

CourtLinkNSW eServices

eFiling and eForum Guide



CourtLinkNSW

Version 1.0
Friday 21st October 2005



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1. INTRODUCTION

Before you commence using eServices, you should familiarise yourself with this guide and the relevant parts of:

- *Uniform Civil Procedure Rules 2005 (UCPR)*
- *Electronic Transactions Act 2000*
- *Criminal Appeal Rules*
- *Practice Note SC Gen 12*

2. REGISTRATION

- Only registered users may use eServices
- Only persons or organisations invited by the court to participate may register for eServices.
- If you have been invited to use eServices, registration forms are available at www.lawlink.nsw.gov.au/courtlink . The completed form should be emailed to courtlinksupport@agd.nsw.gov.au .
- The registration form asks the applicant to nominate a userid. The userid has to be at least six characters and unique.
- The application form also asks the name of the applicant's organisation. This is to allow all users from an organisation to view all efilings for that organisation.
- The registration form also requests a "display name". This is displayed on the top of each screen (see [Figure 4 - Display Name Location](#) below), but is **most important** if you are using eForum, when the name displayed as having posted a message is the display name (this allows, for example, an eForum to ascribe a posting to "Tom Jones, paralegal")
- An email advising the user of the creation of the account and a temporary password will be sent immediately after account setup.
- Note that userid and password are **case sensitive**.

3. eFILING

- ***The list of documents that can be lodged through eFiling is set out in Schedule 4 of UCPR and Rule 2B of the Criminal Appeals Rules.***
- Only documents in PDF format and unlocked will be accepted for eFiling. **Scanned documents are not acceptable.**
- eFiled documents will be processed within two business hours. Registry hours are taken to be 9:00 AM until 5:00 PM, so that any documents eFiled after 3 PM will be available no later than early the next morning. Note that in accordance with **UCPR 3.4 (3)** and **UCPR 3.4 (5)**, final acceptance date will still be the date the document is actually eFiled.
- Documents are eFiled either **singly** or in **document sets**. **Document sets** is an important fundamental concept in eServices. For example, Originating process under the [Corporations Act 2001](#) of the Commonwealth normally consists of five documents, namely:
 - originating process



- affidavit in support of originating process
- affidavit of prescribed information
- affidavit of service of creditor's statutory demand for payment of debt
- consent of liquidator
- These five documents will together constitute one document set and will represent one document for eFiling. They must be combined into one PDF file for eFiling.
- Documents/document sets can be lodged in batches of up to 20, but the batch must contain only one type of document/document set of only one filing fee category.
- Where a filing fee is payable, the amount depends on whether the client named on the document is an organisation, a person, or exempt (eg Government Agency). Details are available at [Civil Procedure Regulation 2005](#).
- Only Mastercard, Bankcard and Visa will be accepted for payment of filing fees. Note that CourtLinkNSW does not store credit card details
- eFilers are requested to name each document/document set eFiled according to the following standard:

<document type name> <short description of case title> <firm reference>

Example:

Originating process Smith v Jones MCI456789

Please do not use characters such as / \ : * ? < > in file names.

- A document that is referred to in an affidavit cannot be eFiled. It is taken to be an exhibit under **UCPR 3.4(5)**. An exhibit to an affidavit must not be filed (see **UCPR 35.6 (5)**)
- Note also **UCPR 35.8**:

“35.8 Affidavit of service not to annex document served

- (1) An affidavit of service of a document that has been served must clearly identify the document, but **must not annex a copy of the document**.
 - (2) An affidavit of service must contain:
 - (a) a statement as to when, where, how and by whom service was effected, and
 - (b) a statement, using as nearly as practicable the actual words used by the person to whom the process was delivered, as to what, if anything, that person said, on the occasion of service, concerning the service or the subject matter of the proceedings, and
 - (c) a statement that the deponent is over the age of 16 years, or is of a named class of persons who by virtue of their status, occupation or otherwise must be over that age.”
- In accordance with **Uniform Civil Procedure Rule 4.10 (5)**, documents will be rejected only in exceptional circumstances – for example, a totally inappropriate document is eFiled.
 - A document/document set can be **no larger than 1024 Kbytes (1 Mbyte)**



- When a document/document set is processed and given **final acceptance** in accordance with **UCPR 3.4 (5)**, it can be downloaded and served.

4. eFORUM

- eForum will be initiated at the direction of a judicial officer
- A legal practitioner who is a registered eUser can request an eForum
- Staff of legal firms who are registered eUsers can post messages to an eForum on behalf of a legal practitioner but they cannot request an eForum.
- The protocol for using eForum is contained in Practice Note SC Gen 12

5. THIS GUIDE IS NOT LEGAL ADVICE

This user guide provides information about general court procedures. It is not intended to provide legal advice nor is it a substitute for consulting or referring to relevant Act or the rules of the Court.

Should you have questions about the document and the jurisdiction or relevant legislation and rules governing the practice and procedure of the Court, the following websites may be consulted for further details: www.lawlink.nsw.gov.au or www.lawaccess.nsw.gov.au.

6. DISCLAIMER

Information provided in eServices is made available on the understanding that neither the NSW Attorney General's Department nor the Supreme Court of NSW nor CourtLinkNSW eServices are rendering professional advice.

Before relying on the material in eServices, users should carefully evaluate its accuracy, currency and completeness. Whilst the NSW Attorney General's Department, Supreme Court of NSW, CourtLinkNSW eServices believe that all information provided by eServices is accurate and reliable, we give no guarantees, undertakings or warranties concerning the accuracy, completeness or currency of the information provided.

CourtLinkNSW eServices is made available on the understanding that the State of NSW and its employees and agents shall have no liability (including but not limited to liability by reason of negligence) to CourtLinkNSW eServices users for any loss, damage, cost or expense whether direct, indirect, consequential or special, incurred by, or arising by reason of, any person using or relying on eServices and whether caused by reason of any error, omission or misrepresentation in eServices or otherwise. eServices users will be responsible for making their own assessment of the information and should verify all relevant representations, statements and information within. Users should note that the use of eServices is optional and that in person court services remain available.

Furthermore, whilst the information in eServices is considered to be true and correct at date of login, changes in circumstances after the time of login may impact upon the accuracy of the information. The information may change without notice and the State of NSW is not in any way liable for the accuracy of any information printed and stored by an eServices user. CourtLinkNSW eServices may update, improve and/or change the information in eServices at any time.



The State of NSW will not be liable for damage or loss resulting from any delay in operation or transmission, virus, communications failure, email interception or corruption, Internet access difficulties or malfunction in equipment or software.

7. PRIVACY POLICY

Many people are concerned about how personal information provided online will be used. This Privacy Policy Statement provides a clear and concise framework of how and when CourtLinkNSW collects, stores, uses and discloses the information that you provide when accessing CourtLinkNSW facilities.

The CourtLinkNSW site is part of Lawlink, which is operated and managed by the NSW Attorney General's Department. When visiting this site, a record of your visit is logged. The Privacy Statement applying to your entry to CourtLinkNSW is the LawLink privacy statement, which can be found on <http://www.lawlink.NSW.gov.au/disclaimer.nsf/pages/disclaimer>.

This statement is specific to CourtLinkNSW, and wholly relates to the personal information that you provide when using CourtLinkNSW, and when accessing CourtLinkNSW facilities.

7.1 *Privacy and Personal Information Protection Act 1998*

The NSW [Privacy and Personal Information Protection Act 1998](#) sets the privacy standards regulating the manner in which public sector agencies deal with personal information. The standards outlined in the Act only apply to personal information. This is defined as any information about an individual whose identity is apparent or can reasonably be ascertained from that information.

The Act does not affect the manner in which a court exercises its judicial functions (s. 6 of the Act). Information contained in CourtLinkNSW with respect to proceedings in a CourtLinkNSW court (including proceedings that have been finally disposed of) is taken to be information concerning the judicial functions of that court (see s.14B of the Electronic Transactions Act 2000).

7.2 *What personal information will be collected?*

CourtLinkNSW collects two categories of information:

- Information for manual and electronic transactions in accordance with longstanding practices and policies; and
- Information collected only for electronic transactions.

CourtLinkNSW collects personal information that the courts have always collected about matters appearing before it. These are:

- Name and address of a party, including contact details;
- Name and address of a party's representative, if any, including contact details;
- Contents of specified documents which can be uploaded in CourtLinkNSW, including personal information contained within.

CourtLinkNSW also collects personal information specific to the use of CourtLinkNSW including navigation patterns and number of pages viewed. Information specific to



CourtLinkNSW usage is used only for purposes of normal court administration and monitoring site usage.

7.3 What personal information will not be collected in CourtLinkNSW?

CourtLinkNSW or its technology service provider does not store customer credit card details at any time during the lodgement process. CourtLinkNSW retains no credit card information.

7.4 What we do with the information collected?

The personal information collected by CourtLinkNSW is information reasonably necessary for, and for the lawful purpose of, processing documents filed in proceedings and carrying out the statutory functions of the courts, which includes but is not limited to:

- Determining court fees payable and to enable auditing of fees paid;
- Facilitating case management;
- Enabling an accurate record of court decisions to be maintained, as they affect the rights and obligations of individuals and organisations, including Government organisations and individual organisations;
- Monitoring and evaluating court performance;
- Taking risk management measures to detect and prevent fraud;
- Analysing and improving CourtLinkNSW website facilities.

7.5 Email management

CourtLinkNSW will only record your email address if you send a message by email, if you have provided us with your email address, or you have consented to a third party to provide us with your email address. It will only be used for the purpose for which you have provided it. We will not use your personal email address for any other purpose, and will not disclose it without your consent.

The Internet is an insecure medium however, and users should be aware that there are inherent risks in transmitting information across the Internet. Unencrypted information submitted via email may be at risk of being intercepted, read or modified. Therefore use of CourtLinkNSW is entirely optional and the full range of in person court services will continue to be provided by the courts.

7.6 Navigational information

When you login to CourtLinkNSW, we will log the date and time you entered the area. For statistical purposes we collect information on website activity (such as the number of users visiting CourtLinkNSW, the date and time of visits, the number of and type of pages viewed, and navigation patterns). This information on its own does not identify an individual but it does provide us with statistics for the purposes of network analysis, usage analysis, and research into usage patterns for the purpose of improving CourtLinkNSW services. Access to and use of this information is restricted to CourtLinkNSW management and staff, and to researchers working on CourtLinkNSW projects and subject to an agreement to adhere to this Privacy Policy.



The NSW Attorney General's Department reserves the right to gather more extensive information than that stated above in the event of any attempted access to CourtLinkNSW which raise security issues and, where necessary, to make disclosures to relevant authorities.

7.7 Data storage

Information and documents stored on the system will be used for nothing other than normal court purposes.

Information related to active matters is regularly backed up and information and documents related to non-active active matters will be archived and stored.

All data is erased from the NSW Attorney General's Department computer hardware prior to disposal.

7.8 Public access to information provided in CourtLinkNSW

At this stage, members of the public will not have access to CourtLinkNSW.

CourtLinkNSW users should note that there are legal limitations on the use, publication and dissemination of some personal information contained in CourtLinkNSW databases.

CourtLinkNSW and LawLink reserve the right to exclude access to its databases by users or sites in apparent breach of any such legal requirements.

7.9 Updating this policy

The developing nature of information technology and the laws regulating the way public bodies are using it to deliver services means that this policy may be modified or expanded in light of new developments.



8. LOGGING INTO eSERVICES

Figure 1 - CourtLink eServices User Login Screen

A registered user when logging in for the first time will be asked to change the temporary password that was provided with the email advice of registration.

Both userid and password are case sensitive.

8.1 Cannot remember password

If an eServices registered user cannot remember their password, contact Business Support Group CourtLinkNSW on (02) 9377 5588 or courtlinksupport@agd.nsw.gov.au to have the password reset.

8.2 ID locked after 3 unsuccessful login attempts

Where an eUser enters an incorrect combination of userid and password so that login is not authenticated, the eUser will be provided an error message and asked to enter the correct userid and password combination. The UserID and password are case sensitive.

Three (3) unsuccessful attempts will lock the users account requiring the eUser to contact courtlinksupport@agd.nsw.gov.au to have the password reset.



9. LOOK & FEEL

9.1 Application menu options

The left hand side of the screen shows the application menu options. The options available are displayed based on the access permission that an eServices registered user has.

Figure 2 - Application Menu - Legal Practitioner Access

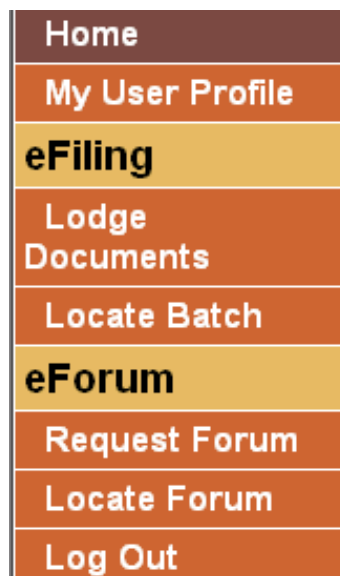
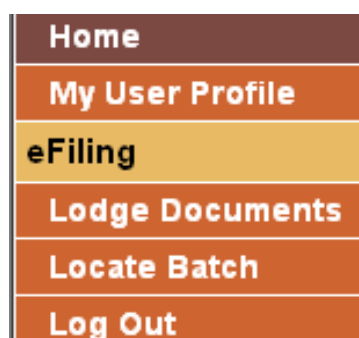


Figure 3 - Application Menu - eFiler Access



9.2 Display current user

Located near the top of the screen in the 'System Menu Bar', on the right, is the display name of the eServices registered user.



Figure 4 - Display Name Location



9.3 Messages

Messages, example confirmations, will be displayed to the eServices registered user in the area highlighted below :

Figure 5 - Screen Message Location



10. USER MAINTENANCE

Figure 6 - Update User Profile

Update User Profile

| | |
|----------------|--|
| Given Name | efiler |
| Last Name | efiler |
| Display Name | efiler |
| Organisation | Outside of CourtLink eServices |
| * eMail | <input type="text" value="joe_smith@firm.com.au"/> |
| * Phone Number | <input type="text" value="12345678"/> |

Fields marked with asterisks * are required

Note: Only email address and contact number can be maintained. All other fields are read only.

Select option **My User Profile** from the application menu.

Select **Update User Profile** from **User Profile** page.

Select **Submit** to save changes made.



Cancel will return user to **User Profile** screen.

11. eFILING

11.1 eFiling - Lodge document/s

All documents lodged must be in Adobe Portable Document Format (PDF) and must not be locked.

Select **Lodge Document** option from left hand menu.

Choose Document Type option will appear:

Figure 7 - Choose Document Type Detail

The screenshot shows a web form titled "Choose Document Type". It contains two dropdown menus. The first is labeled "Document Type" and has "Affidavit (General)" selected. The second is labeled "File on behalf of" and has "Individual" selected. Below these fields is a dark grey button labeled "Submit".

From **Document Type** field, select the document for filing.

From **File on behalf of** field, select **Organisation**, **Individual** or **Fee Exempt**

To continue select **Submit**.

The screen shown at Figure 8 allows for the **Upload** of each document being eFiled.



Figure 8 - Upload Document Screen - Secondary View with Case/Proceeding Reference Field

"Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling "

Lodge Documents

1) Choose Document Type 2) **Upload Documents** 3) Payment (if required) 4) Confirmation

- Upload Documents of type: Appearance

| | Case/Proceeding Reference | File | |
|--------------|---------------------------|----------------------|--|
| Document #1 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #2 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #3 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #4 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #5 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #6 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #7 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #8 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #9 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #10 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #11 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #12 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #13 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #14 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #15 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #16 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #17 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #18 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #19 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |
| Document #20 | <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> |

Only Adobe Portable Document Format (PDF) files accepted.

PDF files created from scanned images will not be accepted.

Do not "lock" PDF files for editing.

Limit of 20 documents can be lodged at one time.

Maximum document size is 1024 KB.

Note: The screen shown appears when a secondary document/s is being lodged. If originating process is being lodged, the column headed **Case/Proceeding Reference** does not appear.

Cancel returns to the **Choose Document Type** page.

Up to 20 documents/document sets can be eFiled in one batch. **All must be the same document type and fee category.**

Once all document(s)/document set(s) to be lodged in this batch have been selected, selecting **Upload** will:

- If a filing fee is payable, transfer control to the **Process Fee Payment Screen** shown in Figure 9 below;
- If a filing fee is not payable, transfer control to the **Confirmation Screen** shown in Figure 10.



The batch and each filing (document or document set) within the batch will be assigned a unique number (the numbers are not related) which can be used to locate the batch or filing with the **Locate Batch Screen** shown in Figure 11.

Figure 9 - Process Fee Payment Screen

Logged in as eUser

"Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling "

Lodge Documents

1) Choose Document Type 2) Upload Documents 3) **Payment (if required)** 4) Confirmation

Processing Fee Payment

Batch Reference Number 328466433
Fee Per Document \$1,276.00
Total Documents 1
Fee Total \$1,276.00

* Card Type
* Card Number
* Cardholder's Name
* Card Verification Value
* Expiry Month
* Expiry Year

Selecting **Submit** will:

- Process the filing together with the payment
- Forward an email to the Supreme Court Registry inbox to alert registry staff that an eFiled batch is awaiting processing
- Forward an email to the eFiler's email address providing the batch number and advising that that the document/s in the batch has/have been and given **initial acceptance** in accordance with **UCPR 3.4 (3)**.
- Transfer control to the - **Confirmation Screen** shown in Figure 10



Figure 10 - Confirmation Screen

CourtLinkNSW
NSW Courts and Tribunals

Logged in as eUser

"Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling "

Lodge Documents

1) Choose Document Type 2) Upload Documents 3) Payment (if required) 4) **Confirmation**

Upload completed successfully. Batch Reference Number: 328466433

Batch Receipt

| | |
|------------------------|--------------|
| Batch Reference Number | 328466433 |
| Lodgement Date | 18/08/2005 |
| Lodged By | eUser |
| Filed on behalf of | Organisation |
| Status | Unprocessed |
| Fee Per Document | \$1,276.00 |
| Total Documents | 1 |
| Fee Total | \$1,276.00 |
| Payment Receipt Number | 014643 |

[Print](#)

Filings in the batch

| Filing ID | Case/Proceeding Ref. | Document Type | Original Document |
|-----------|----------------------|---------------------|--|
| 328499201 | | Originating Process | Originating Process CourtLink eServices v Demo1 242424.pdf |

Selecting **Print** will provide a hardcopy confirmation of the eFiling transaction and fee payment together with the payment receipt number.



11.2 Locate Batch

A user can locate a batch by selecting the menu option **Locate Batch**. This transfers control to the - **Locate Batch Screen** shown in Figure 11.

Figure 11 - Locate Batch Screen

Where am I now? Lawlink > CourtLink > CourtLink eServices > eFiling

Locate Batch

Search Batch

Batch Reference Number

Lodged On or After (dd/mm/yyyy)

Lodged On or Before (dd/mm/yyyy)

Status

Payment Receipt Number

Enter criteria for batch search. Dates should be in dd/mm/yyyy format.

Batch Search Results

Showing 1 to 5 of 5

| Batch Reference Number | Lodgement Date | Status | Fee Total | Payment Receipt Number |
|---------------------------|----------------|-------------|------------|------------------------|
| 328138754 | 20/07/2005 | Unprocessed | \$1,276.00 | 014467 |
| 328138756 | 20/07/2005 | Processed | \$1,276.00 | 014503 |
| 328138757 | 21/07/2005 | Processed | \$1,276.00 | 014409 |
| 328204295 | 21/07/2005 | Processed | \$1,276.00 | 014434 |
| 328564736 | 29/07/2005 | Processed | \$1,276.00 | 014574 |

Showing 1 to 5 of 5

When looking for a specific Batch, the eServices registered user can enter the **Batch Reference Number** and select **Search**.

A user also has the option of searching for a lodgement date **On or After**, **On or Before**, via **Status** of Processed or Unprocessed or by **Payment Receipt Number**.

Using multiple criteria will refine the search.

All filings with a status of **PROCESSED**, **UNPROCESSED** or **REJECTED** will be displayed if the status search criterion is not used

All dates should be in dd/mm/yyyy format.

Locate Batch provides a summary of all batches that are associated with the organisation that the user is associated with at registration.



12. CHECK THE PROGRESS OF YOUR LODGEMENT

12.1 Lodgements

A Registry Officer will monitor the eFiling inbox. When an alert email is received the Registry Officer will login to the eServices environment to process the lodgement/s.

12.2 Searching for a Batch to check status of lodgement / retrieval of processed documents

Use the [Locate Batch](#) option to check the status of the lodgements as well as retrieve /view any processed documents. The option is available from the left hand side application menu.

Enter the search criteria. An eUser can use the following as search criteria:

- **Batch Reference Number**
- **Lodged On or After** date field
- **Lodged On or Before** date
- **Status**
- **Payment Receipt Number.**

Select **Search** to run the search.

Figure 12 - "Search Batch" Using "Unprocessed" as the Search Criterion

Search Batch

Batch Reference Number

Lodged On or After
(dd/mm/yyyy)

Lodged On or Before
(dd/mm/yyyy)

Status

Payment Receipt Number

Enter criteria for batch search. Dates should be in dd/mm/yyyy format.

Batch Search Results

first Showing 21 to 27 of 27

| Batch Reference Number | Lodgement Date | Status | Fee Total | Payment Receipt Number |
|---------------------------|----------------|-------------|-----------|------------------------|
| 328728578 | 01/08/2005 | Unprocessed | \$0.00 | |
| 328892416 | 03/08/2005 | Unprocessed | \$638.00 | 014468 |
| 328892417 | 03/08/2005 | Unprocessed | \$638.00 | 014426 |
| 328892418 | 03/08/2005 | Unprocessed | \$638.00 | 014515 |
| 328892419 | 03/08/2005 | Unprocessed | \$0.00 | |
| 329220096 | 08/08/2005 | Unprocessed | \$0.00 | |
| 329220097 | 09/08/2005 | Unprocessed | \$0.00 | |

The **Batch Search Results** will be displayed in the lower half of the screen.



Select the batch by clicking on the hyperlink identified by blue text that is underlined. Selecting a “hyperlink” will navigate a user to a further page. Selecting the **Batch Reference Number** hyperlink will present the user with the Batch Details screen.

Figure 13 - The Batch Details Screen

Locate Batch

Batch Details

Batch Reference Number 328138754
Lodgement Date 20/07/2005
Lodged By efiler
Filed on behalf of Organisation
Status Unprocessed
Fee Per Document \$1,276.00
Total Documents 1
Fee Total \$1,276.00
Payment Receipt Number 014467

Filings in the batch

| Filing ID | Status | Case/Proceeding Reference | Document Type | Lodgement Date |
|---------------------------|-------------|---------------------------|---------------------|----------------|
| 328171522 | Unprocessed | | Originating Process | 20/07/2005 |

The top section of the screen displays the batch details:

- **Batch Reference Number**
- the **Lodgement Date**
- Fee details associated with the filed document
- the **Fee Total** and **Payment Receipt Number**.

Also shown will be selection from the **Filed on behalf of** field that the eFiler had selected whilst filing the document.

The bottom portion will show each filing comprised within the batch. Individually selecting each **Filing ID** will display the **Filing Details** screen.



Figure 14 - Filing Details Screen - Unprocessed Document

The screenshot shows the CourtLinkNSW interface. At the top left is the logo and 'NSW Courts and Tribunals'. At the top right is the NSW coat of arms and 'Logged in as efiler'. A breadcrumb trail reads: "Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling". The main heading is 'Locate Batch'. On the left is a navigation menu with options: Home, My User Profile, eFiling (selected), Lodge Documents, Locate Batch, and Log Out. The 'Filing Details' section contains the following information:

| | |
|---------------------------|---|
| Filing ID | 327745540 |
| Batch Reference Number | 327712772 |
| Status | Unprocessed |
| Lodged By | efiler |
| Lodgement Date | 01/09/2005 |
| Original Document | 12345 of 2005 appearance Josh C v D Ad 242424.pdf |
| Processed Date | |
| Stamped Document | |
| Case/Proceeding Reference | 12345 of 2005 |

To exit from this screen select an option from the left hand application menu.

12.3 Your batch has been processed

An email will be received by the user who filed the batch when processing of all documents within that batch has been completed. The email will constitute **final acceptance** in accordance with **UCPR 3.4 (5)**.

You may now login to CourtLinkNSW eServices.

Perform a Batch Search and select the relevant batch.

Select each Filing ID to view the details

Figure 15 - Filing Details Screen

The screenshot shows the CourtLinkNSW interface. At the top left is the logo and 'NSW Courts and Tribunals'. At the top right is the NSW coat of arms and 'Logged in as efiler'. A breadcrumb trail reads: "Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling". The main heading is 'Locate Batch'. On the left is a navigation menu with options: Home, My User Profile, eFiling (selected), Lodge Documents, Locate Batch, and Log Out. The 'Filing Details' section contains the following information:

| | |
|---------------------------|--|
| Filing ID | 327745540 |
| Batch Reference Number | 327712772 |
| Status | Processed |
| Lodged By | efiler |
| Lodgement Date | 01/09/2005 |
| Original Document | 12345 of 2005 appearance Josh C v D Ad 242424.pdf |
| Processed Date | 01/09/2005 |
| Stamped Document | 12345 of 2005 30072005 appearance Josh C v D Ad 242424.pdf |
| Case/Proceeding Reference | 12345 of 2005 |

Select the stamped document's hyperlink and open and save the stamped document.



The document is suitable for service.

To exit from this screen select an option from the left hand application menu.

12.4 Rejecting Documents

If an eFiled document is rejected, the **Reasons for Rejection** will be available for view. This will be displayed on the **Filing Details** screen.

Figure 16 - Filing Details Screen - Rejected Processing

Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eFiling " Logged in as efiler

Locate Batch

eFiling - **Filing Details**

| | |
|---------------------------|---|
| Filing ID | 328204910 |
| Batch Reference Number | 328171778 |
| Status | Rejected |
| Lodged By | efiler |
| Lodgement Date | 20/10/2005 |
| Original Document | 12345 of 2005 appearance Josh C v D Ad 242424.pdf |
| Processed Date | 20/10/2005 |
| Stamped Document | |
| Case/Proceeding Reference | 12345 of 2005 |
| Reasons for Rejection | This document submitted for eFiling is rejected for the following reasons: <input type="text"/> |

[Back](#)

To exit from this screen select an option from the left hand application menu.

When a document has been rejected, you will have to submit a written request to the Supreme Court Registry for reimbursement of the filing fee.

13. eFORUM

The Protocol for using eForum is detailed in [Practice Note SC Gen 12](#).

13.1 Requesting an eForum

Select **Request Forum** from application menu.

Figure 17 - Request eForum Page

The screenshot displays the 'Request eForum' page. It is divided into two main sections: 'Create eForum' and 'Initial Message'.
The 'Create eForum' section contains three required fields: '* Case Number' (text input), '* Case Title' (text input), and '* Forum Topic' (drop-down menu).
The 'Initial Message' section contains three required fields: '* Subject' (drop-down menu), '* Message' (text area), and 'Attachment' (text input with a 'Browse...' button). A 'Submit' button is located below these fields.
A red-bordered box at the bottom contains the following text: 'Fields marked with asterisks * are required', 'Only Adobe Portable Document Format (PDF) files accepted.', 'PDF files created from scanned images will not be accepted.', 'Do not "lock" PDF files for editing.', and 'Maximum document size is 512KB.'

Insert **Case Number**. The field length is 20 characters.

Insert **Case Title**. The field length is 80 characters.

Insert **Forum Topic**. This is a drop-down list. Select one.

Insert **Subject**. This is a drop-down list. Select one.

Insert **Message**. All messages posted must be in accordance with an established [protocol](#).

To submit an attachment, select the **Browse** button and search for document and attach. See [Document formats and restrictions](#).

Select **Submit** button to create the forum. The initial message will be posted to the forum.

The user that created the forum will be attached and an email advising that the eForum has been created will be sent to the Administrator.

The page - Locate Forum Page” will be presented.

13.2 Locate Forum

Select **Locate Forum** from the left hand side application menu.



A search for your forum can be performed. The default will show immediately all eForums that the eServices registered user is a participant in. The search can be performed using **Case Number** and / or **Status** of 'open' or 'closed'.

Select **Search** to run the search.

Figure 18 - Locate Forum Page

The screenshot shows the 'Locate Forum' page in CourtLinkNSW. At the top, there is a navigation breadcrumb: "Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSW eServices > eForum". The page is titled 'Locate Forum' and shows the user is logged in as a 'Legal Practitioner'. On the left is a sidebar menu with options like Home, My User Profile, eFiling (Lodge Documents, Locate Batch), eForum (Request Forum, Locate Forum, Log Out), and a 'Search Forum' section. The search section has input fields for 'Case Number' and 'Status', and a 'Search' button. Below this is the 'Forum Search Results' section, which shows 'Showing 1 to 1 of 1' results in a table:

| Case Number | Case Title | Forum Topic | Status |
|---------------|---------------|-------------|--------|
| 12345 of 2005 | Josh C v D Ad | Callover | OPEN |

At the bottom of the page, it says 'Hosted by Attorney General's' and 'Crown Copyright ©'.

Listed in the **Forum Search Results** section located in the bottom half of the screen, will be all forums created by the eServices registered user.

The hyperlink will take the user to the **View Forum** page.

13.3 View Forum

Only participants attached to an eForum can access and view messages posted to that forum.

This page displays a list of messages associated with the forum. The messages will be in descending date order.

It also shows forum participants, the details of the case/proceedings and the status.

It also has a number of options that can be performed depending on the forum status and the eServices registered user's role permissions.



Figure 19 - View Forum Page (Status = "Open")

Logged in as Legal Practitioner

"Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSWeServices > eForum "

View Forum

Forum Details

Case Number: 12345 of 2005
 Case Title: Josh C v D Ad
 Forum Topic: Callover
 Status: Open
 Forum Participants: Legal Practitioner,

| Subject | Date | Posted By | Attachment |
|-----------------|---------------------|---------------------------------------|------------|
| Case Management | 20/10/2005 02:23:15 | Legal Practitioner Law Firm's R Us | |

Your Honour Justice Sanders,
 I represent the plaintiff in these proceedings and mention the matter on behalf of the defendant's representative We request an eForum

Print - provide eServices registered user with transcript of all posted messages.



Figure 20 - Sample eForum Transcript

View Forum

Page 1 of 3

CourtLinkNSW

NSW Courts and Tribunals

Forum Details

Case Number 6000/2005
 Case Title CourtLinkNSW eServices v Demo
 Forum Topic Callover
 Status Open
 Forum Participants Mr/s Lawyer / Legal Practitioner, Cheryl Smith, M Cruisin / Legal Practitioner, Smith J,

| Subject | Date | Posted By | Attachment |
|---|---------------------|---|------------|
| Case Management | 22/08/2005 01:34:44 | Smith J Supreme Court of NSW | |
| <p>Dear M Cruisin,</p> <p>I make the following orders: Make orders in terms of document titled : "Amended Timetable Consent Order" namely:</p> <ol style="list-style-type: none"> 1 Defendant file and serve affidavits on which it relies by 22/08/2005; 2 Plaintiff file and serve affidavits on which it relies by 24/08/2005; 3 Defendant file and serve affidavits in reply by 03/08/2005; 4 Direct Defendant to file and serve valuation report by 03/08/2005; 5 the plaintiff to serve on the defendant and efiled to his Honour's Associate an outline of argument, objections to evidence and list of authorities by no later then 4.00pm 05/08/2005. 6 the defendant to serve on the plaintiff and efiled to his Honour's Associate an outline of argument, objections to evidence and list of authorities by no later then 4.00pm 10/08/2005. 7 written reply by the plaintiff be served and efiled by 12/08/2005. 8 Confirm that matter is Specially Fixed for Hearing on 24/08/2005 before Justice Smith for 1 day." | | | |
| Case Management | 22/08/2005 01:31:05 | M Cruisin / Legal Practitioner Law Firm and Associates | |
| <p>Dear Cheryl Smith, Associate to Justice Smith,</p> <p>I act for the defendant in these proceedings and mention the matter for the plaintiff's solicitor.</p> | | | |

[Post Message](#) – allows for a new message to be posted.



Figure 21 - View eForum Page (Status = "Closed")

The screenshot shows the CourtLinkNSW interface. At the top, it says "CourtLinkNSW NSW Courts and Tribunals" and "Logged in as Legal Practitioner". A breadcrumb trail reads: "Where am I now? Lawlink > CourtLinkNSW > CourtLinkNSWeServices > eForum".

The main heading is "View Forum". A sidebar on the left contains navigation links: Home, My User Profile, eFiling (with sub-links: Lodge Documents, Locate Batch), eForum (with sub-links: Request Forum, Locate Forum, Log Out).

The "Forum Details" section shows:

- Case Number: 12345 of 2005
- Case Title: Josh C v D Ad
- Forum Topic: Callover
- Status: Closed
- Forum Participants: Legal Practitioner,

 A "Print" button is located below these details.

A table lists forum posts:

| Subject | Date | Posted By | Attachment |
|-----------------|---------------------|---------------------------------------|------------|
| Case Management | 20/10/2005 02:23:15 | Legal Practitioner Law Firm's R Us | |

The content of the post is:

Your Honour Justice Sanders,

I represent the plaintiff in these proceedings and mention the matter on behalf of the defendant's representative We request an eForum

Print - provide eServices registered user with transcript of all posted messages.

If an eForum is re-opened an email message will be sent to all participants advising that forum has been re-opened.



13.4 Post Message

Figure 22 - Post Message Page

Message

* Subject

* Message

Attachment

Fields marked with asterisks * are required

Only Adobe Portable Document Format (PDF) files accepted.
PDF files created from scanned images will not be accepted.
Do not "lock" PDF files for editing.
Maximum document size is 512KB.

Insert **Subject**. Choose from a drop down list. Select one.

Insert **Message**. This is a free form text field. It will permit a large message to be written.

To submit an attachment, select the **Browse** button and search for document and attach. See [Document formats and restrictions](#).

Select **Submit** to save the new message to the forum. Takes eServices registered user to [View Forum](#) page.

Cancel - Takes eServices registered user to [View Forum](#) page.

An email message will be forwarded to all participants advising that a new message has been posted.

14. LOGGING OUT

To logout, select the **Log Out** option from the application menu.

The system will log an User out after 30 minutes of inactivity.