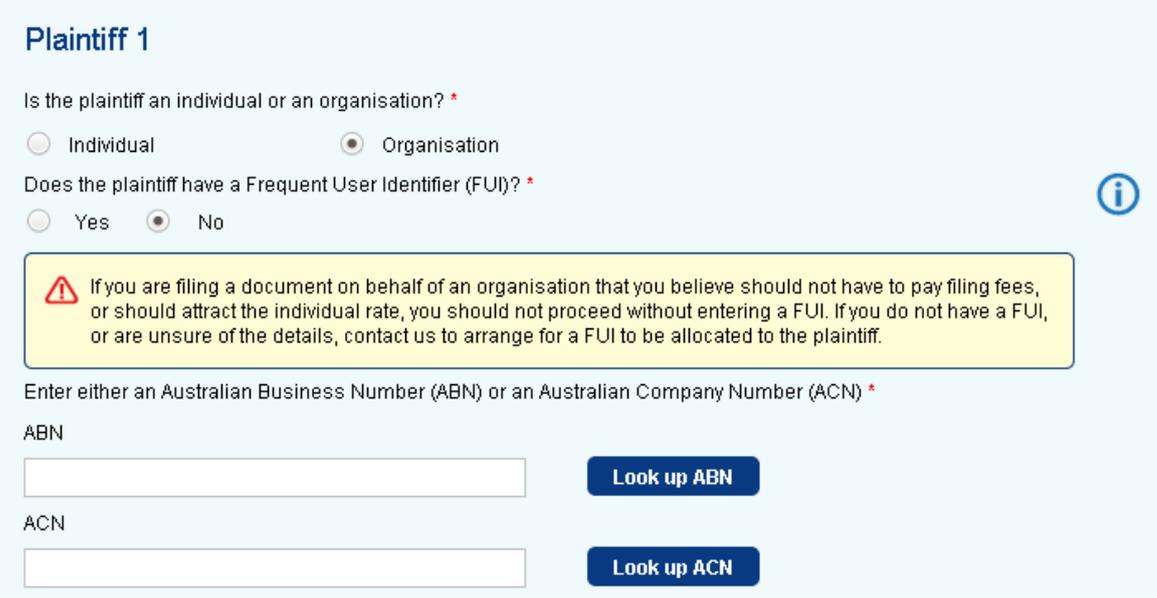
The following process is documented from an external user perspective for lodging a Statement of Claim via the NSW Online Registry.

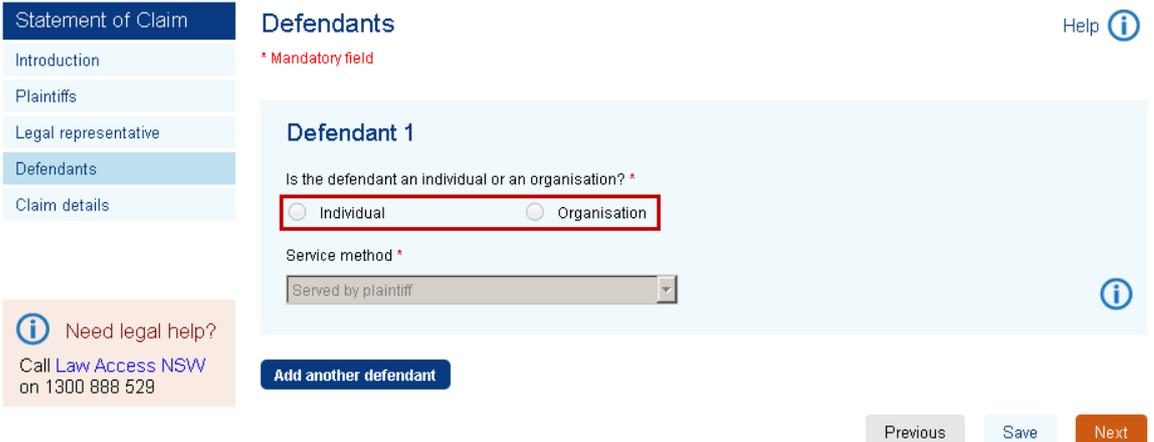
Note: These screens are being updated and may appear different to those documented in this guide.

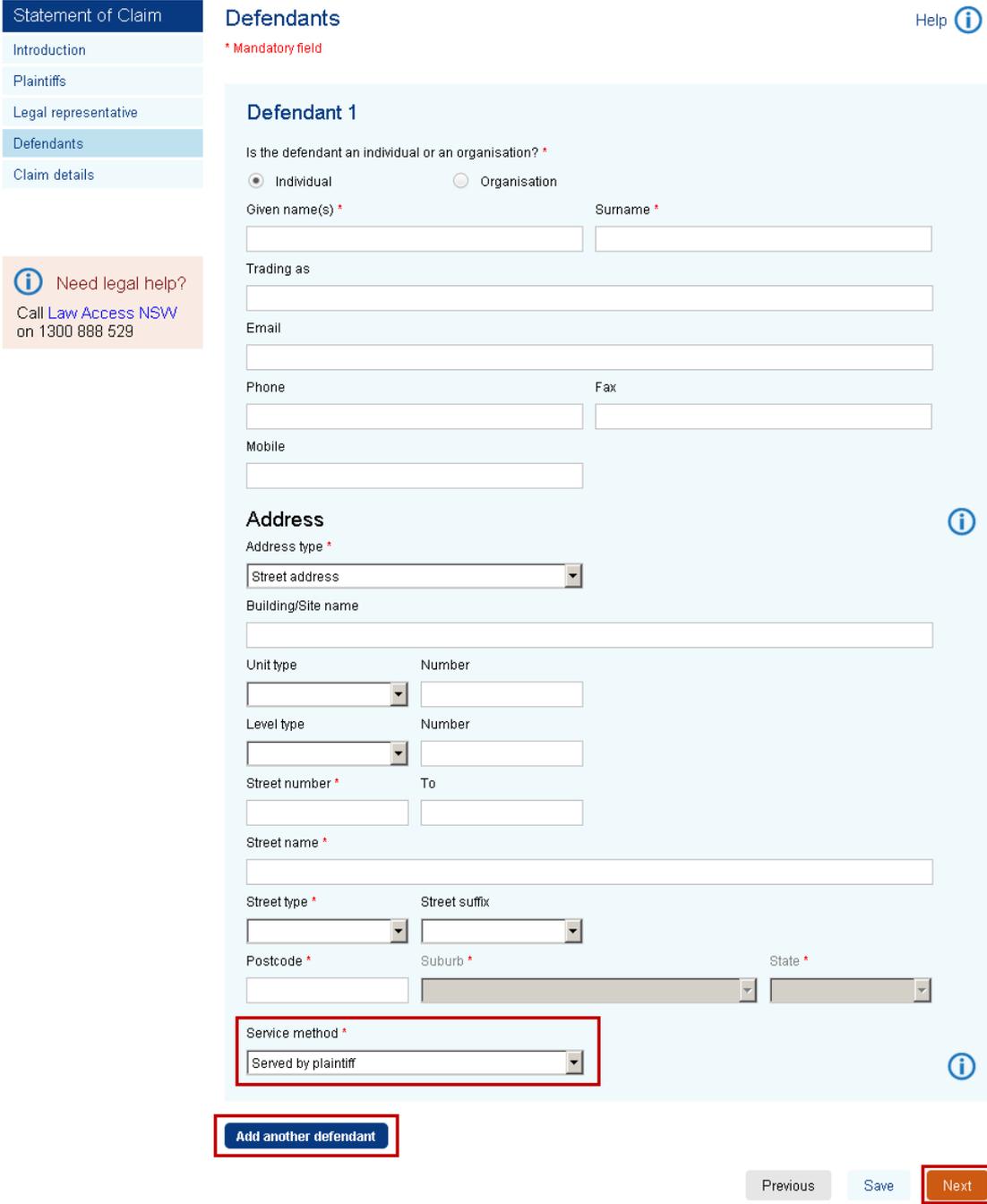
Step	Action
2	<p>Login to the NSW Online Registry</p> <p>The <i>Case list</i> screen displays</p> <p>The Statement of Claim is a Primary form in that it starts a case. Click the Start or defend a case menu.</p> 
	<p>If someone else has started the case, or you filed the Statement of Claim at the registry or by post, you will first need to Add a case to your profile before you are able to view the case details, or submit secondary forms against the case on the NSW Online Registry.</p>
3	<p>The <i>Start or defend a case</i> screen displays</p> <p>Click Statement of Claim</p> 

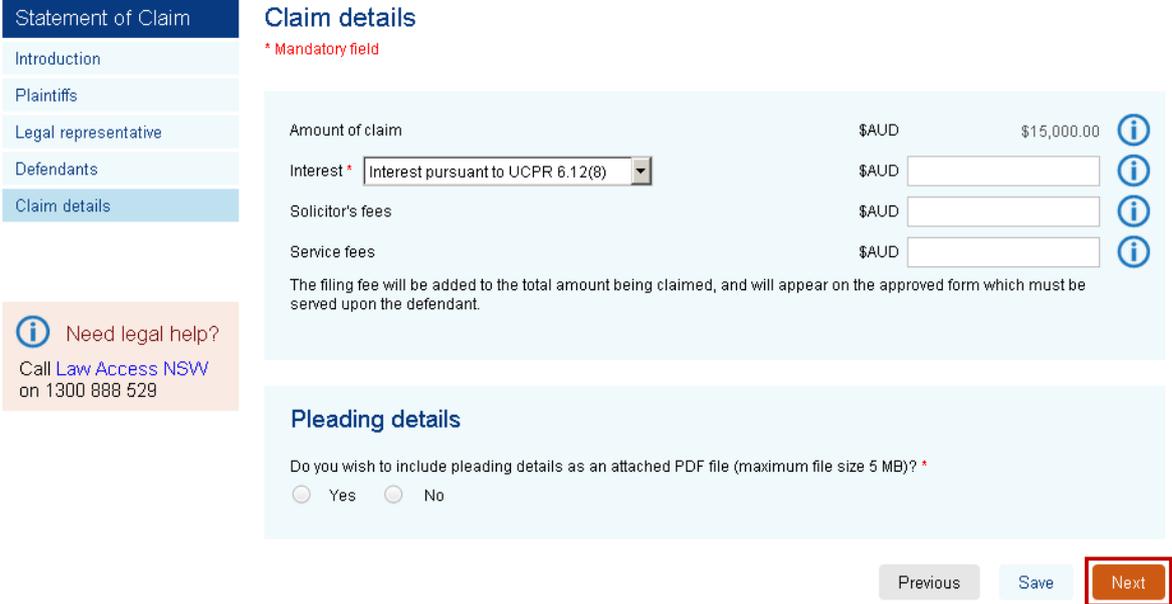
Step	Action
4	<p>The <i>Introduction</i> section displays</p> <p>Help is available via the help icon  for each section of the form</p> <p>Select the Relief claimed from the drop down list</p> 
	<p>Fields will only display if a response to a question prompts additional information. Different situations could result in different fields displaying, such as:</p> <p>If the relief claim is entered as:</p> <ul style="list-style-type: none"> • motor vehicle AND • the amount of claim is less than 10,000AND • the registry is selected as the Sydney civil court registry then: <p>the List type 'Small Claims Division (Motor Vehicle)' will be available, and the following claim types will be available from the list:</p> <ul style="list-style-type: none"> • NOC095 Torts - Negligence - Motor Vehicle Accident • NOC133 Torts - Negligence - Motor Vehicle Accident - Driver • NOC134 Torts - Negligence - Motor Vehicle Accident - Write Off • NOC135 Torts - Negligence - Motor Vehicle Accident - Vicarious Liability

Step	Action
5	<p>Court details display below</p> <p>Enter the Court details then select a Filing option.</p> <p>Where applicable, some forms will have an option to attach a previously generated form or generate the form by answering all questions online (attach versus generate form).</p> <p>Click Next</p>  <p>Statement of Claim Introduction Help </p> <p>Introduction * Mandatory field</p> <p>A Statement of Claim UCPR form 3A/3B is used to start a civil court case. To make a claim, you will need to indicate what 'relief' you wish to claim (the outcome you desire). If you do not know what to claim, you should get legal information and advice.</p> <p> Enter basic details about the claim to see an outline of what you need to do to file this form.</p> <p>Your reference (optional) </p> <p>Relief claimed</p> <p>Relief claimed * Amount of claim (\$AUD) *</p> <p>Money - liquidated \$15,000.00 </p> <p>Court details</p> <p>Based on the claim amount you entered, the relevant court for your claim is the Local Court</p> <p>Court * Registry location *</p> <p>Local Court </p> <p>List type * <p>General Division </p> <p>Type of claim * </p> <p>Things you need to know to file this form</p> <p>You can either upload a completed PDF version of the form and submit it, or fill out all the answers online Read more »</p> <p>Filing options</p> <p>How would you like to complete this form? *</p> <p><input type="radio"/> Upload a completed version of this form</p> <p><input type="radio"/> Fill out the answers online</p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Next"/></p> </p>

Step	Action
6	<p>The <i>Plaintiffs</i> screen displays</p> <p>Select Individual or Organisation</p> <p>Different fields will display depending on the option you select</p> <p>Complete all fields then click Next</p> 
	<p>If you select an Organisation, you will need to enter a Frequent User ID (FUI). If you do not know your FUI, select the Look up ABN or Look up ACN buttons.</p> 
	<p>If the street type is not listed, enter the street number and name into the building/site name field. This eliminates the need to select from the Street Type drop down list.</p> <p>The options in the suburb drop down list become active after a postcode is entered. You may have to click on the drop down arrow twice to trigger this list to appear.</p> <p>Support requirements refer to items that may provide assistance to clients attending court, for example wheel chair access.</p>

Step	Action
7	<p>If you have logged into the NSW Online Registry as a legal representative, the <i>Legal Representative</i> screen will display your PCN details.</p> <p>Note: This screen may appear differently for barristers or authorised officers. This section will not be displayed for unrepresented Litigants.</p> <p>Click Next</p> 
8	<p>The <i>Defendants</i> screen displays</p> <p>Select Individual or Organisation</p> <p>Different fields will display depending on the option you select</p> 

Step	Action
9	<p>Complete all mandatory fields marked with a red star *</p> <p>If there is more than one defendant, click Add another defendant. If additional defendants are added by accident, you will need to remove the additional defendant or a validation error will occur.</p> <p>The service method will default to show only the options available for that jurisdiction. Select the option that is appropriate to your situation.</p> <p>Click Next</p> <p>Note: The defendant screen shown displays fields for an individual defendant.</p> 

Step	Action
	<p>You cannot issue a Statement of Claim, Summons or Registration of Certificate of Judgment or Order to a PO Box address. You must select a street or other address.</p>
<p>10</p>	<p>The <i>Claim details</i> screen displays</p> <p>The amount of claim will be pre-filled from the amount entered at the start of the form.</p> <p>Enter the Interest, Solicitor's fees and Service fees as applicable. If the claim was under \$1000, the interest will be 0.</p> <p>Select Yes or No to include pleading details as an attachment. If you select Yes, you will be prompted to attach these on the next screen. If you select No, you will be prompted to enter this information into a text field.</p> <p>Click Next</p>  <p>Statement of Claim Claim details * Mandatory field</p> <p>Introduction Plaintiffs Legal representative Defendants Claim details</p> <p>Amount of claim \$AUD \$15,000.00 ⓘ</p> <p>Interest * Interest pursuant to UCPR 6.12(8) \$AUD ⓘ</p> <p>Solicitor's fees \$AUD ⓘ</p> <p>Service fees \$AUD ⓘ</p> <p>The filing fee will be added to the total amount being claimed, and will appear on the approved form which must be served upon the defendant.</p> <p>Pleading details</p> <p>Do you wish to include pleading details as an attached PDF file (maximum file size 5 MB)? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Previous Save Next</p> <p></p>
	<p>The interest amount cannot be left blank. If required, an amount of \$0 can be entered.</p>

Step	Action
	<p>The <i>Attach any supporting documents</i> screen displays if you selected to upload your form as an attachment. This does not apply for forms generated online.</p> <p>You can use this screen to attach documents (up to a total of 5MB per attachment, for up to 5 attachments) to support the Statement of Claim, including the pleading details (documents must be in PDF format).</p> <p>Click Attach</p> <p>Attach any supporting documents</p> 
	<p>The PDF file name cannot contain any special characters such as '&' or '+' as this will cause the lodgement to fail.</p>

Step	Action																																																																													
11	<p>You will automatically be directed to the <i>Forms awaiting payment</i> screen. From here, you can complete the following actions:</p> <ul style="list-style-type: none"> • Preview the form as a PDF  • Edit the form  • Delete the form  <p>Select the form or forms (up to 100 can be selected at once) and click Next to pay for the form(s) and submit them to the Court.</p> <p>Forms awaiting payment</p> <p>The forms listed below are ready to be filed with the court. Select the forms you want to file now.</p> <p>Select all</p> <table border="1" data-bbox="264 784 1441 1317"> <thead> <tr> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Form prepared by</th> <th>Your ref</th> <th>Fees (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Notice of Motions (Chambers) (e-Services)</td> <td>2013/00016529-001</td> <td>Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services</td> <td>Parker, Gary</td> <td></td> <td>\$76.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services)</td> <td></td> <td>Girl</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Anderson</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>black</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Miller</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services) </td> <td></td> <td>Boy</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim </td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Statement of Claim</td> <td></td> <td>Hudson</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td colspan="5" style="text-align: right;">Total (including GST):</td> <td>\$217.00</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">File more forms Next</p>	Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action	<input type="checkbox"/> Notice of Motions (Chambers) (e-Services)	2013/00016529-001	Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services	Parker, Gary		\$76.00		<input type="checkbox"/> Statement of Claim (e-Services)		Girl	Parker, Gary		\$217.00		<input type="checkbox"/> Statement of Claim		Anderson	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		black	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		Miller	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim (e-Services) 		Boy	Parker, Gary		\$217.00		<input type="checkbox"/> Statement of Claim 		koala	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		koala	Parker, Gary		\$88.00		<input checked="" type="checkbox"/> Statement of Claim		Hudson	Parker, Gary		\$217.00		Total (including GST):					\$217.00	
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	<p>Refer to the Payments section in this user guide for more information on form payments. Forms are not submitted to the Court until payment has been made.</p> <p>There is no time limit on how long forms can stay in the Forms awaiting payment screen, however rules and timeframes on submitting forms need to be considered when paying for forms or errors could occur (and the user may need to edit or redo the form).</p>																																																																													

Statement of Claim (Land and Environment Court)

A Statement of Claim (UCPR form 3A/3B) is used to start a claim in Class 4 or 8 of the Land and Environment Court.

To start the case by filing a statement of claim, the client will need to take two steps.

1. First, answer some questions about the type of claim and the relevant parties to the case.
2. Second, upload a completed and signed PDF file of the statement of claim form.

To answer the questions about the type of case, the client will need to know what class they are starting the case in and what legislation they are relying on. If they do not know these details, they should seek legal advice or information.

Form process:

1. Enter the claim type and nature of the claim
2. Enter the Applicant's details
3. Confirm the Legal practitioner details or enter a contact solicitor
4. Enter the respondent's details
5. Enter the property details including the Lot number, DP or SP number (where relevant)
6. Attach the signed Statement of Claim as a PDF
7. Optional – attach an affidavit and any other supporting documents
8. Complete payment
9. Form submitted

Statement of Claim (UCPR form 3A/3B)

Introduction

Applicants

Legal representative

Respondents

Property details

Introduction

* Mandatory field

A Statement of Claim (UCPR form 3A/3B) is used to start a claim in Class 4 or 8 of the Land and Environment Court.

To start your case by filing a statement of claim, you will need to take two steps. First, you need to answer some questions about the type of claim and the relevant parties to the case. Second, upload a completed and signed PDF file of the statement of claim form.

To answer the questions about the type of case, you will need to know what class you are starting the case in and what legislation you are relying on. If you do not know these details, you should seek [legal advice or information](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form. [Read more »](#)

Need legal help?
Call [LawAccess NSW](#) on 1300 888 529

Your reference (optional)

Claim type

What type of claim are you lodging? *

Nature of claim *

Details of claim

Act or instrument under which the proceedings are brought

Save Next

Statement of Cross Claim

A Statement of Cross Claim (Form 9) is filed when a defendant in an existing case takes action against the plaintiff(s) in the original claim, or against an entirely new party. If the Cross Claim is made against an entirely new party, any relief claimed must be for an action related to or connected with the plaintiff's claim.

Like a Statement of Claim, a Statement of Cross Claim has to fully set out in the pleadings the details of the Cross Claim, in accordance with the Rules. See UCPR Part 9 and Part 14.

If the Cross Claim being filed introduces an entirely new party into the case as a Cross Defendant the client should be particularly aware of the requirements of UCPR 9.7, which sets out the documents they need to serve on the new Cross Defendant.

A Cross Claim must be filed into the same Court as that in which the original Statement of Claim was filed. If that court has a monetary limit, and the amount claimed in the Cross Claim exceeds that limit, the client must first obtain an order to transfer the case to a higher court that has a higher limit. They can seek this order by filing a Summons (Form 4) in the higher court.

Local Court litigants should be aware that if they file a Cross Claim in a Small Claims Division matter for more than \$10,000 then the matter will be automatically transferred to the General Division. Such a transfer will have costs, evidentiary and fee ramifications.

Statement of Cross Claim
Introduction
Cross claimants
Cross defendants

Introduction

* Mandatory field

A Statement of Cross Claim ([UCPR Form 9](#)) is filed when a defendant in an existing case takes action against the plaintiff(s) in the original claim, or against an entirely new party. If the Cross Claim is made against an entirely new party, any relief claimed must be for an action related to, or connected with, the plaintiff's claim.

[Read more >](#)

 If the Court into which you are filing this Statement of Cross Claim has a monetary limit and the amount in the Cross Claim exceeds that limit, you must first obtain an order to transfer the case to a higher court, that has a higher limit. You can seek this order by filing a Summons ([UCPR Form 4](#)) in the higher court.

 Select the type of relief relevant to this cross-claim to see an outline of what you need to do to file this form.

 Need legal help?
Call [Law Access NSW](#)
on 1300 888 529

Case details

Court

Local Court - Civil - Sydney

Case title

BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Proceeding title

Statement of Claim: BIDVEST AUSTRALIA LIMITED (ACN: 000 228 231) v Michelle Leanne ASBURY

Case/Proceeding number

201200002554001

Proceeding type

Claim

Your reference (optional)



Relief claimed

Help 

Relief claimed *

Save

Next

Statement of Facts

A Statement of Facts is a statement which outlines all the relevant facts in proceedings.

It must include the essential background facts relating to the site, the actions of the parties prior to the proceedings and any other facts relevant to the issues in the proceedings.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Statement of Facts as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Statement of Facts

* Mandatory field

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It must include the essential background facts relating to the site, the actions of the parties prior to the proceedings and any other facts relevant to the issues in the proceedings.

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

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Proceeding title

Class 1: James Tudor v Sutherland Shire Council

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Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Statement of Facts and Contentions

The Statement of Facts and Contentions is a statement that sets out the facts that are relevant to the proceedings, as well as the contentions that the client is seeking to raise as issues in the proceedings.

The Statement of Facts and Contentions is divided into two parts – Part A and Part B. In Part A, titled 'Facts', the statement will need to outline the facts that are relevant to the proceedings. The client can find the precise headings and matters to be addressed in Part A Facts in the Practice Note governing the proceedings. In Part B, titled 'Contentions', the statement will need to identify each fact, matter and circumstance that may cause the Court to uphold or dismiss the appeal.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Statement of Facts and Contentions as a PDF
3. Form submitted

 **Need legal help?**
Call **LawAccess NSW** on 1300 888 529

Statement of Facts and Contentions

* Mandatory field

The Statement of Facts and Contentions is a statement that sets out the facts that are relevant to the proceedings, as well as the contentions that you are seeking to raise as issues in the proceedings.

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[« Read less](#)

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[Read more »](#)

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<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Statement of Facts and Contentions in Reply

This form gives the client the opportunity to set out objections they may have regarding specific facts or contentions made by the opposing party.

The client should only make reference to those facts or contentions with which they disagree. Their reply should not repeat issues that are not in dispute.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Statement of Facts and Contentions in Reply as a PDF
3. Form submitted

 **Need legal help?**
Call [LawAccess NSW](#) on 1300 888 529

Statement of Facts and Contentions in Reply

* Mandatory field

This form gives you the opportunity to set out objections that you may have regarding specific facts or contentions made by the opposing party.

You should only make reference to those facts or contentions with which you disagree. Your reply should not repeat issues that are not in dispute.

[« Read less](#)

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[Read more »](#)

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Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Statement of Particulars

A Statement of Particulars sets out the comprehensive details of each element of each claim that has been made in the case by the filing party.

It is usually filed in response to a request for particulars or by order of the Court.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Statement of Particulars as a PDF
3. Form submitted



Need legal help?

Call [LawAccess NSW](#) on 1300 888 529

Statement of Particulars

* Mandatory field

A Statement of Particulars sets out the comprehensive details of each element of each claim that has been made in the case by the filing party.

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[Read more »](#)

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Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Subpoenas

There are three types of subpoenas, Produce, Give Evidence and Produce.

- A subpoena to give evidence and produce, orders a person to attend court to give evidence and produce any document or item as directed by the subpoena
- A subpoena to give evidence, orders a person to attend court to give evidence in a matter
- A subpoena to produce, requires a person or authorised person to produce any document or item as directed by the subpoena

When access to subpoenaed documents will not be granted

- the Court has made an order the subpoena should not have been issued
- there is a rule stating a subpoena not be issued
- the subpoena is not to be issued without leave of the Court and that leave has not been given

In addition, access to subpoenaed documents will not be granted if the client sought the production of a document or thing in the custody of the Court where their matter is being heard, or another court.

Subpoena – Evidence

A solicitor who wishes to issue a subpoena to attend to give evidence may do so by lodging a subpoena online (UCPR form 25).

The client must ensure the subpoena is issued for the correct hearing date. If they are unsure, they may wish to check the Listing tab for the case, or contact the appropriate registry.

Subpoena to Produce Items at Hearing

A Subpoena to Produce Items at Hearing (UCPR 26A) is used to request a person to bring certain documents or items to a court hearing. If the client needs access to documents or items before to the hearing, they should use the other version of online form 26A: Subpoena to Produce Items before Hearing.

After answering some brief questions, the client will need to upload a completed version of UCPR form 26A. This completed form should state the hearing date, time, place and the last date for service of the subpoena.

Subpoena to Produce Items before Hearing

A Subpoena to Produce Items before Hearing (UCPR 26A) is used to request a person to bring certain documents or items before the hearing. The subpoena will be listed in court so that appropriate access orders can be made. If the client wishes to access documents or items at the hearing, they should use the other version of online form 26A: Subpoena to Produce Items at Hearing.

After answering some brief questions, the client will need to upload a completed version of UCPR form 26A. This completed form should state the listing date, time, place and the last date for service of the subpoena.

Note to staff: This will create a 'draft' court item in JusticeLink

Subpoena form process

1. Select the appropriate Subpoena type from the form selection list (in the pop up window)
2. Select the checkbox to confirm the subpoenaed document being uploaded is completed correctly (not required for all subpoena types)
3. Case details and Filing parties details display
4. Enter the Subpoena recipient then click Next
5. Select the Proposed access order and listing details (not required for all subpoena types)
6. Upload the signed attachment
7. Check the details provided to the Court
8. Option to fill out another subpoena for the same case, or to continue to payment
9. When all subpoenas have been entered, complete payment
10. Forms submitted.

 Need legal help?
Call [Law Access NSW](#) on
1300 888 529

Subpoena

* Mandatory field

A solicitor who wishes to issue a subpoena to attend to give evidence may do so by lodging a subpoena online (UCPR form 25).

You must ensure the subpoena is issued for the correct hearing date. If you are unsure, you may wish to check the Listing tab for the case, or contact the appropriate registry.

By selecting the checkbox, you confirm the subpoenaed document you will be uploading is completed correctly. You must ensure the 'date, time, place' and 'last day for service' sections are accurate. *

Case details

Court

Supreme Court Civil

Case title

Anthony Simon Bell v Johnson & Johnson Pacific Pty limited

Proceeding title

Statement of Cross Claim 001: Johnson & Johnson Pacific Pty limited v Abell Electrical Industries Pty Limited

Case/Proceeding number

201200001871002

Proceeding type

Cross Claim

Your reference (optional)



Filing party

This form is being filed for:

Filing party

Johnson & Johnson Pacific Pty limited

Subpoena recipient *



Save

Next

Summons (Local Court, District Court, Supreme Court)

In general terms, this rule (UCPR 64) outlines when a client might consider filing a summons to commence their case.

Before they start to file a summons online, the client must already have prepared a document that is consistent with UCPR Form 4A (if they are a lawyer) or Form 4B (if they are representing themselves) or UCPR Form 84 (if they are commencing an appeal under Part 50).

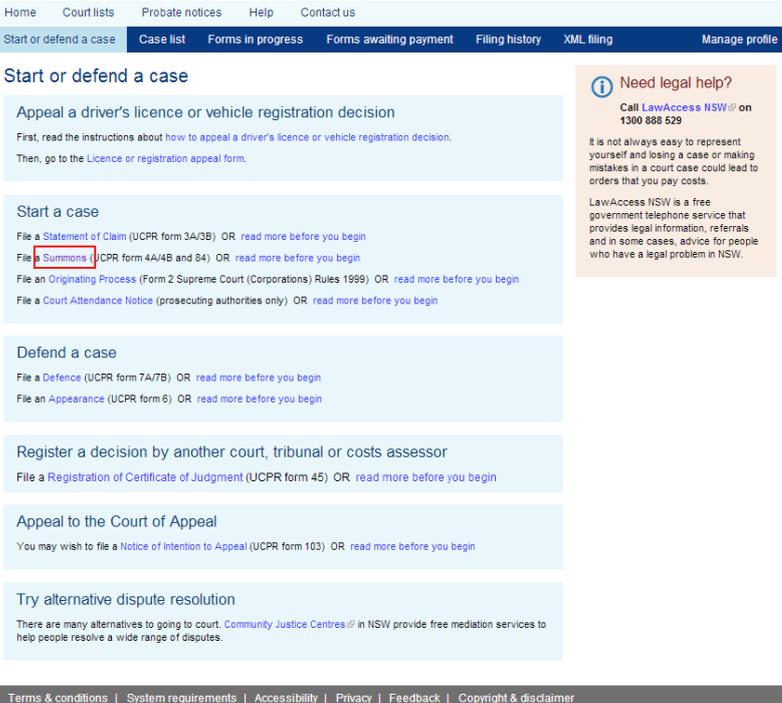
The client will need to answer some introductory questions and then upload an already completed version of the form. Any filing fees will be calculated after they have answered the questions.

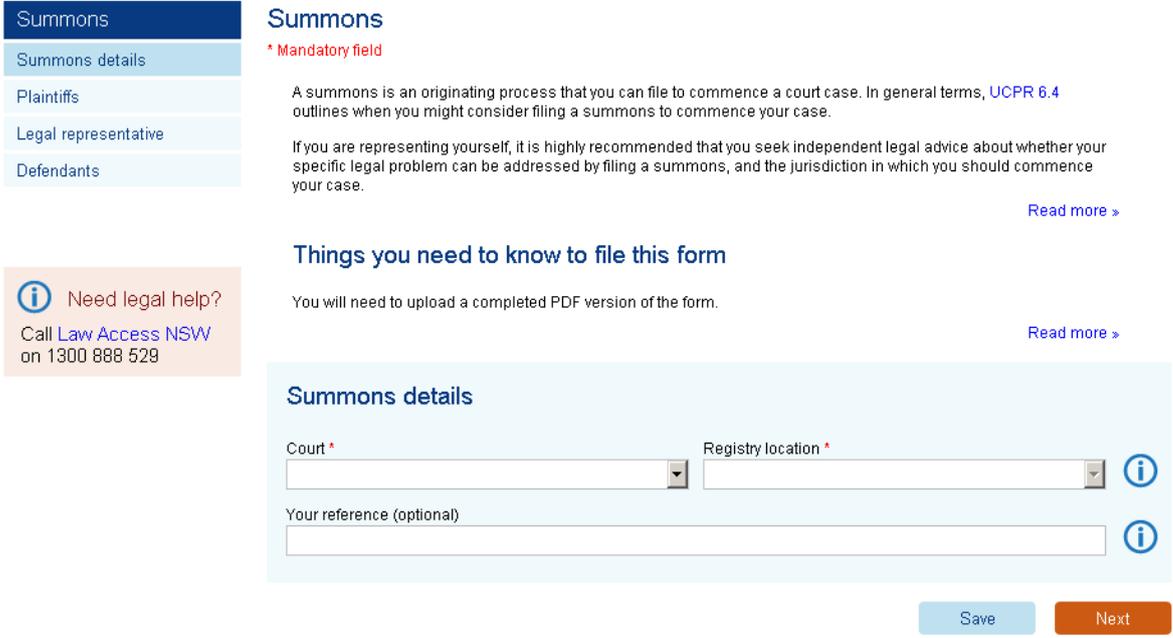
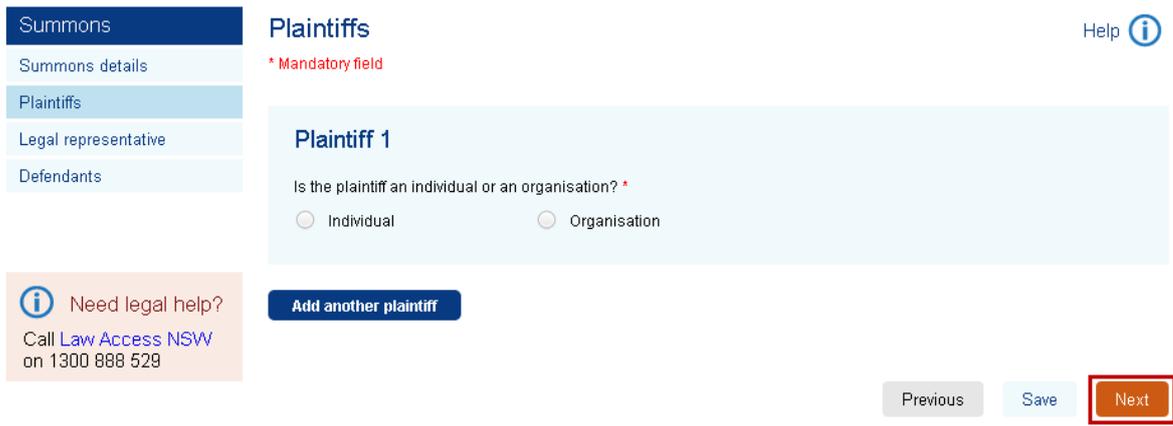
If the client has been granted a fee postponement or fee waiver they cannot file this form online. They will have to file by post or at the registry.

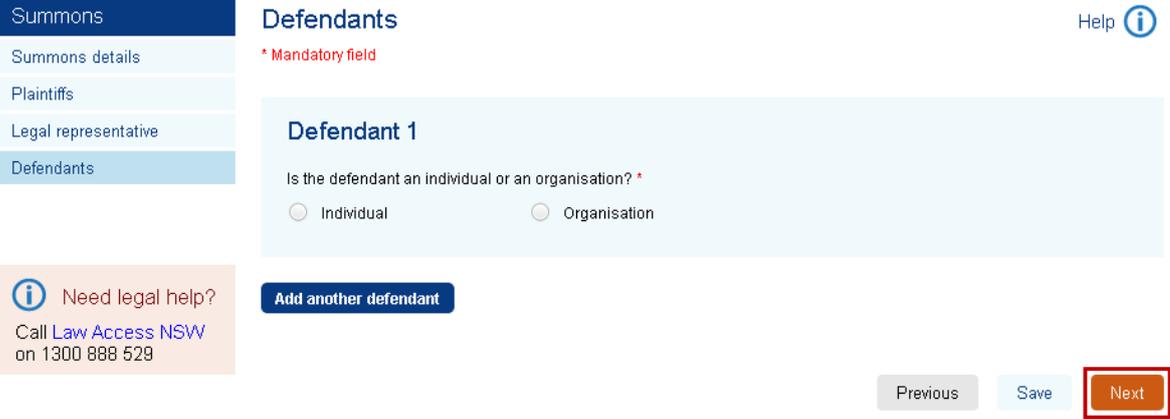
Once the client pays for their summons, a listing date and time will automatically be assigned to the case. If the client is unable to physically attend on the listing date automatically assigned to the summons they will need to contact the registry in which the case will be heard and registry staff will assign the next available listing date to their case.

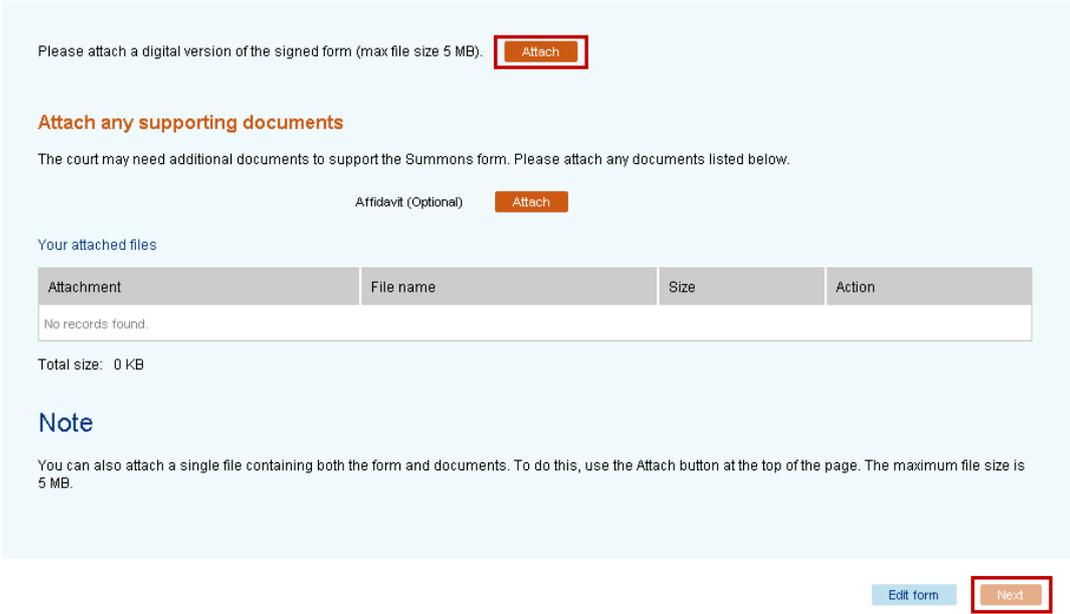
Summons process in detail

As the Summons is an originating process (like the Statement of Claim), the process has been documented in detail.

Step	Action
1	<p>Login to the NSW Online Registry</p> <p>Click the Start or Defend a Case tab</p> <p>Click Summons</p>  <p>The screenshot shows the NSW Online Registry website. At the top, there are navigation links: Home, Court lists, Probate notices, Help, Contact us. Below that is a menu bar with 'Start or defend a case' selected, and other options like Case list, Forms in progress, Forms awaiting payment, Filing history, XML filing, and Manage profile. The main content area is titled 'Start or defend a case' and contains several sections: 'Appeal a driver's licence or vehicle registration decision', 'Start a case', 'Defend a case', 'Register a decision by another court, tribunal or costs assessor', 'Appeal to the Court of Appeal', and 'Try alternative dispute resolution'. The 'Start a case' section has a red box around the 'Summons' link. A sidebar on the right offers 'Need legal help?' with contact information for LawAccess NSW.</p> <p>Terms & conditions System requirements Accessibility Privacy Feedback Copyright & disclaimer</p>

Step	Action
2	<p>The <i>Summons details</i> screen displays</p> <p>Complete the Summons details</p> <p>Note that additional fields will display depending on the options you have selected</p> <p>Enter the details then click Next</p> 
3	<p>The <i>Plaintiffs</i> screen displays</p> <p>Select Individual or Organisation, then complete all mandatory fields marked with the red star*</p> <p>When complete, click Next</p> 
	<p>If the street type is not listed, enter the street number and name into the building/site name field. This eliminates the need to select from the Street Type drop down list.</p>

Step	Action
4	<p>The <i>Legal representative</i> screen displays (this screen may appear differently for barristers or authorised officers)</p> <p>Select if the legal representative's details are displayed correctly. Then click Next</p>  <p>Legal representative * Mandatory field</p> <p>Practising Certificate Number (PCN): Gary11 State: VIC Given name(s): Gary Surname: Parker Address: House, 5 Bill, MELBOURNE VIC 3000</p> <p>Is the contact Legal Representative the same as the above Legal Representative? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Buttons: Previous, Save, Next</p> <p>Need legal help? Call Law Access NSW on 1300 888 529</p>
5	<p>The <i>Defendants</i> screen displays</p> <p>Select Individual or Organisation, then complete all mandatory fields marked with the red star *</p> <p>When complete, click Next</p>  <p>Defendants * Mandatory field</p> <p>Defendant 1</p> <p>Is the defendant an individual or an organisation? *</p> <p><input type="radio"/> Individual <input type="radio"/> Organisation</p> <p>Buttons: Previous, Save, Next</p> <p>Need legal help? Call Law Access NSW on 1300 888 529</p> <p>Add another defendant</p>
	<p>You cannot issue a Statement of Claim, Summons or Registration of Certificate of Judgment or Order to a PO Box address; you must select a street or other address.</p>

Step	Action
6	<p>The <i>Attach the signed form</i> screen displays</p> <p>Click Attach, then locate and attach a PDF of the signed summons from your computer</p> <p>Attach any additional supporting materials (if required)</p> <p>When complete, click Next</p> <p>Note: The Next button will not be available until the document has been attached</p> <p>Attach the signed form</p> 
	<p>The PDF file name cannot contain any special characters such as '&' or '+' as this will cause the lodgement to fail.</p>

Step	Action																																																																																				
7	<p>You will automatically be directed to the <i>Forms awaiting payment</i> screen.</p> <p>From here, you can complete the following actions:</p> <ul style="list-style-type: none"> • Preview the form as a PDF  • Edit the form  • Delete the form  <p>Select the form or forms (up to 100 can be selected at once) and click Next to pay for the form(s) and submit them to the Court.</p> <p>Forms awaiting payment</p> <p>The forms listed below are ready to be filed with the court. Select the forms you want to file now.</p> <p>Select all</p> <table border="1" data-bbox="272 766 1434 1335"> <thead> <tr> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Form prepared by</th> <th>Your ref</th> <th>Fees (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Notice of Motions (Chambers) (e-Services)</td> <td>2013/00016529-001</td> <td>Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services</td> <td>Parker, Gary</td> <td></td> <td>\$76.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services)</td> <td></td> <td>Girl</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Anderson</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>black</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Miller</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services) </td> <td></td> <td>Boy</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim </td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Hudson</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Summons</td> <td></td> <td>Gorgonzola</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td colspan="5" style="text-align: right;">Total (including GST):</td> <td>\$217.00</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">File more forms Next</p>	Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action	<input type="checkbox"/> Notice of Motions (Chambers) (e-Services)	2013/00016529-001	Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services	Parker, Gary		\$76.00		<input type="checkbox"/> Statement of Claim (e-Services)		Girl	Parker, Gary		\$217.00		<input type="checkbox"/> Statement of Claim		Anderson	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		black	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		Miller	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim (e-Services) 		Boy	Parker, Gary		\$217.00		<input type="checkbox"/> Statement of Claim 		koala	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		koala	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		Hudson	Parker, Gary		\$217.00		<input checked="" type="checkbox"/> Summons		Gorgonzola	Parker, Gary		\$217.00		Total (including GST):					\$217.00	
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	<p>Refer to the Payments section in this user guide for more information on form payments.</p> <p>Forms are not submitted until payment has been made.</p> <p>There is no time limit on how long forms can stay in the Forms awaiting payment screen, however rules and timeframes on submitting forms need to be considered when paying for forms or errors could occur (and the user may need to edit or redo the form).</p>																																																																																				

Summons (Land and Environment Court)

A Summons (UCPR form 4A/4B/84/85) is used to start a case in Class 4 or 8 of the Land and Environment Court, or to appeal against a decision or orders made by a Commissioner in Class 1, 2 or 3.

To start your case by filing a summons, the client will need to take two steps.

1. First, they will need to answer some questions about the type of case and the relevant parties to the case.
2. Second, upload a completed and signed PDF file of the summons form.

To answer the questions about the type of case, the client will need to know what class they are starting the case in and what legislation they are relying on. If they do not know these details, they should seek legal advice or information.

To ensure that the client selects the appropriate summons, they will also need to know the type of case. There are three different types of summons:

- A Summons commencing an appeal (Form 84) is used to commence an appeal against a decision or order made by a Commissioner;
- A Summons (Judicial Review) (Form 85) is used to commence proceedings for or in the nature of judicial review; and
- An ordinary Summons (Form 4A/4B) is used to commence other proceedings.

The form for each type of summons can be downloaded from the Land and Environment Court's website. The client will need to prepare, sign and scan the applicable Summons to a PDF format so that it can be uploaded to the online registry.

Form process:

1. Enter type of case and nature of the claim
2. Enter the Applicant's details
3. Confirm the Legal practitioner details or enter a contact solicitor
4. Enter the respondent's details
5. Enter the property details including the Lot number, DP or SP number (where relevant)
6. Attach the signed Summons as a PDF
7. Optional – attach an affidavit and any other supporting documents
8. Complete payment
9. Form submitted

The screenshot shows the online form for filing a Summons (UCPR form 4A/4B/84/85). The form is titled "Summons (UCPR form 4A/4B/84/85)" and is marked as a "Mandatory field". The form is divided into several sections:

- Introduction:** A Summons (UCPR form 4A/4B/84/85) is used to start a case in Class 4 or 8 of the Land and Environment Court, or to appeal against a decision or orders made by a Commissioner in Class 1, 2 or 3. To start your case by filing a summons, you will need to take two steps. First, you need to answer some questions about the type of case and the relevant parties to the case. Second, upload a completed and signed PDF file of the summons form. To answer the questions about the type of case, you will need to know what class you are starting the case in and what legislation you are relying on. If you do not know these details, you should seek legal advice or information. To ensure that you select the appropriate summons, you will also need to know the type of case.
- Need legal help?:** Call LawAccess NSW on 1300 888 529.
- There are three different types of summons:**
 - A Summons commencing an appeal (Form 84) is used to commence an appeal against a decision or order made by a Commissioner.
 - A Summons (Judicial Review) (Form 85) is used to commence proceedings for or in the nature of judicial review; and
 - An ordinary Summons (Form 4A/4B) is used to commence other proceedings.The form for each type of summons can be downloaded from the Land and Environment Court's website. You will need to prepare, sign and scan the applicable Summons to a PDF format so that it can be uploaded to the online registry.
- Things you need to know to file this form:** You will need to upload a completed PDF version of the form. [Read more >](#)
- Your reference (optional):**
- Type of case:** What type of case are you lodging? * Nature of claim *
- Details of summons:** Act or instrument under which the proceedings are brought

At the bottom of the form, there are two buttons: "Save" and "Next".

Summons (Supervisory Jurisdiction)

The Summons (Supervisory Jurisdiction) (UCPR form 107) is used where the relief sought is based on an error on the face of the record, or a jurisdictional error made by the original court, tribunal or body.

If the client intends to represent themselves, it is recommended that they seek legal advice before filing this form as the law in relation to when the Court of Appeal can intervene in its supervisory jurisdiction is complex. If the client is unsuccessful in their claim, a costs order may be made against them.

In very general terms, section 69 of the Supreme Court Act 1970 sets out the types of orders the client can seek from the Court of Appeal in their Summons, and section 48 specifies the courts, tribunals and bodies whose decisions the Court of Appeal can review.

The client needs to file this form within three months of the date the lower court or tribunal made its orders. If more than three months has passed, their Summons should include an order seeking an extension of time for filing this document beyond the time limit specified in UCPR 59.10.

Before filing this form, the client should also familiarise themselves with UCPR 51.45 as this provides an overview of the Court's expectations of parties in judicial review proceedings. The client should also read UCPR 51.12 which sets out the supporting documents the Court needs to help understand their allegations against the lower court or tribunal. As detailed in the Rule, the client must provide these documents to the Court in three separate White Folders (white, A4 ring binders).

Even if the client uploads these supporting documents to this online form, they will still need to either post or hand over in the Court's physical registry three White Folders containing physical copies of these supporting documents as soon as possible. The client will also need to serve a physical copy of the White Folder on each respondent, unless the respondent has agreed to receive an electronic version.

The client will also be given an opportunity to upload any Written Submissions that they have already prepared for the Court. But, because the client has 28 days from the date they file their Summons to prepare these, the client can file them later online via the "General form".

Note:

If any of the respondents are interstate, the client will be emailed a Notice of Listing which shows the listing date. The date will not be printed on the sealed version of the Summons that is produced after the client submits the form. The Notice of Listing MUST be served on the defendant with the Summons.

The screenshot shows the 'Introduction' section of the online form. It includes a table of contents with links to 'Introduction', 'Applicants', 'Legal representative', 'Respondents', and 'White Folders'. A 'Need legal help?' box provides the LawAccess NSW contact number (1300 888 529). The main text explains the purpose of the form, the time limit for filing (three months), and the requirement to provide supporting documents in three separate White Folders. It also mentions the opportunity to upload Written Submissions. A highlighted box contains the note about interstate respondents and the Notice of Listing. At the bottom, there is a 'Things you need to know to file this form' section with a 'Read more' link, an optional reference field, and 'Save' and 'Next' buttons.

Technology and Construction List Response

This document summarises the nature of the dispute and the client's contentions, along with the legal grounds for opposing the relief claimed in the summons. The client should also indicate if they have already attempted mediation, or if they are willing to proceed to mediation at an appropriate time. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Technology and Construction List Response as a PDF
3. Form submitted (no payment required)

 Need legal help?
Call LawAccess NSW on 1300 888 529

Technology and Construction List Response

* Mandatory field

This document summarises the nature of the dispute and your contentions, along with the legal grounds for opposing the relief claimed in the summons. You should also indicate if you have already attempted mediation, or if you are willing to proceed to mediation at an appropriate time. More details can be found in the [Practice Note](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Jane Thomas v Leo Tonkins

Proceeding title

Summons: Jane Thomas v Leo Tonkins

Case/Proceeding number

201600002351001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Jane Thomas	Plaintiff 1

Save

Next

Technology and Construction List Statement

This document summarises the nature of the client's dispute and their contentions, along with the legal grounds for any relief claimed. The client should also indicate if they have already attempted mediation, or if they are willing to proceed to mediation at an appropriate time. More details can be found in the Practice Note.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Technology and Construction List Statement as a PDF
3. Form submitted (no payment required)



Need legal help?

Call LawAccess NSW on 1300 888 529

Technology and Construction List Statement

* Mandatory field

This document summarises the nature of your dispute and your contentions, along with the legal grounds for any relief claimed. You should also indicate if you have already attempted mediation, or if you are willing to proceed to mediation at an appropriate time. More details can be found in the [Practice Note](#).

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Supreme Court Civil

Case title

Jane Thomas v Leo Tonkins

Proceeding title

Summons: Jane Thomas v Leo Tonkins

Case/Proceeding number

201600002351001

Proceeding type

Claim

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	Jane Thomas	Plaintiff 1

Save

Next

Written Submissions

Written Submissions is a document that contains the outline of the arguments that will be presented in court. The submissions must be factually accurate, contain references to the evidence and must contain a correct statement of the applicable law.

The written submissions must be in correct English and headings should be used to guide the Court.

Form process:

1. Case details and Filing party details are displayed
2. Attach the signed Written Submissions as a PDF
3. Form submitted

 Need legal help?
Call **LawAccess NSW** on 1300 888 529

Written Submissions

* Mandatory field

Written Submissions is a document that contains the outline of the arguments that will be presented in court. The submissions must be factually accurate, contain references to the evidence and must contain a correct statement of the applicable law.

The written submissions must be in correct English and headings should be used to guide the Court.

[« Read less](#)

Things you need to know to file this form

You will need to upload a completed PDF version of the form.

[Read more »](#)

Case details

Court

Land and Environment Court - Civil - Sydney

Case title

James Tudor v Sutherland Shire Council

Proceeding title

Class 1: James Tudor v Sutherland Shire Council

Case/Proceeding number

201600000715001

Proceeding type

LEC Civil Proceeding

Your reference (optional)



Filing parties

This form is being filed for:

<input checked="" type="checkbox"/>	Party name	Role
<input checked="" type="checkbox"/>	James Tudor	Applicant 1

Save

Next

Probate Notices

Overview of Probate

Probate is the term that many people use to describe the process of managing the estate and assets of a deceased person. More formally, probate is a determination by a court that an executor named in the will of a deceased is entitled to administer that deceased person's estate.

The Supreme Court issues a document called a Probate or a Grant of Probate that approves the executor and the will. The Court can also make other Grants of Representation, appointing persons other than executors, to administer the estate of a deceased person.

Prior to applying for a Grant of Representation or for a reseal, a Notice of Intention to Apply for Probate must be published. This notice must be published at least 14 days before the application for a grant or reseal is filed.

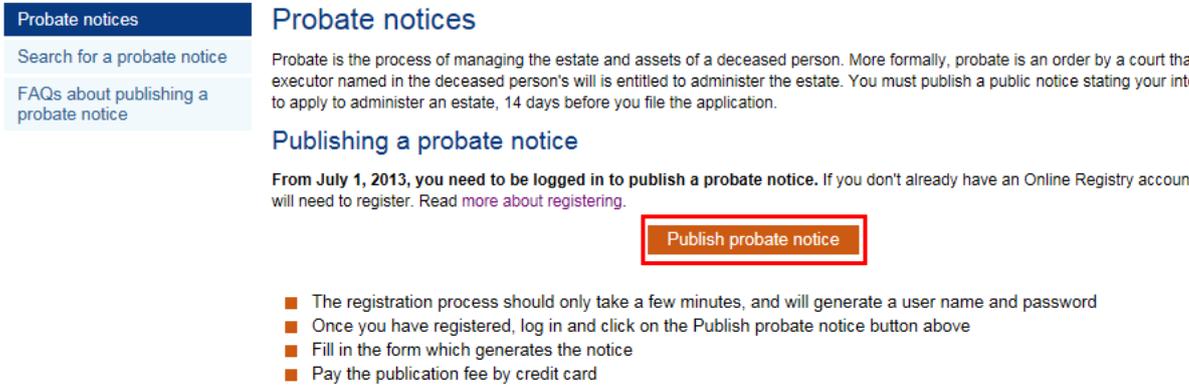
Since early 2013, it is a legislative requirement that all Probate Notices be published on the NSW Online Registry website.

A probate notice is usually a Notice of Intention to Apply for a Grant of Representation. Publication of a Notice of Intention to Apply allows creditors of the deceased to make a claim on the estate of the deceased to the person who is intending to apply for the Grant of Representation.

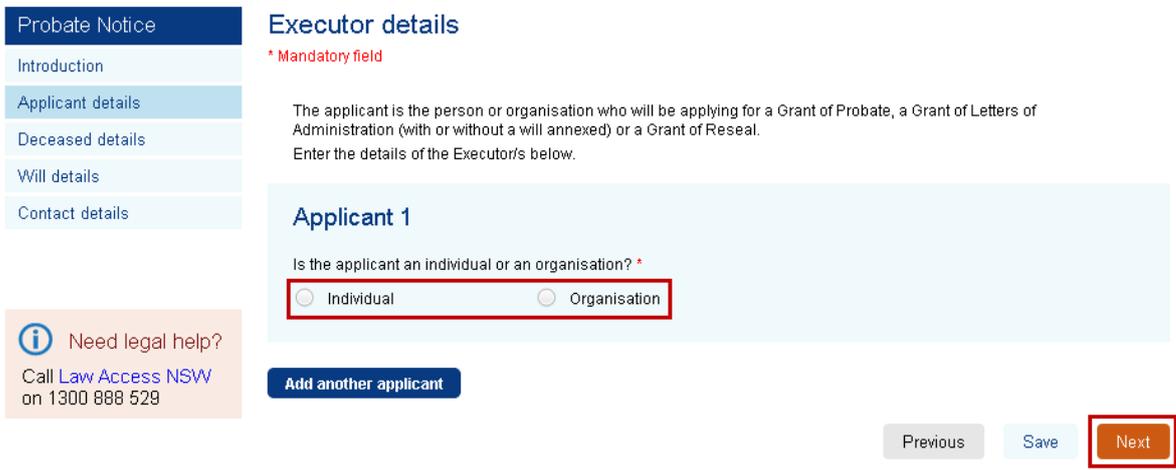
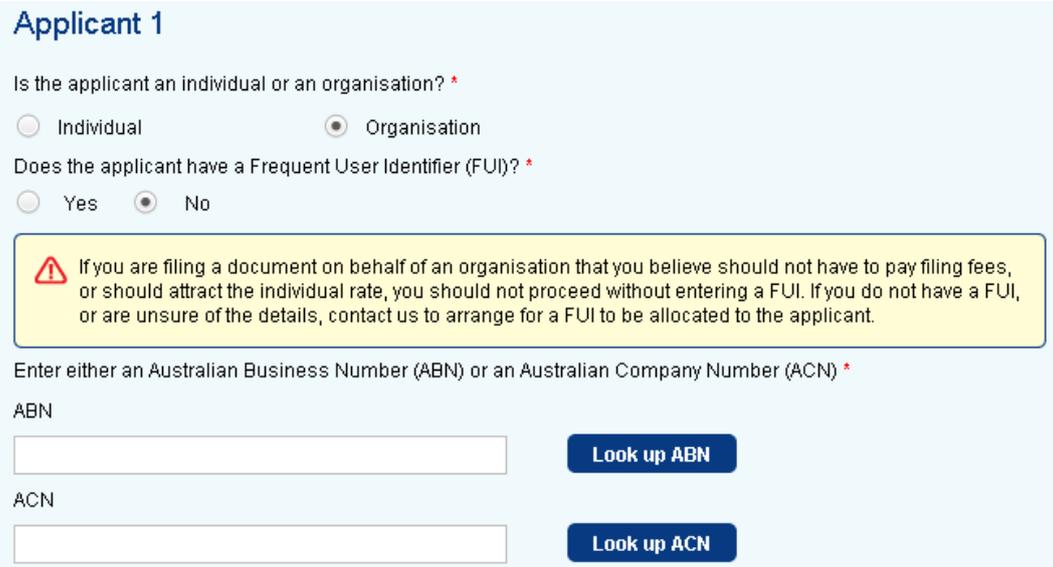
Relatives of the deceased may also be able to make a claim against the personal representative under the Family Provision terms of the Succession Act 2006, if it is asserted that the deceased did not make adequate provision for them. A Notice of Intention to Apply also allows any person who may have knowledge of the existence of a will or of a later will of the deceased to advise the person intending to apply accordingly.

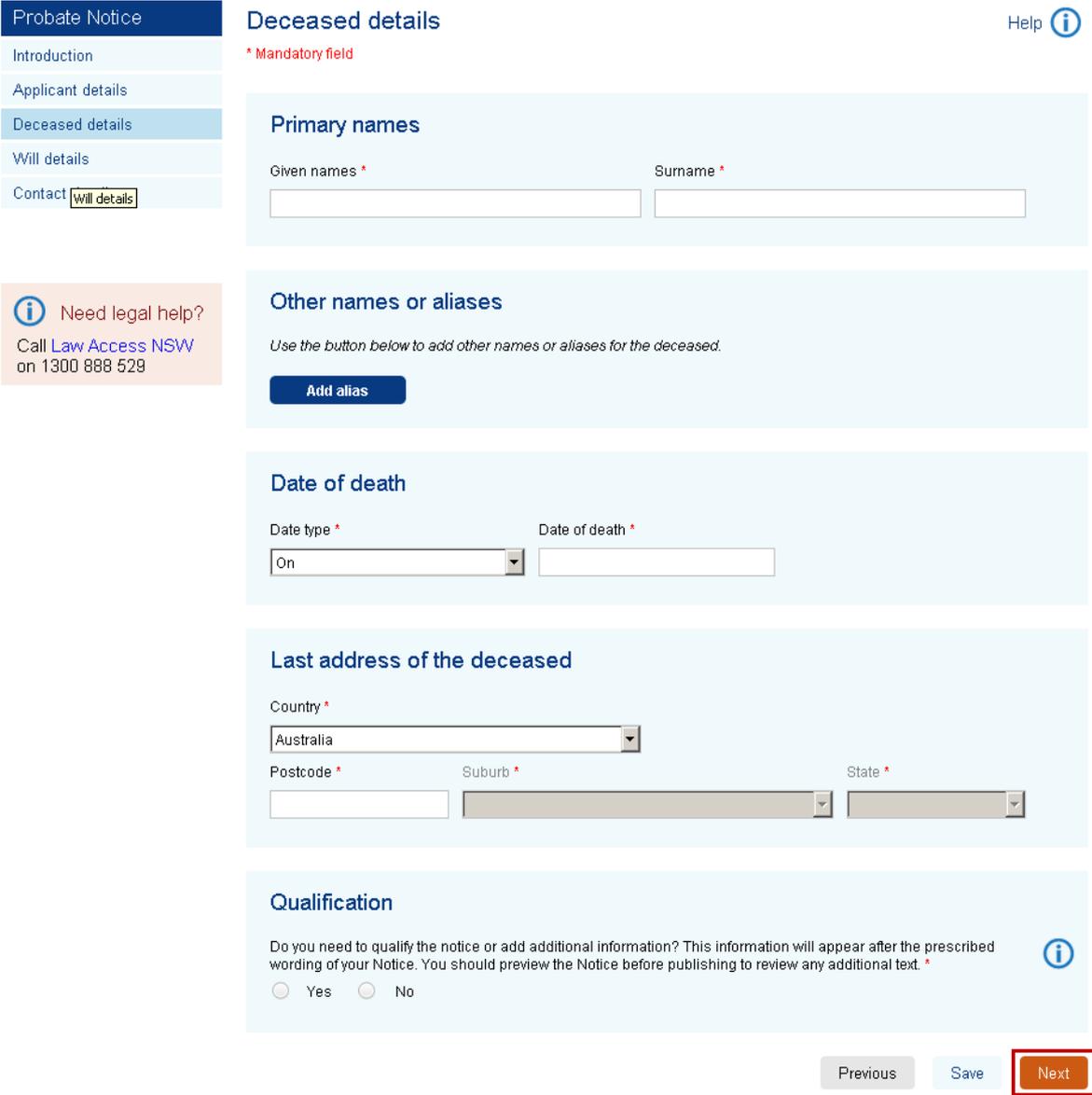
Refer to the Supreme Court website for more information on Probate.

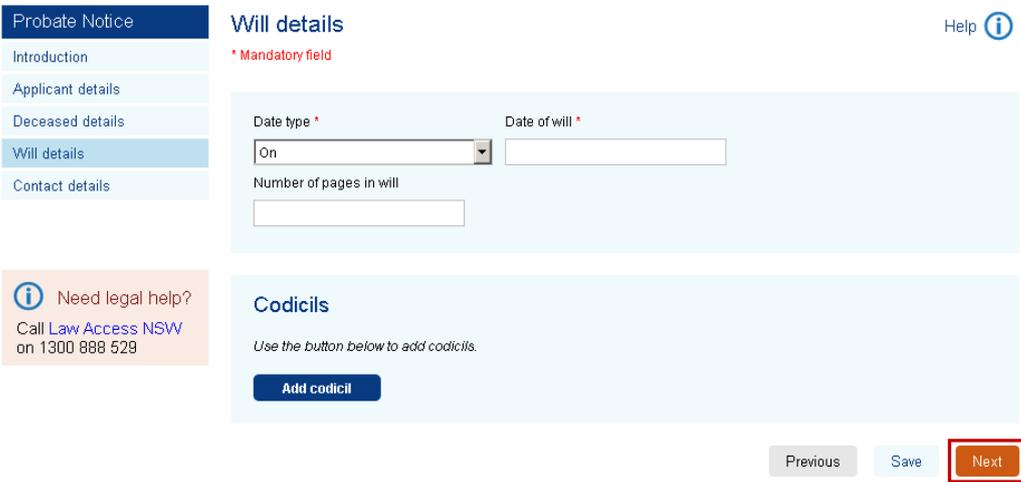
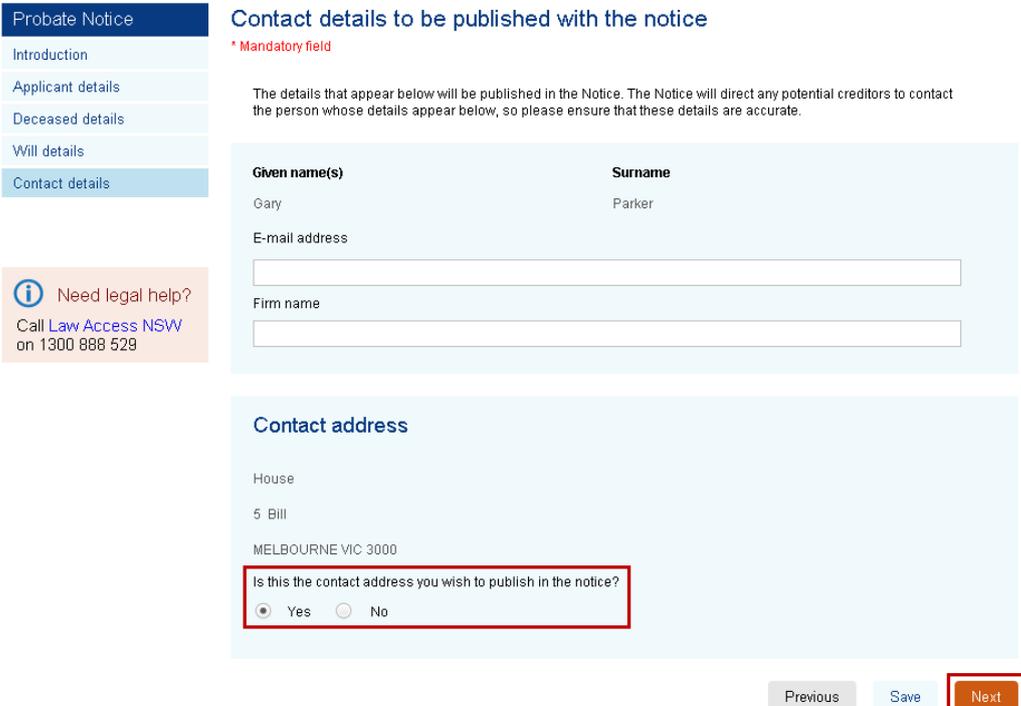
How to publish a Probate Notice

Step	Action
	<p>Clients will need to register for the NSW Online Registry before they can publish a Probate Notice.</p> <p>Refer to the online help section or the <i>NSW Online Registry Registration User Guide</i> for more information on Registration.</p>
1	<p>Log into the NSW Online Registry</p> <p>Click the Probate notices menu</p> 
2	<p>The <i>Probate notices</i> page displays information about Probate and Probate notices</p> <p>Click the Publish a probate notice button</p>  <p>Probate notices</p> <p>Search for a probate notice</p> <p>FAQs about publishing a probate notice</p> <p>Probate is the process of managing the estate and assets of a deceased person. More formally, probate is an order by a court that an executor named in the deceased person's will is entitled to administer the estate. You must publish a public notice stating your intention to apply to administer an estate, 14 days before you file the application.</p> <p>Publishing a probate notice</p> <p>From July 1, 2013, you need to be logged in to publish a probate notice. If you don't already have an Online Registry account, you will need to register. Read more about registering.</p> <ul style="list-style-type: none"> ■ The registration process should only take a few minutes, and will generate a user name and password ■ Once you have registered, log in and click on the Publish probate notice button above ■ Fill in the form which generates the notice ■ Pay the publication fee by credit card

Step	Action
3	<p>The <i>Introduction</i> screen displays information about the types of Probate Notices</p> <p>Complete the Type of notice details</p> <p>Additional questions may display depending on the responses selected</p> <p>Click Next</p> <div data-bbox="272 459 509 645"> <p>Probate Notice</p> <p>Introduction</p> <p>Applicant details</p> <p>Deceased details</p> <p>Contact details</p> </div> <div data-bbox="272 723 509 831"> <p> Need legal help? Call Law Access NSW on 1300 888 529</p> </div> <div data-bbox="533 459 1380 913"> <p>Introduction * Mandatory field</p> <p>The following types of Notice must be published on the NSW Online Registry prior to an application for a Grant of Representation or Reseal:</p> <ul style="list-style-type: none"> ▪ Notice of Intended Application for Probate - this is used when there is a will and one, or all, of the executors are applying. ▪ Notice of Intended Application for Administration with the will Annexed - this is used when there is a will, but none of the executors are applying. ▪ Notice of Intended Application for Administration - this is used when there is no will. ▪ Notice of Intended Application for Reseal - this is used when a grant has been made in another jurisdiction that needs to be resealed in NSW. The original jurisdiction could be another State or Territory in Australia, or an overseas jurisdiction in which the Queen is the Head of State. <p>This section of the form will determine which type of Notice is required.</p> <p>Please note that, once you complete the form, the relevant filing fee will be displayed and you will be prompted to enter your payment details.</p> <div data-bbox="560 936 1369 1043" style="border: 1px solid black; padding: 5px;"> <p> There are other Notices that cannot be published on the NSW Online Registry as they are required <i>after</i> the Court grants Probate. They are: Notice of Filing Accounts and Notice of Intended Distribution of an Estate. These Notices will need to be published in an appropriate newspaper in accordance with Supreme Court Rules 1970 Part 78 Rule 79 and Rule 93.</p> </div> <div data-bbox="533 1077 1434 1189" style="border: 1px solid #ccc; padding: 5px;"> <p>Your reference (optional)</p> <input data-bbox="560 1126 1369 1160" type="text"/> </div> <div data-bbox="533 1216 1434 1509" style="border: 1px solid #ccc; padding: 5px;"> <p>Type of notice</p> <p>Did the deceased leave assets in New South Wales? *</p> <p><input checked="" data-bbox="560 1317 584 1350" type="radio"/> Yes <input data-bbox="655 1317 679 1350" type="radio"/> No</p> <p>Do you intend to apply for a reseal of a probate grant, or letters of administration, issued by another court outside NSW? *</p> <p><input data-bbox="560 1395 584 1429" type="radio"/> Yes <input checked="" data-bbox="655 1395 679 1429" type="radio"/> No</p> <p>Did the deceased leave a will? *</p> <p><input data-bbox="560 1451 584 1485" type="radio"/> Yes <input data-bbox="655 1451 679 1485" type="radio"/> No</p> <div data-bbox="1385 1350 1417 1395" style="float: right;"></div> <div data-bbox="1385 1429 1417 1473" style="float: right;"></div> </div> <div data-bbox="1270 1525 1442 1576" style="text-align: right;"> <input data-bbox="1270 1525 1342 1576" type="button" value="Save"/> <input data-bbox="1353 1525 1442 1576" type="button" value="Next"/> </div> </div>

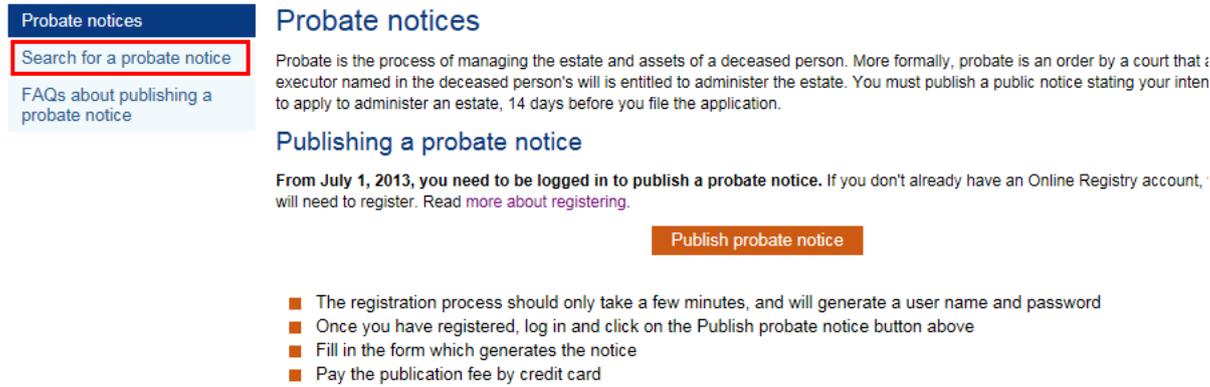
Step	Action
4	<p>The <i>Executor details</i> screen displays</p> <p>Select the Applicant type</p> <p>Different fields will display depending on the option selected</p> <p>Complete all additional options</p> <p>Click Next</p>  <p>The screenshot shows a sidebar with tabs: Probate Notice, Introduction, Applicant details (selected), Deceased details, Will details, and Contact details. The main content area is titled 'Executor details' and includes a note: '* Mandatory field'. Below this, it explains that the applicant is the person or organisation applying for a Grant of Probate, a Grant of Letters of Administration, or a Grant of Reseal. The 'Applicant 1' section asks 'Is the applicant an individual or an organisation?' with radio buttons for 'Individual' and 'Organisation'. A 'Need legal help?' box is present on the left. At the bottom right, there are 'Previous', 'Save', and 'Next' buttons, with 'Next' highlighted in red.</p>
	<p>If the street type is not listed, enter the street number and name into the building/site name field. This eliminates the need to select from the Street Type drop down list.</p>
	<p>If the applicant is an organisation and does not have a Frequent User ID (FUI) you can look it up directly from the Online Registry using a the Look up ABN and Look up ACN buttons.</p> <p>Enter FUI or click Look up ABN or Look up ACN</p>  <p>The screenshot shows the 'Applicant 1' section with radio buttons for 'Individual' and 'Organisation', where 'Organisation' is selected. It also has radio buttons for 'Does the applicant have a Frequent User Identifier (FUI)?' with 'Yes' and 'No' options, where 'No' is selected. A yellow warning box contains a triangle icon and text: 'If you are filing a document on behalf of an organisation that you believe should not have to pay filing fees, or should attract the individual rate, you should not proceed without entering a FUI. If you do not have a FUI, or are unsure of the details, contact us to arrange for a FUI to be allocated to the applicant.' Below the warning box are two input fields: 'ABN' and 'ACN', each followed by a 'Look up' button.</p>

Step	Action
5	<p>The <i>Deceased details</i> screen displays</p> <p>Enter the Primary names and any other names or aliases</p> <p>Enter the last address of the deceased</p> <p>If required, enter the Qualification details</p> <p>Click Next</p>  <p>The screenshot shows the 'Deceased details' form with the following sections:</p> <ul style="list-style-type: none"> Primary names: Fields for 'Given names *' and 'Surname *'. Other names or aliases: A section with an 'Add alias' button and a note: 'Use the button below to add other names or aliases for the deceased.' Date of death: Fields for 'Date type *' (with a dropdown menu) and 'Date of death *'. Last address of the deceased: Fields for 'Country *' (with a dropdown menu), 'Postcode *', 'Suburb *' (with a dropdown menu), and 'State *' (with a dropdown menu). Qualification: A section with a question: 'Do you need to qualify the notice or add additional information? This information will appear after the prescribed wording of your Notice. You should preview the Notice before publishing to review any additional text. *' and radio buttons for 'Yes' and 'No'. <p>At the bottom right of the form, there are three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red border.</p>

Step	Action
6	<p>The <i>Will details</i> screen displays</p> <p>Enter the date of will</p> <p>If required, enter any Codicils</p> <p>Click Next</p> 
7	<p>Enter the contact details that should be published on the Probate notice.</p> <p>Note: These details are pre-populated from the details provided when you registered for the NSW Online Registry. If you would like to enter an alternate address select No then enter the address.</p> <p>Click Next</p> 

Step	Action																																																																																											
8	<p>You will automatically be directed to the <i>Forms awaiting payment</i> screen.</p> <p>From here, you can complete the following actions:</p> <ul style="list-style-type: none"> • Preview the form as a PDF  • Edit the form  • Delete the form  <p>Select the form or forms (up to 100 can be selected at once) and click Next to pay for the form(s) and submit them to the Court.</p> <p>Forms awaiting payment</p> <p>The forms listed below are ready to be filed with the court. Select the forms you want to file now.</p> <p>Select all</p> <table border="1" data-bbox="277 770 1437 1384"> <thead> <tr> <th>Form name</th> <th>Case no.</th> <th>Case title/Filing party</th> <th>Form prepared by</th> <th>Your ref</th> <th>Fees (\$)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Notice of Motions (Chambers) (e-Services)</td> <td>2013/00016529-001</td> <td>Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services</td> <td>Parker, Gary</td> <td></td> <td>\$76.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services)</td> <td></td> <td>Girl</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Anderson</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>black</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Miller</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim (e-Services) </td> <td></td> <td>Boy</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td>Statement of Claim </td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>koala</td> <td>Parker, Gary</td> <td></td> <td>\$88.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Statement of Claim</td> <td></td> <td>Hudson</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input type="checkbox"/> Summons</td> <td></td> <td>Gorgonzola</td> <td>Parker, Gary</td> <td></td> <td>\$217.00</td> <td> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Probate Notice</td> <td></td> <td>Parsons</td> <td>Parker, Gary</td> <td></td> <td>\$40.00</td> <td> </td> </tr> <tr> <td colspan="5" style="text-align: right;">Total (including GST):</td> <td>\$40.00</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">File more forms Next</p>	Form name	Case no.	Case title/Filing party	Form prepared by	Your ref	Fees (\$)	Action	<input type="checkbox"/> Notice of Motions (Chambers) (e-Services)	2013/00016529-001	Rachael Gumbly trading as Picture Perfect play centre v Angela Scott trading as Scott Clarke painting services	Parker, Gary		\$76.00		<input type="checkbox"/> Statement of Claim (e-Services)		Girl	Parker, Gary		\$217.00		<input type="checkbox"/> Statement of Claim		Anderson	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		black	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		Miller	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim (e-Services) 		Boy	Parker, Gary		\$217.00		Statement of Claim 		koala	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		koala	Parker, Gary		\$88.00		<input type="checkbox"/> Statement of Claim		Hudson	Parker, Gary		\$217.00		<input type="checkbox"/> Summons		Gorgonzola	Parker, Gary		\$217.00		<input checked="" type="checkbox"/> Probate Notice		Parsons	Parker, Gary		\$40.00		Total (including GST):					\$40.00	
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	<p>Refer to the Payments section in this user guide for more information on form payments. Forms are not submitted or published until payment has been made.</p> <p>There is no time limit on how long forms can stay in the Forms awaiting payment screen, however rules and timeframes on submitting forms need to be considered when paying for forms.</p>																																																																																											

Search for a Published Probate Notice

Step	Action
	<p>Clients do not need to register to access the probate notice search. The following steps apply to both logged in users and unregistered clients.</p>
1	<p>Click the Probate notices menu</p> 
2	<p>The <i>Probate notices</i> page displays information about Probate and Probate notices Click Search for a probate notice in the navigation panel</p> 
3	<p>Enter the Deceased details and the Notice details The more information entered, the narrower the search results Click Search</p> <p>Search for a probate notice</p> <p>Please add details into the search fields provided, or just click Search.</p> 

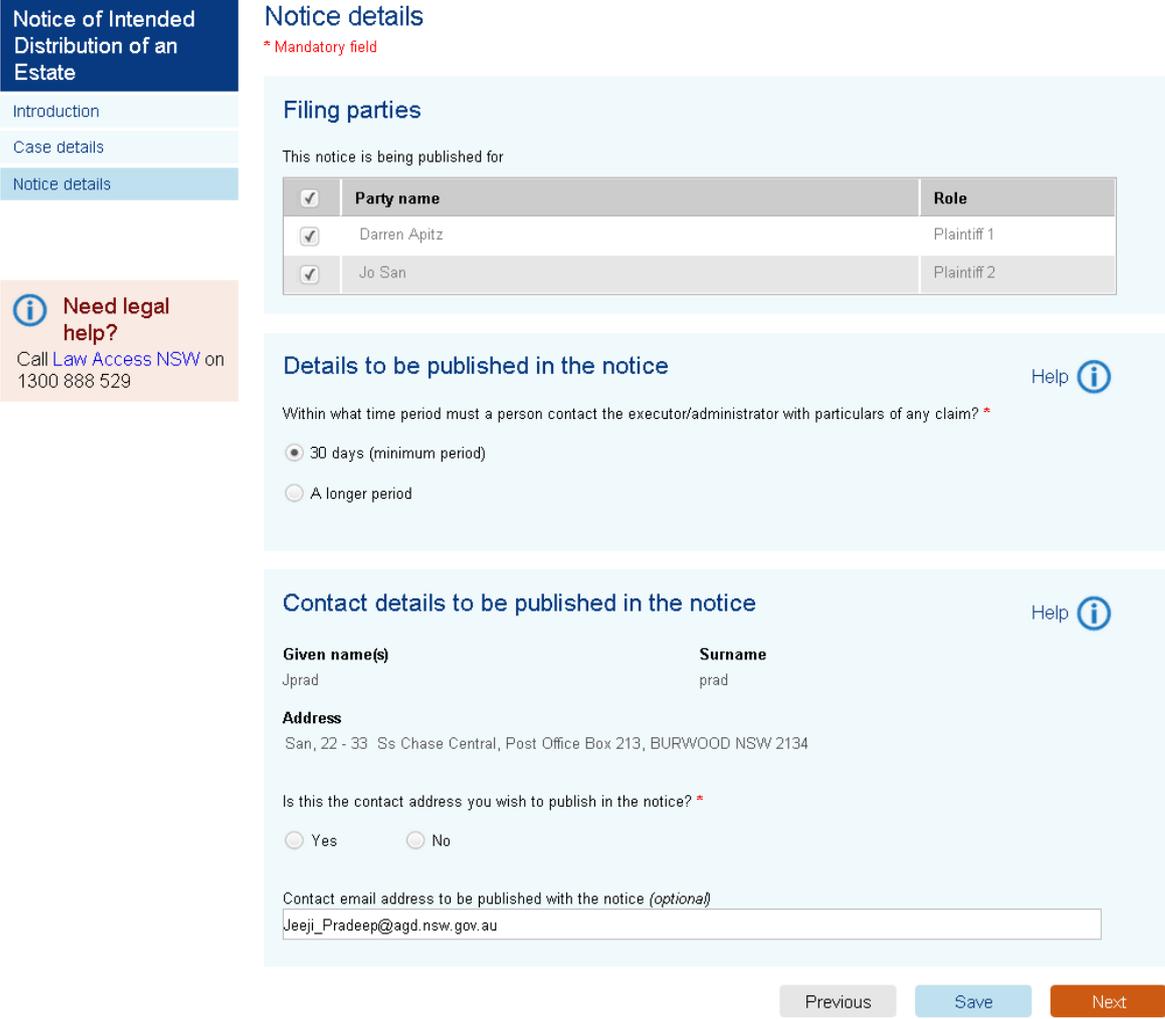
Step	Action																																										
4	<p>The search results display</p> <p>Click the deceased name from the list to view the probate notice (the notice will display in a pop up window)</p> <p>Search for a probate notice</p> <p>Please add details into the search fields provided, or just click Search.</p> <div data-bbox="274 474 1423 779" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h4>Deceased details</h4> <p>Given name: <input type="text" value="M"/></p> <p>Surname: <input type="text"/></p> <p>Suburb: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Date of death from: <input type="text" value="from"/> to: <input type="text" value="to"/></p> </div> <div style="width: 45%;"> <h4>Notice details</h4> <p>Notice type (notice of intended application for...): <input type="text" value="Administration"/> ?</p> <p>Case no.: <input type="text" value="201300014611"/> ?</p> <p>Notice date from: <input type="text" value="28/05/2013"/> to: <input type="text" value="28/06/2013"/></p> </div> </div> <p style="text-align: right;"> <input type="button" value="Clear"/> <input type="button" value="Search"/> </p> <p>Open in Excel Open as PDF</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deceased name</th> <th>Suburb</th> <th>Date of notice</th> <th>Notice type</th> <th>Date of death</th> <th>Case no.</th> </tr> </thead> <tbody> <tr> <td>DeadSname, DeadPname</td> <td>STANHOPE GARDENS</td> <td>17/06/2013</td> <td>Administration</td> <td>05/06/2013 - 07/06/2013</td> <td>201300016402</td> </tr> <tr> <td>Fursman, Brian Melbourne</td> <td>ASQUITH</td> <td>03/06/2013</td> <td>Probate</td> <td>19/04/2013</td> <td>201300014612</td> </tr> <tr> <td>Kelly, William Leo</td> <td>ASQUITH</td> <td>03/06/2013</td> <td>Probate</td> <td>27/04/2013</td> <td>201300014611</td> </tr> <tr> <td>Roberts, Peter William</td> <td>ASQUITH</td> <td>04/06/2013</td> <td>Administration</td> <td>04/05/2013</td> <td>201300014619</td> </tr> <tr> <td>Roberts, Peter William</td> <td>ASQUITH</td> <td>03/06/2013</td> <td>Administration</td> <td>04/05/2013</td> <td>201300014613</td> </tr> <tr> <td>Surname, PNames</td> <td>DOONSIDE</td> <td>13/06/2013</td> <td>Administration</td> <td>03/06/2013</td> <td>201300015521</td> </tr> </tbody> </table> <p style="font-size: small;">Last search performed on 28/06/2013 at 14:36:55 6 items found, displaying 1 to 6.</p> <p style="text-align: right; font-size: small;">[First] [Prev] 1 [Next] [Last]</p> </div>	Deceased name	Suburb	Date of notice	Notice type	Date of death	Case no.	DeadSname, DeadPname	STANHOPE GARDENS	17/06/2013	Administration	05/06/2013 - 07/06/2013	201300016402	Fursman, Brian Melbourne	ASQUITH	03/06/2013	Probate	19/04/2013	201300014612	Kelly, William Leo	ASQUITH	03/06/2013	Probate	27/04/2013	201300014611	Roberts, Peter William	ASQUITH	04/06/2013	Administration	04/05/2013	201300014619	Roberts, Peter William	ASQUITH	03/06/2013	Administration	04/05/2013	201300014613	Surname, PNames	DOONSIDE	13/06/2013	Administration	03/06/2013	201300015521
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	<p>If you hover the mouse over the notice type, the full name of the notice type will display.</p>																																										

Notice of Intended Distribution of an Estate

A Notice of Intended Distribution of an Estate (UCPR form 114) is used to advertise that assets which belonged to the deceased will soon be distributed to the beneficiaries. It is not mandatory for a Notice of Intended Distribution of an Estate to be published. Publishing the Notice gives the executor or administrator personal protection from liability if an unforeseen claim to the estate is made later on.

Step	Action												
1	Login into the NSW Online Registry then search for the case												
2	Locate the case from the search results then click the file form icon												
3	<p>Select the Summons for Probate proceeding then select the Notice of Intended Distribution of an Estate form</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Proceeding no.</th> <th>Proceeding title</th> <th>Jurisdiction</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>201300024878001</td> <td>Online Probate Notice - Application of Annie04 Thomas04</td> <td>Supreme Court - Civil</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>201300024878002</td> <td>Summons for Probate - Application of Darren Apitz</td> <td>Supreme Court - Civil</td> </tr> </tbody> </table> <p>Step 2 - select a form</p> <ul style="list-style-type: none"> Affidavit of Service General Form Notice of Appointment of Solicitor Notice of Ceasing to Act Notice of Change of Solicitor Notice of Filing of Accounts Notice of Intended Distribution of an Estate Notice of Intention of Ceasing to Act 	Select	Proceeding no.	Proceeding title	Jurisdiction	<input type="radio"/>	201300024878001	Online Probate Notice - Application of Annie04 Thomas04	Supreme Court - Civil	<input checked="" type="radio"/>	201300024878002	Summons for Probate - Application of Darren Apitz	Supreme Court - Civil
Select	Proceeding no.	Proceeding title	Jurisdiction										
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<input checked="" type="radio"/>	201300024878002	Summons for Probate - Application of Darren Apitz	Supreme Court - Civil										
	This form will only display in the list after a Summons for Probate has been filed on the probate case.												

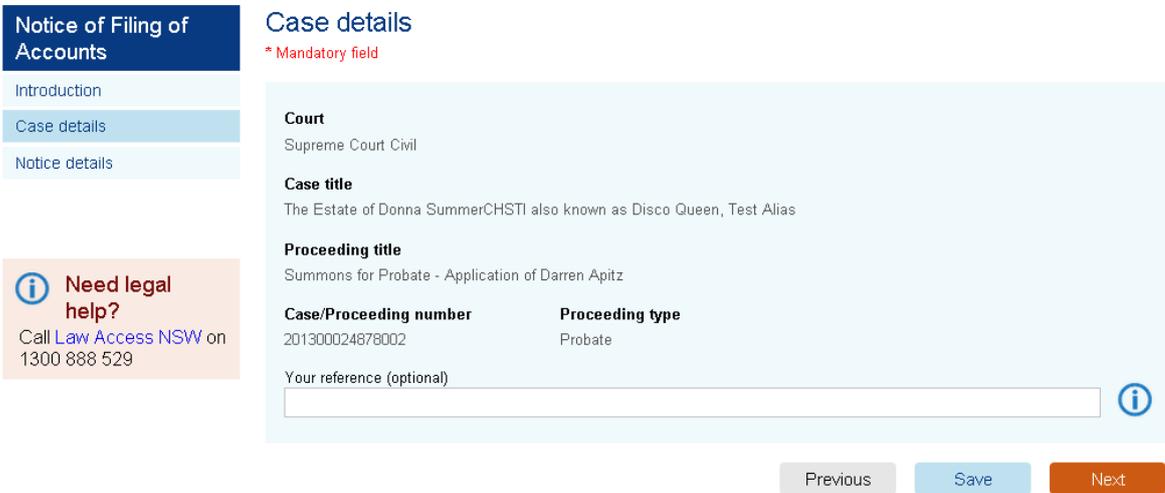
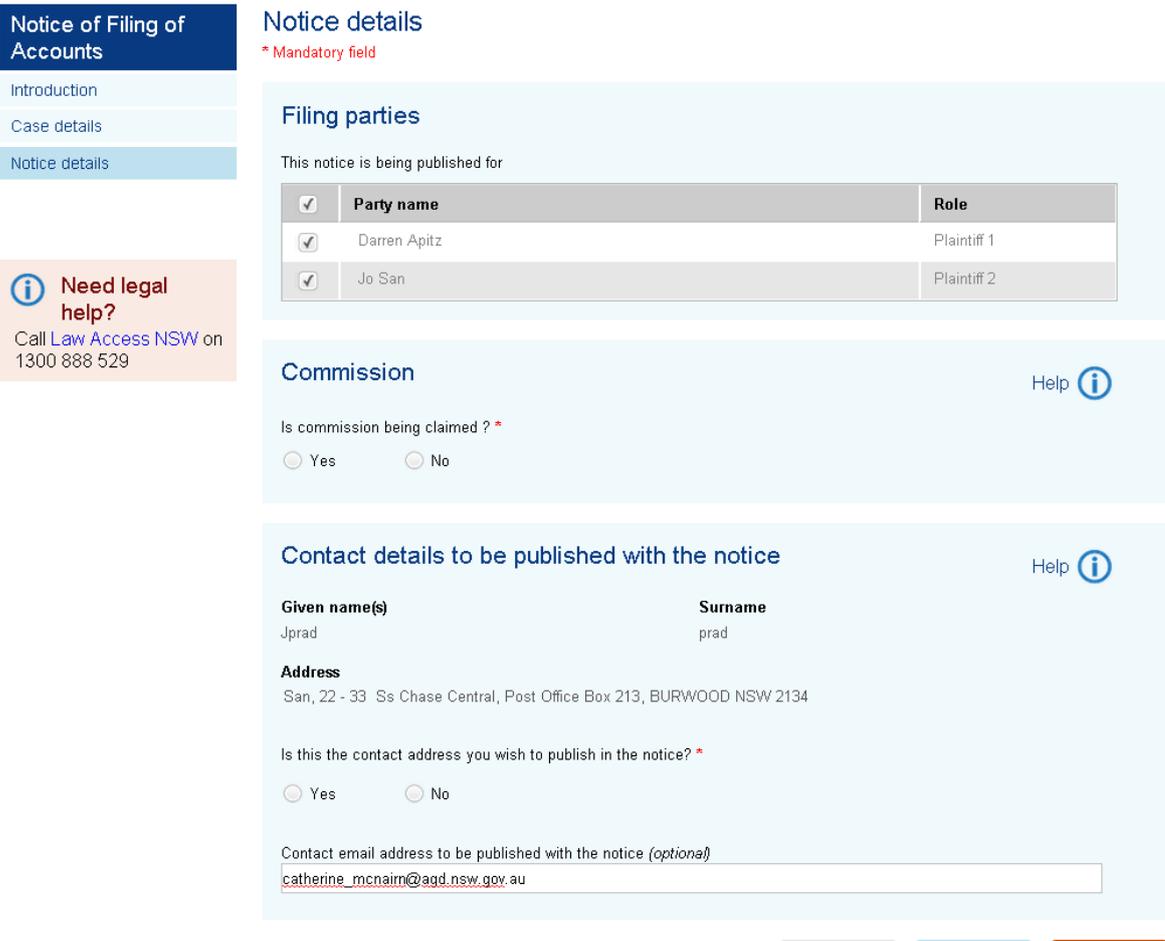
Step	Action
4	<p>Select Yes or No if you are publishing in relation to an estate.</p> <div data-bbox="268 309 507 436"> <p>Notice of Intended Distribution of an Estate</p> <p>Introduction</p> </div> <div data-bbox="529 315 671 344"> <p>Introduction</p> <p>* Mandatory field</p> </div> <div data-bbox="1353 315 1433 344"> <p>Help </p> </div> <div data-bbox="555 398 1385 474"> <p>A Notice of Intended Distribution of an Estate (UCPR form 114) is used to advertise that assets which belonged to the deceased will soon be distributed to the beneficiaries. It is not mandatory for a Notice of Intended Distribution of an Estate to be published. Publishing the Notice gives the executor or administrator personal protection from liability if an unforeseen claim to the estate is made later on.</p> </div> <div data-bbox="274 526 507 645"> <p> Need legal help? Call Law Access NSW on 1300 888 529</p> </div> <div data-bbox="545 506 707 535"> <p>Type of notice</p> </div> <div data-bbox="545 557 1104 580"> <p>Are you publishing this Notice of Intended of Distribution in relation to an estate? *</p> </div> <div data-bbox="550 595 719 618"> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div> <div data-bbox="1185 667 1437 696"> <p>Save Next</p> </div>
	<p>If you select No to the above question, a warning message will display and you cannot proceed with this form</p> <div data-bbox="268 835 1442 1043"> <p>Type of notice</p> <p>Are you publishing this Notice of Intended of Distribution in relation to an estate? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <div data-bbox="268 1066 1442 1227"> <p> You cannot file this form online</p> <p>If your Notice of Intended Distribution is not in relation to an estate you will need to publish the notice in The Sydney Morning Herald and/or a newspaper from the area in which the deceased live.</p> </div>
5	<p>The <i>Case details</i> screen displays</p> <p>Click Next</p> <div data-bbox="268 1384 507 1581"> <p>Notice of Intended Distribution of an Estate</p> <p>Introduction</p> <p>Case details</p> <p>Notice details</p> </div> <div data-bbox="529 1384 684 1413"> <p>Case details</p> <p>* Mandatory field</p> </div> <div data-bbox="274 1675 507 1778"> <p> Need legal help? Call Law Access NSW on 1300 888 529</p> </div> <div data-bbox="555 1485 1066 1599"> <p>Court Supreme Court Civil</p> <p>Case title The Estate of Donna SummerCHSTI also known as Disco Queen, Test Alias</p> <p>Proceeding title Summons for Probate - Application of Darren Apitz</p> </div> <div data-bbox="555 1682 951 1727"> <p>Case/Proceeding number Proceeding type 201300024878002 Probate</p> </div> <div data-bbox="555 1742 1369 1794"> <p>Your reference (optional) <input type="text"/></p> </div> <div data-bbox="1385 1760 1422 1794"> <p></p> </div> <div data-bbox="1050 1839 1442 1877"> <p>Previous Save Next</p> </div>

Step	Action
6	<p>The <i>Notice details</i> screen displays</p> <p>Complete the details to be published in the notice then click Next</p> 
	<p>The contact details for a legal practitioner will pre-populate on this screen. All other user types (e.g. unrepresented litigants and authorised officers) will need to enter an address to be published on the notice.</p>
7	<p>Complete the form payment. The form will be published following payment. It may take up to 30 minutes for the notice to display on the NSW Online Registry.</p>

Notice of Filing of Accounts

A Notice of Filing of Accounts (UCPR form 144) is used to advertise that probate accounts have been filed with the Supreme Court. Every person who administers an estate is under a duty to account to the beneficiaries but whether formal accounts are required to be filed in court depends on whether the estate comes within the categories set out in [Section 85 of the Probate and Administration Act 1898](#).

Step	Action												
1	Log into the NSW Online Registry then search for the case												
2	Locate the case from the search results then click the file form icon												
3	<p>Select the proceeding then select the Notice of Filing of Accounts form</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Proceeding no.</th> <th>Proceeding title</th> <th>Jurisdiction</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>201300024878001</td> <td>Online Probate Notice - Application of Annie04 Thomas04</td> <td>Supreme Court - Civil</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>201300024878002</td> <td>Summons for Probate - Application of Darren Apitz</td> <td>Supreme Court - Civil</td> </tr> </tbody> </table> <p>Step 2 - select a form</p> <ul style="list-style-type: none"> Affidavit of Service General Form Notice of Appointment of Solicitor Notice of Ceasing to Act Notice of Change of Solicitor Notice of Filing of Accounts Notice of Intended Distribution of an Estate Notice of Intention of Ceasing to Act 	Select	Proceeding no.	Proceeding title	Jurisdiction	<input type="radio"/>	201300024878001	Online Probate Notice - Application of Annie04 Thomas04	Supreme Court - Civil	<input checked="" type="radio"/>	201300024878002	Summons for Probate - Application of Darren Apitz	Supreme Court - Civil
Select	Proceeding no.	Proceeding title	Jurisdiction										
<input type="radio"/>	201300024878001	Online Probate Notice - Application of Annie04 Thomas04	Supreme Court - Civil										
<input checked="" type="radio"/>	201300024878002	Summons for Probate - Application of Darren Apitz	Supreme Court - Civil										
	This form will only display in the list after a Summons for Probate has been filed on the probate case.												

Step	Action
4	<p>The <i>Case details</i> screen displays</p> <p>Click Next</p> 
5	<p>The <i>Notice details</i> screen displays</p> <p>Complete the information as required then click Next</p> 

Step	Action
6	Complete the form payment. The form will be published following payment. It may take up to 30 minutes for the notice to display on the NSW Online Registry.

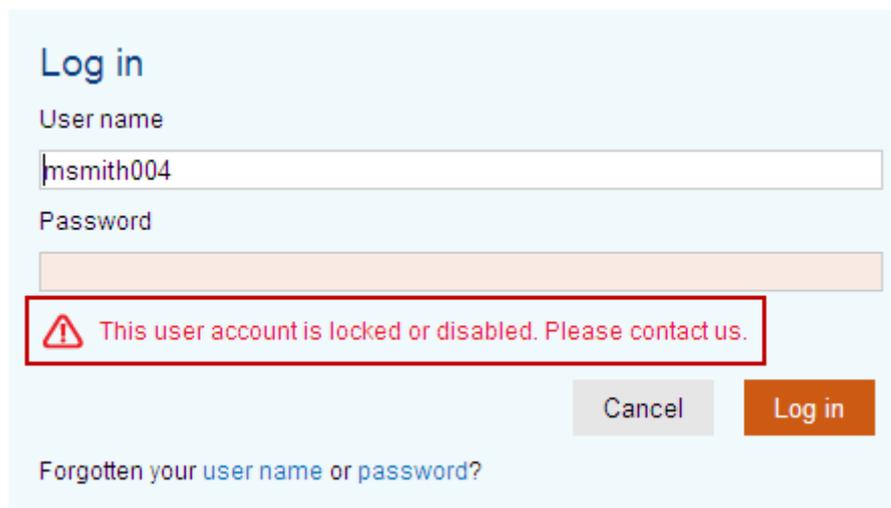
Additional Information / Troubleshooting

Incorrect username / password lock out - Unauthorised users

If a password or username is entered incorrectly 5 times in a row, the user will be locked out of the account. This is a security measure to ensure unauthorised users are not accessing the system.

If a user enters the wrong details 5 times in a row they should wait 5 minutes for the system to reset then try again.

If the user still cannot login, or cannot remember either their username or password (and the secret questions have not helped to reset their password), they should contact Online Registry through either the Courts Service Centre or via email to have their details reset.



The screenshot shows a login interface with the following elements:

- Log in** (header)
- User name** field containing `msmith004`
- Password** field (empty)
- Error message:** A red-bordered box containing a warning icon and the text: "This user account is locked or disabled. Please contact us."
- Buttons:** "Cancel" (grey) and "Log in" (orange)
- Link:** "Forgotten your [user name](#) or [password](#)?"

Unable to view (or add) a case online - missing PCN details

A legal practitioner is linked to a case on the Online Registry through their Practising Certificate Number (PCN), which is verified and recorded during their registration. If a PCN is not correct in JusticeLink, the legal practitioner will not be able to register for the NSW Online Registry. Or if they can register, they will not be able to see a case where the PCN has been incorrectly entered in JusticeLink.

PCN details will need to be added or corrected in JusticeLink by JusticeLink support or the registry involved in the matter.

Note: JusticeLink support can be reached via the email located on the [Contact us](#) page

Adding a case for unrepresented litigants using document barcodes

A self-represented litigant can add a case to their profile directly through the Add a case button. They may need to do this to file a defence or view case details to which they are a party. To add a civil case, they will require the originating document, such as the Statement of Claim, which contains a barcode that is required during the Add case process.

Note: If a registry is unable to see an originating document with a barcode, the registry will need to produce the document in JusticeLink. This will create the document with the required barcode.

A self-represented litigant can add some criminal cases to their case list to view case information only (currently cannot file criminal forms online). The litigant will need to confirm their DOB & Address as listed on the case before they can view the case online.

For more information on adding a case and getting a court document barcode, refer to the section on Adding a Case for Self-represented litigants (civil & crime), earlier in this guide.

Case created in error

If a client creates a case in error, they will need to provide written confirmation that they commenced the case in error. Once the registry receives this confirmation, the registry staff member will need to:

- Upload a PDF of the client correspondence to the case as confirmation that the client commenced the case in error
- Close case using the *Case created in error* activity
- Void the outgoing document (sealed version) generated by the online filing with the reason *client filed document in error*(or similar wording)
- Request refund of filing fees

Suburb drop down fields

Be aware that there is a delay in loading the suburb list, and the user may need to click outside of the field or click in the field to trigger it after Postcode is entered.

The image shows a form with the following fields:

- Street name: Text input field containing "George".
- Street type *: Dropdown menu with "Street" selected.
- Street suffix: Text input field.
- Postcode *: Text input field.
- Suburb *: Dropdown menu.
- State *: Dropdown menu.

The Postcode, Suburb, and State fields are enclosed in a red rectangular border.

My street type is not listed in the drop down list

If the street type is not listed in the drop down list within forms, enter the street number and name into the Building/Site name field. This eliminates the need to select from the Street Type drop down list.

The screenshot shows an 'Address' form with the following fields: 'Address type' (dropdown), 'Street address' (dropdown), 'Building/Site name' (text input, highlighted with a red box and containing '3 The Hermitage'), 'Unit type' (dropdown), 'Number' (text input), 'Level type' (dropdown), 'Number' (text input), 'Street number' (text input), 'To' (text input), 'Street name' (text input), 'Street type' (dropdown), 'Street suffix' (dropdown), 'Postcode' (text input, highlighted with a red box and containing '2000'), 'Suburb' (dropdown, highlighted with a red box and containing 'SYDNEY'), and 'State' (dropdown, highlighted with a red box and containing 'NSW').

Update registered card details

Registered cards are managed from the Manage profile screen. If you need to update card details, such as expiration date, you will need to delete the card and add a new card with the correct details.

A user can have up to three registered cards.

Error and validation messages

Error messages can appear when incorrect information is entered into a form. For example, if the date of service for an affidavit falls outside the business filing rules, an error will occur and the form cannot be filed.

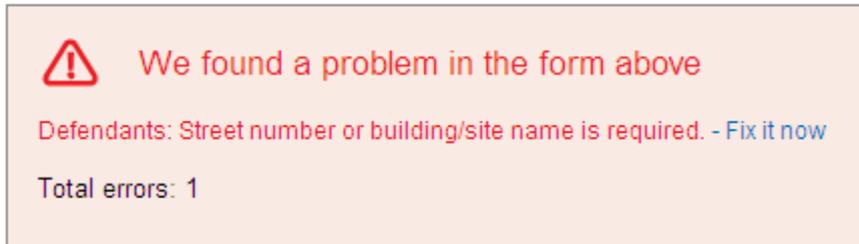
Validation errors are smaller errors that occur throughout the form lodgement when a user does not complete mandatory fields within the form.

When a field in a form is missed or entered incorrectly the field will be shaded in pale red and a Validation Issue message will appear beside it.

The screenshot shows a form with two input fields: 'Street number *' and 'To'. The 'Street number *' field is highlighted in pale red. Below the fields is a red warning icon and the message: 'Street number or building/site name is required.'

All error and validation issues will display in a section at the bottom of the form screen. This message will display any issues found throughout the form and display a *Fix it now* link which will take you to the error where you can make any corrections.

A form cannot be submitted until all validation errors are corrected.



How do I know if documents have been lodged on my case?

A list of documents filed on a case, either over the counter or online, can be viewed on the Online Registry from the **Case list search results>Case Title >Filed documents tab**. Clients must always check this tab before lodging any secondary documents to ensure they are able to lodge online. For example a Writ will be rejected at the second validation if judgment has not been recorded.

Approved forms – cover sheets

The stamped PDF forms downloaded or printed from the NSW Online Registry will be a single page coversheet, plus all pages of each uploaded attachment, which includes the generated Uniform Civil Procedure Rules (UCPR) document with an affidavit signed by the various necessary people.

JUDGMENT/ORDER

COURT DETAILS

Court Local Court of NSW
List Certificates (LC)
Registry Sydney Downing Centre
Case number 2013/00000437

TITLE OF PROCEEDINGS

First Plaintiff AAA City Wide Rubbish Removals Pty Ltd
ACN 058275086

First Defendant AAA Air Pty Limited
ACN 136768486

DATE OF JUDGMENT/ORDER

Date made or given 21 June 2013
Date entered 21 June 2013

TERMS OF JUDGMENT/ORDER

Judgment:
AAA Air Pty Limited, First Defendant
is to pay
AAA City Wide Rubbish Removals Pty Ltd, First Plaintiff
the sum of \$500.00

SEAL AND SIGNATURE



Signature Pam Olsoen

If this document was issued by means of the Electronic Case Management System (ECM), pursuant to the Uniform Civil Procedure Rules (UCPR) 3.7, this document has taken to have been signed if the person's name is printed where his or her signature would otherwise appear.

Capacity Registrar
Date 27 August 2013

FURTHER DETAILS ABOUT Plaintiff(s)

First Plaintiff
Name AAA City Wide Rubbish Removals Pty Ltd
ACN 058275086
Address Goodwin Chivas & Co Suite 401 Level 4
29 - 31 Solent Circuit
BAULKHAM HILLS NSW 2153
Telephone
Fax

E-mail
Client reference

Legal representative for plaintiffs

Name Joe Karam
Practising certificate number JKaram001
Address 143 Liverpool Street
Post Office Box 2
MELBOURNE VIC 3000

DX address
Telephone 92877262
Fax
Email

FURTHER DETAILS ABOUT Defendant(s)

First Defendant
Name AAA Air Pty Limited
ACN 136768486
Address 22 Bulberry Place
ENGADINE NSW 2233

Explanatory text will appear on court sealed documents produced as a result of an online filing where a registrar's signature is required (for example Judgment/Order or Garnishee Order). This is in accordance with Uniform Civil Procedure Rules (UCPR) 3.7:

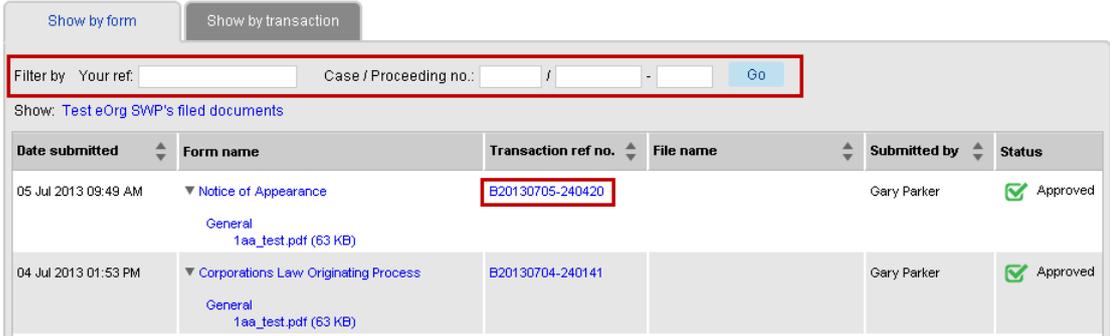
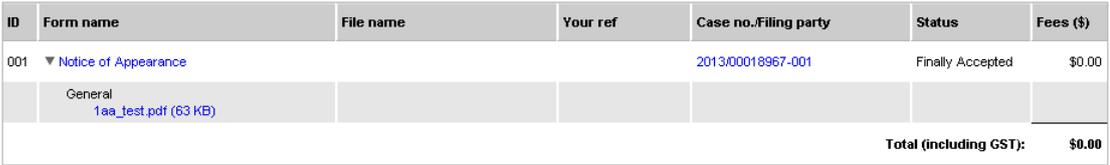
"If this document was issued by means of the Electronic Case Management System (ECM), pursuant to the Uniform Civil Procedure Rules (UCPR) 3.7, this document has taken to have been signed if the person's name is printed where his or her signature would otherwise appear."

Note: When self-represented litigants file the following forms, an e-signature is not placed on the cover sheet for the following forms:

- Statement of Claim
- Acknowledgement of Liquidated Claim

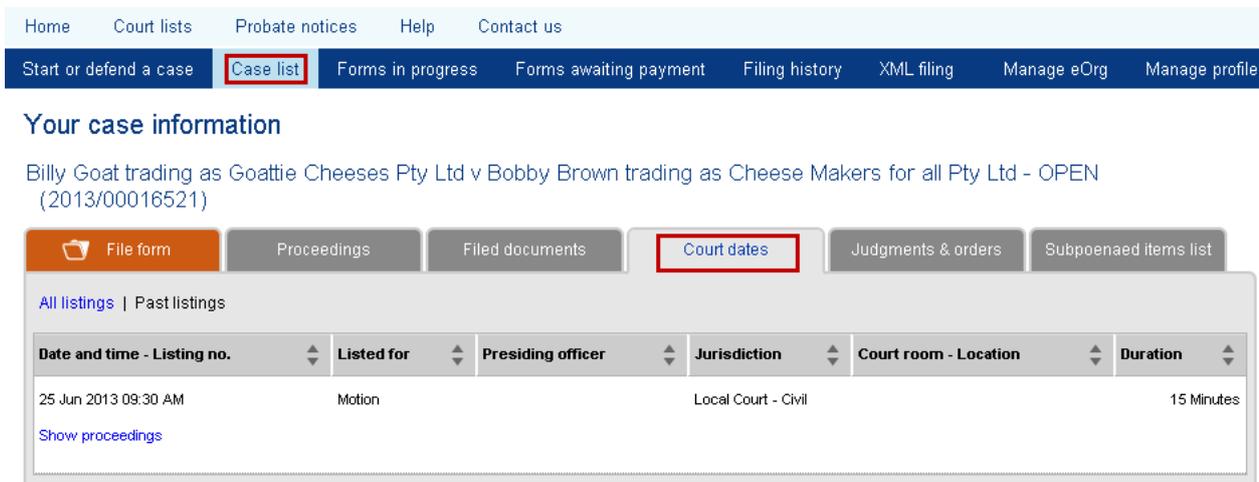
How do I find my batch of submitted forms?

When multiple forms are paid for in one transaction they will create a batch. Displaying a batch allows clients to print the specific documents contained within it and download the zip file containing a PDF of each submitted document and a *mapping.csv* file. Only the person who filed the documents on the NSW Online Registry can view the batch. If other members of the eOrganisation need to view or print the documents contained within a batch, the user should save the *mapping.csv* file and the PDF documents onto a shared network directory accessible by all who need it.

Step	Action
1	Login to the NSW Online Registry
2	Select the Filing history menu
3	<p>Enter the Transaction reference number (batch number) or the case number into the search fields or select the transaction reference number from the list if the form is displayed.</p> <p>Your filing history</p> <p>This page shows forms which have been filed. Click on the form name to open the court approved form. By clicking on the transaction reference number you can see a list of forms and documents which have been filed, and print a tax invoice.</p> 
4	<p>Click the .zip file then select either Open or Save.</p> <ul style="list-style-type: none"> • Open - to view the documents filed in that batch • Save - to save the .zip file to a network or local drive <p>Filed forms</p> <p>Transaction reference number: B20130705-240420 Paid by: Submitted on: 05 Jul 2013 09:49 AM Payment receipt number: Court approved forms: B20130705-240420.zip</p>  <p style="text-align: right;">Print tax invoice</p>

How do I check a List date?

Listing dates are displayed on the **Case list screen > Case title > Court dates** tab.



The screenshot shows the NSW Online Registry interface. At the top, there is a navigation bar with links: Home, Court lists, Probate notices, Help, and Contact us. Below this is a dark blue menu bar with options: Start or defend a case, Case list (highlighted with a red box), Forms in progress, Forms awaiting payment, Filing history, XML filing, Manage eOrg, and Manage profile. The main content area is titled "Your case information" and displays the case name: "Billy Goat trading as Goattie Cheeses Pty Ltd v Bobby Brown trading as Cheese Makers for all Pty Ltd - OPEN (2013/00016521)". Below the case name are several tabs: File form, Proceedings, Filed documents, Court dates (highlighted with a red box), Judgments & orders, and Subpoenaed items list. Under the "Court dates" tab, there is a section for "All listings | Past listings" which contains a table with the following data:

Date and time - Listing no.	Listed for	Presiding officer	Jurisdiction	Court room - Location	Duration
25 Jun 2013 09:30 AM	Motion		Local Court - Civil		15 Minutes

Below the table, there is a link "Show proceedings".

Registration

Information on registering for secure services and administering an account on the Online Registry is located in the NSW Online Registry Registration User Guide.

Additional support resources

For internal staff - additional user guides can be viewed on the [JusticeLink training materials](#) intranet page including:

- NSW Online Registry Search NSW Court List
- NSW Online Registry Registration
- NSW Online Registry BSG Administration
- NSW Online Registry eOrganisations
- Online Court - BAR
- Probate
- XML Filing Technical Overview

For more information relating to probate notices refer to the [Supreme Court website](#).

For updates or help with the Online Registry refer to the [homepage](#) or [help](#) section on the NSW Online Registry.

Contact us

Help using Online Registry services

Call: **1300 679 272** (Mon-Fri 8.30am-5pm)

Email: onlineregistry_support@agd.nsw.gov.au

Information about court processes

Please see the website of the relevant court:

- [Local Court website](#)
- [District Court website](#)
- [Supreme Court website](#)

Also refer to the [Help Section of the Online Registry](#) for a summary of court or online processes.

Online Registry Demonstrations are available on the [NSW Online Registry YouTube Channel](#).

Legal information and advice

Call: [LawAccess NSW](#) on **1300 888 529**.

Feedback about the NSW Online Registry website and our services

Email: onlineregistry_support@agd.nsw.gov.au