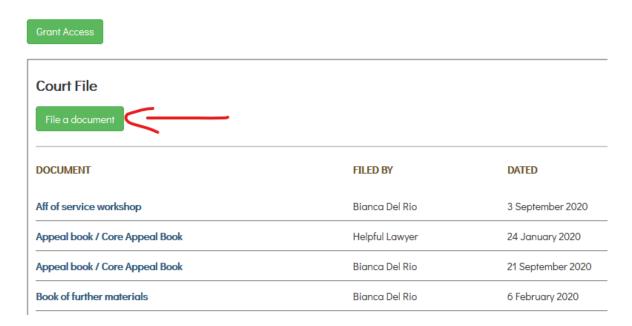


How to lodge a document on a filed matter

To upload a new document ensure you are logged into your account and have accessed the case. You must be a registered user with access to the case in order to lodge a document. Click on the green 'File a document' button.

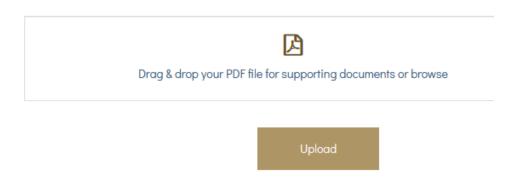


This will bring up a new screen where you can upload your document:

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< Fennell v. The Queen

File a Document



You may either drag & drop the file to the upload box or click into the box and navigate to where the document is saved.

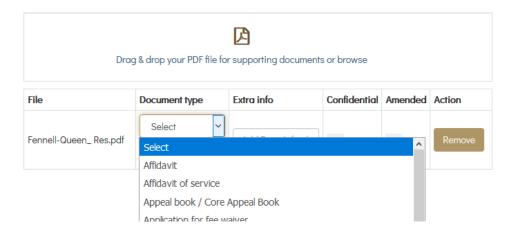
After you have uploaded the document a further dialogue box will appear. Click into the field Document Type and select the description of the document you are lodging. You can also include additional information if necessary to describe the document.

You can also indicate if the document is confidential (for example access is restricted by court order) or if it is an amended document.

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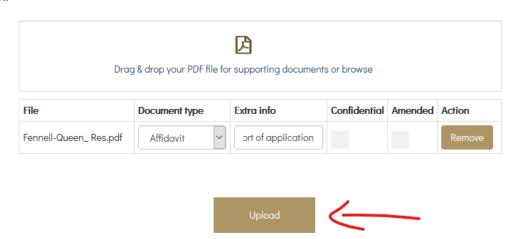
< Fennell v. The Queen

File a Document



Once the description of the document is completed click the upload button.

File a Document



The document is now lodged. Registry will check the lodged document and you will be advised if it is accepted for filing.