



FAMILY COURT OF WESTERN AUSTRALIA

# eCourts Portal User Guide

## Registering for the eCourts Portal – New User

1. Go to <https://ecourts.justice.wa.gov.au>
2. Click on REGISTER A NEW ACCOUNT

### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

User Name  
user@domain.com

Password

3. Register as an INDIVIDUAL



eCourts Portal of Western Australia

[Home](#) > [Register](#)

### Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as?  Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  Yes  No

4. Confirm that you do not have an existing file by selecting NO. If you have an existing file, please see [Registering for the eCourts Portal – Existing matters with the Family Court of WA](#)



eCourts Portal of Western Australia

[Home](#) > [Register](#)

### Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as?  Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  Yes  No

5. Enter your details, then click SUBMIT

The screenshot shows the 'Registration Form' on the eCourts Portal of Western Australia. The form includes a header with the portal name and a 'Register' link. Below the header, there is a 'Registration Form' section with a note: 'Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Proceedings/Engagements.' The form asks 'Who do you want to register as?' with radio buttons for 'Individual' (selected) and 'Employee of an Organisation'. It then asks 'Do you have an existing file, matter, case or charge?' with radio buttons for 'Yes' and 'No'. The form contains several input fields: 'Enter your full legal name', 'Court Number', 'Email Address', 'Date of Birth', 'Mobile Address', 'Suburb', 'State', 'Surname', 'Mobile', 'Postcode', and 'Country'. A 'Submit' button is located at the bottom right of the form. A watermark '69RN' is visible in the center of the form.

6. You will now receive:

- a. A text message from COURTSWA which contains a SMS verification number
- b. An email from the CTGHelpdesk which contains the link MANAGE PASSWORD

7. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD

8. Tick the box, then click AGREE & CONTINUE

9. Create a new password (please note there are password requirements)

10. Confirm the password

11. Enter the SMS verification number

12. Click CREATE PASSWORD

13. You will receive a notification on your screen that confirms your password creation was successful.

14. You will now be able to login. Your username is the email address you used to register. Your password is the password you have created when during registration.

**Log in.**

Use your account details to log in. If you don't have an account, [Register a new account.](#)

The screenshot shows the login form. It has two input fields: 'User Name' with the text 'user@domain.com' and 'Password'. Below the fields is a blue 'Log in' button. At the bottom of the form, there is a link that says 'Forgot your Password or Account Locked?'.

## Registering for the eCourts Portal – Existing matters with the Family Court of WA

1. Go to <https://ecourts.justice.wa.gov.au>
2. Click on REGISTER A NEW ACCOUNT

### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

User Name  
user@domain.com

Password

3. Register as an INDIVIDUAL

 eCourts Portal of Western Australia

[Home](#) > Register

**Registration Form.**

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as?  Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  Yes  No

4. Confirm that you have an existing file by selecting YES

 eCourts Portal of Western Australia

[Home](#) > Register

**Registration Form.**

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as?  Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  Yes  No

5. You need to enter your file number and Person ID number. If you do not have these details, you will need to contact the Family Court of WA on (08) 9224 8222.
6. Enter your details, then click on SUBMIT

**Registration Form.**

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Filings/Engagements.

Who do you want to register as?  Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  Yes  No

Note: If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court.

Which Court or Tribunal is it held at?

Which Court location did it start in?

What are your file, matter, case or charge details?

Person/Organisation ID

If you cannot locate your Person/Organisation ID on any of your court documents contact the relevant court to obtain this information.

Enter your full legal name

Given Names

Surname

Email Address

An email address that is only ever used by yourself

Mobile

Either your personal or work mobile number

The mobile number will be used for SMS authentication to verify your registration and for password resets

**ES55RU**

7. You will now receive:
  - a. A text message from COURTSWA which contains a SMS verification number
  - b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD
8. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD
9. Tick the box, then click AGREE
10. Create a new password
11. Confirm the password
12. Enter the SMS verification number
13. Click CREATE PASSWORD
14. You will receive a notification to confirm your password creation was successful.
15. You will now be able to login. Your username is the email address you used to register. Your password is the password you have created when during registration.

**Log in.**

Use your account details to log in. If you don't have an account, [Register a new account.](#)

User Name

Password

[Forgot your Password or Account Locked?](#)

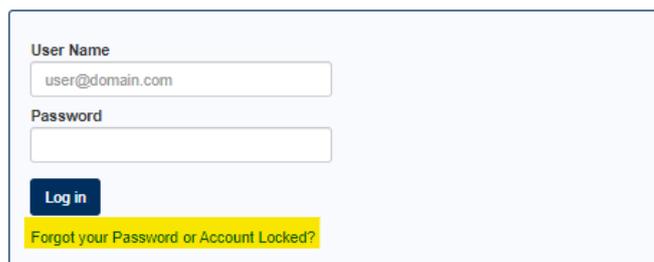
## Forgotten your password?

If you have forgotten your password, or locked yourself out of your account:

1. Go to the eCourts Portal, and select the link FORGOT YOUR PASSWORD OR ACCOUNT LOCKED

### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).



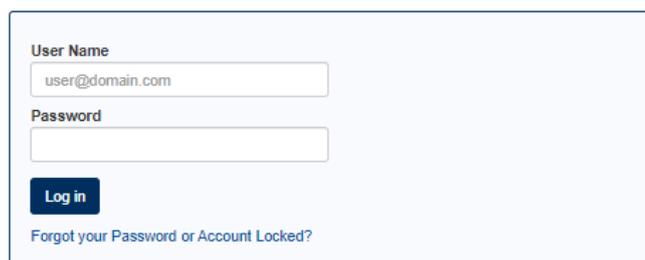
The screenshot shows a login form with the following elements:

- User Name:** A text input field containing "user@domain.com".
- Password:** A text input field.
- Log in:** A blue button.
- Forgot your Password or Account Locked?:** A link highlighted in yellow.

2. Enter your email address, then select REQUEST PASSWORD RESET
3. You will now receive:
  - a. A text message from COURTSWA which contains a SMS verification number
  - b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD
4. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD
5. Tick the box, then click AGREE
6. Create a new password
7. Confirm the password
8. Enter the SMS verification number
9. Click CREATE PASSWORD
10. You will receive a notification to confirm your password creation was successful.
11. You will now be able to login.

### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).



The screenshot shows a login form with the following elements:

- User Name:** A text input field containing "user@domain.com".
- Password:** A text input field.
- Log in:** A blue button.
- Forgot your Password or Account Locked?:** A blue link.

## Starting a new application

1. Under Assisted Lodgement, select FAMILY COURT OF WA

Assisted Lodgment	▼
Criminal Injuries Compensation	▼
Extraordinary Licence	▼
Family Court of WA	▼
Magistrates Court	▼
Restraining Order	▼
State Administrative Tribunal	▼

2. Select what type of application you are filing

**Lodge an Application**

Your answers to the questions below will determine the appropriate application which can be lodged online with the Family Court of Western Australia.

What type of Orders are you seeking? \*

- Divorce  
*Apply to formally end a marriage.*
- Parenting  
*Parenting orders may be sought if an agreement is not able to be reached regarding parenting arrangements. This can include arrangements about where the children will live and how the children will maintain a relationship with both parents (and other significant people).*
- Financial  
*The two main types of financial orders sought are orders to divide assets (things you own) and liabilities (things you owe money on); and spousal and de facto maintenance orders.*
- Parenting & Financial  
*You can seek both parenting and financial orders in the one application.*
- Other than Parenting & Financial  
*Select option if you are seeking orders relating ONLY to spousal or de facto maintenance, child maintenance (child support), passports and/or costs. This option should not be selected if you are also seeking parenting or financial orders.*
- Medical Procedures  
*Select option if the order(s) you are seeking relate(s) to authorising a major medical procedure for a child that is not for the purpose of treating a bodily malfunction or disease.*
- Nullity  
*A decree of nullity can be granted if there was no legal marriage between the parties, even though a marriage ceremony has taken place.*
- Validity  
*Select option if you are seeking a declaration as to the validity of a marriage, or of a divorce or annulment of marriage.*

\* Indicates mandatory fields

Delete Document Next

## Lodging a document on a current matter

### 1. Login to the eCourts Portal

#### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

**User Name**

**Password**

**Log in**

[Forgot your Password or Account Locked?](#)

### 2. Go to MY CURRENT MATTERS

The screenshot shows the eCourts Portal dashboard for a user named Simone. The dashboard features several navigation menus:

- Assisted Lodgment:** Criminal Injuries Compensation, Extraordinary Licence, Family Court of WA, Magistrates Court, Restraining Order, State Administrative Tribunal.
- Lodgment:** eLodgment, Lodge Documents in Bulk (Govt Agencies only), Upload Requested Items.
- Courts Information:** Court Listings for 1 December 2021, Criminal Information, Decisions, Notice of Residential Tenancies, Personal Injury Summaries, Search for Person/Matter Listings, Suppression Orders.
- Manage Work & Development Permits:** Work and Development Permits, Work and Development Sponsor.
- Prosecuting Agencies:** Lodge/Manage Case.
- Right-hand menu:** Incoming Documents, Manage Lodgments, Manage My Account, Favourites, **My Current Matters** (circled in red), My Hearings.
- Most Used:** Family Court of WA, eLodgment.

### 3. Select LODGE (located on the right-hand side next to the application)

The screenshot shows the 'My Current Matters' page for the Family Court. It displays a table with columns for File No., Year, Title, Application, and Lodgment Date. The application 'Form 1 - Initiating Application - Financial + Interim Fee' is highlighted, and the 'Lodge' button next to it is circled in red.

File No.	Year	Title	Application	Lodgment Date	
	2021		Form 3 - Application for Divorce	10/12/2021	Lodge
	2021		Form 1 - Initiating Application - Financial + Interim Fee	30/08/2021	Lodge

### 4. Select which document you are lodging from the drop down menu click assisted lodgement or elodgment (there will only be one option depending on the document you are uploading)

The screenshot shows the 'My Current Matters' page for the application 'Form 1 - Initiating Application - Financial + Interim Fee'. It displays a dropdown menu for selecting the type of document to be lodged. The 'Assisted Lodgment' button is highlighted.

Please select the type of document to be lodged:

**Assisted Lodgment** **eLodgment**

### 5. Confirm your details, then select NEXT

6. To attach your document, select BROWSE and select the document you are lodging.

Document details

- Type of Document
- File Selection
- Application Selection
- Party Selection
- Contact Details
- File Upload

Document Selected

Affidavit (General)

File Selected

7248/2021

File Upload

Supported file formats: pdf

Upload Selected File

Browse...

Save for later Delete document

Back Next

7. Select UPLOAD SELECTED FILE

Document details

- Type of Document
- File Selection
- Application Selection
- Party Selection
- Contact Details
- File Upload

Document Selected

Affidavit (General)

File Selected

7248/2021

File Upload

Supported file formats: pdf

Upload Selected File

Browse...

Save for later Delete document

Back Next

8. If you would like to preview your document, select PREVIEW

Document details

- Type of Document
- File Selection
- Application Selection
- Party Selection
- Contact Details
- File Upload

Document Selected

Affidavit (General)

File Selected

7248/2021

File Upload

Uploaded File:

20211209150434149.pdf

Preview Remove

Save for later Delete document

Back Next

9. Select NEXT

Document details

- Type of Document
- File Selection
- Application Selection
- Party Selection
- Contact Details
- File Upload

Document Selected

Affidavit (General)

File Selected

7248/2021

File Upload

Uploaded File:

20211209150434149.pdf

Preview Remove

Save for later Delete document

Back Next

Information Entered

## 10. Select LODGE

Batch details

Batch name: **New Batch from 14-Dec-2021 02:02 PM** [Rename batch...](#)

Batch contents:

Select	Type of Document	Title	Status		
<input type="checkbox"/>	Affidavit (General) Affidavit fee		Ready for Lodgment	<a href="#">Edit...</a>	

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

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

## 11. Select CONFIRM AND LODGE

Lodgment Confirmation

Items for submission:

Type of Document	Title
Affidavit (General) Affidavit fee	

Please confirm you wish to lodge this document with the Family Court of Western Australia.

[Return to previous page](#) [Confirm and Lodge](#)

## How to view your documents

### 1. Login to the eCourts Portal

#### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

**User Name**

**Password**

**Log in**

[Forgot your Password or Account Locked?](#)

### 2. Click on eLodgment

**Lodgment** ▾

**eLodgment** ▾

Lodge Documents in Bulk (Govt Agencies only) ▾

Upload Requested Items ▾

### 3. Under SEARCH FOR MATTERS, go to QUICK MATTER SEARCH

### 4. For the JURISDICTION, select FAMILY COURT

### 5. Next to MATTER or FILE REF, enter your file number and year

### 6. Click SEARCH

Search for Matters

Quick Matter Search

Jurisdiction:  Division:  Location:

Matter or File Ref:  /

OR

Party Name:  (Enter the full Company name or full Surname)

**Search**

### 7. Click VIEW next to the appropriate application

Search results in the Family Court jurisdiction will only be displayed if you are a party or a legal representative on the application. ×

File No.	Year	Title	Application	Lodgment Date	View
	2021		Form 3 - Application for Divorce	10/12/2021	<a href="#">View...</a>
	2021		Application to Reduce Fee	10/12/2021	<a href="#">View...</a>
	2021		Form 1 - Initiating Application - Financial + Interim Fee	30/08/2021	<a href="#">View...</a>

## 8. Click on VIEW DOCUMENT LIST

**Title:** [REDACTED] ☆

**Type:** [REDACTED] **Jurisdiction:** Family Court of Western Australia

**Index:** [REDACTED] **Division:** Family Law

**Year:** 2021 **Location:** Perth

**Current Status:** Lodged on 30/08/2021

Role	Name	Representative
Applicant	[REDACTED]	[REDACTED]

Role	Name	Representative
Respondent	[REDACTED]	[REDACTED]

A total of 11 documents have been submitted for this Matter. A total of 2 hearings exist for this Matter.  
3 most recently submitted documents for this Matter.  
Please note that out of four lodgments may not be visible until the next business day.

eLodged	Title	Doc Type	Lodged By	Lodgment Date
<input type="checkbox"/>	Amended Form 2 - Application in a Case (add new orders sought)	Amend Form 2 (add new)	[REDACTED]	01 Dec 2021
<input type="checkbox"/>	Form 2 - Application in a Case - Other	Form 2 - App in a Case - Other	[REDACTED]	01 Dec 2021
<input type="checkbox"/>	- Referred	Letter	[REDACTED]	10 Sep 2021

For this Matter...

- [View Document List](#)
- [View Hearing List](#)
- [View Subpoenaed Items](#)

[Lodge a Document](#)

## How to view your Subpoenaed Items

### 1. Login to the eCourts Portal

#### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

**User Name**

**Password**

**Log in**

[Forgot your Password or Account Locked?](#)

### 2. Click on eLodgment

**Lodgment** ▼

**eLodgment** ▼

Lodge Documents in Bulk (Govt Agencies only) ▼

Upload Requested Items ▼

### 3. Under SEARCH FOR MATTERS, go to QUICK MATTER SEARCH

### 4. For the JURISDICTION, select FAMILY COURT

### 5. Next to MATTER or FILE REF, enter your file number and year

### 6. Click SEARCH

Search for Matters

Quick Matter Search

Jurisdiction:  Division:  Location:

Matter or File Ref:  /

OR

Party Name:  (Enter the full Company name or full Surname)

**Search**

## 7. Click VIEW next to the appropriate application

Search results in the Family Court jurisdiction will only be displayed if you are a party or a legal representative on the application.

File No.	Year	Title	Application	Lodgment Date	View
	2021		Form 3 - Application for Divorce	10/12/2021	View...
	2021		Application to Reduce Fee	10/12/2021	View
	2021		Form 1 - Initiating Application - Financial + Interim Fee	30/08/2021	View...

## 8. To view your Subpoenaed Items, click on VIEW SUBPOENAED ITEMS

Type: [redacted] Jurisdiction: Family Court of Western Australia  
Index: [redacted] Division: Family Law  
Year: 2021 Location: Perth  
Current Status: Lodged on 30/08/2021

Role	Name	Representative
Applicant	[redacted]	[redacted]
Respondent	[redacted]	[redacted]

A total of 11 documents have been submitted for this Matter, A total of 2 hearings exist for this Matter.  
3 most recently submitted documents for this Matter  
Please note that out of hour lodgments may not be visible until the next business day.

eLodged	Title	Doc Type	Lodged By	Lodgment Date
<input type="checkbox"/>	Amended Form 2 - Application in a Case (add new orders sought)	Amend Form 2 (add new)	[redacted]	01 Dec 2021
<input type="checkbox"/>	Form 2 - Application in a Case - Other	Form 2 - App in a Case - Other	[redacted]	01 Dec 2021
<input type="checkbox"/>	- Referred	Letter	[redacted]	10 Sep 2021

For this Matter...  
[View Document List](#)  
[View Hearing List](#)  
[View Subpoenaed Items](#)

Lodge a Document

## Application to Reduce Fee

### 1. Login to the eCourts Portal

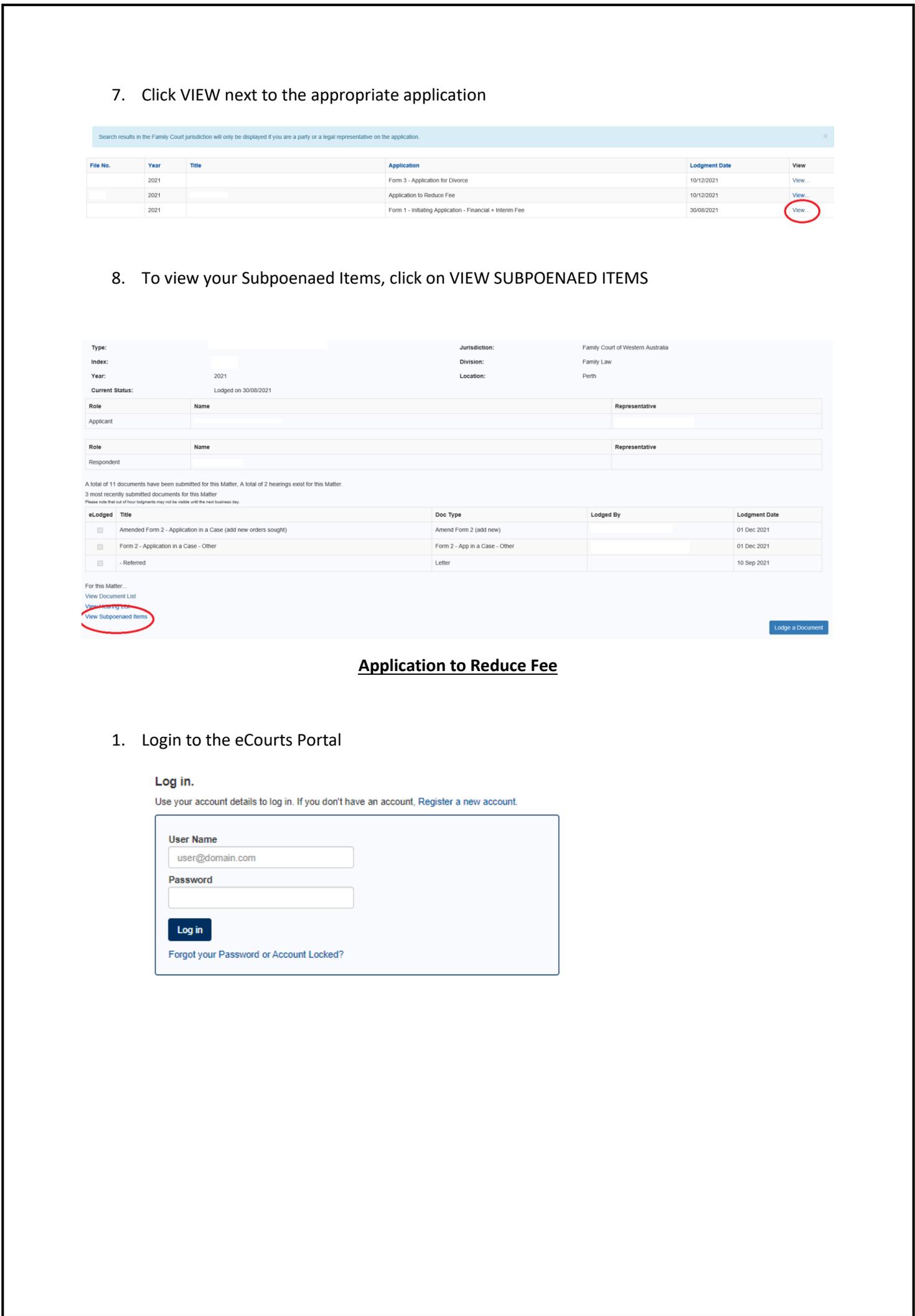
#### Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).

**User Name**

  
**Password**

[Forgot your Password or Account Locked?](#)



2. Click on eLodgment

Lodgment	▼
eLodgment	▼
Lodge Documents in Bulk (Govt Agencies only)	▼
Upload Requested Items	▼

3. Select LODGE A DOCUMENT

🏠 > eLodgment

eLodgment Home - Rosalia Daniela KAVANAGH

Incoming Documents

You do not have any unread documents [Incoming Documents](#)

Menu

<a href="#">Lodge a document</a>	Lodge a new document
<a href="#">Upload a data file</a>	Submit a batch by uploading a data file (Magistrates Court only)
<a href="#">Manage Lodgments</a>	View pending and lodged batches
<a href="#">View Documents for Rosalia Daniela KAVANAGH</a>	View Documents previously lodged by Rosalia Daniela KAVANAGH

Search for Matters

Quick Matter Search

Jurisdiction:  Division:  Location:

Matter or File Ref:  /

OR

Party Name:  (Enter the full Company name or full Surname)

4. Select *Application to Reduce Fee* from the list

Document details

[Type of document](#)

Type of Document Lodgment

Please select Jurisdiction, Division and Location to lodge at, or the Jurisdiction, Division and Location where the action commenced. \*

Jurisdiction:  Division:  Location:

Please select the type of document to be lodged. \*

After this application has been determined, the related fee attracting document can be lodged. If you believe the related fee attracting document is urgent, please contact the Court immediately after this application has been lodged on (08) 9224 8222.

Has an application to reduce the fee on this document been granted?

FEE  /

\* Indicates Mandatory Fields

5. If you have an existing file please add the file number here.

Document details

Type of Document

[File Selection](#)

Document Selected

Application to Reduce Fee

File Information

Do you have an existing File?  Yes  No

File Ref. \*  /

\* Indicates Mandatory Fields

[Save for later](#) [Delete document](#) [Back](#) [Next](#)

Information Entered

1 Document Type selected: Application to Reduce Fee

6. If you have an existing file number include your personal details and click Next.

7. Upload any document relevant to the application to reduce fee by Selecting Browse and Upload selected file.

Document details

Type of Document

[File Selection](#)

Contact Details

Applicants

KAVANAGH

[Upload Document](#)

Document Selected

Application to Reduce Fee

Upload Document:

The Application to Reduce Fee should include the Application for Exemption/Reduction of Court Fees form, any proof of the entitlement claimed in the application and a copy of the proposed fee attracting document (and supporting documents) you are seeking an exempt or reduced fee.

Supported file formats: doc, docx, pdf

[Browse...](#)

[Upload Selected File](#)

[Save for later](#) [Delete document](#) [Back](#) [Next](#)

8. Advise if you are selecting any urgent orders and select Next

Document details

Type of Document

[File Selection](#)

Contact Details

Applicants

KAVANAGH

[File Upload](#)

[Additional Attributes](#)

Document Selected

Application to Reduce Fee

Additional Attributes

Are you seeking orders for urgent consideration in the fee attracting document this application relates?

Yes

No

\* Indicates Mandatory Fields

[Save for later](#) [Delete document](#) [Back](#) [Next](#)

9. Select the application to Reduce fee and click Lodge

Batch details

Batch name: New Batch from 14-Dec-2021 02:54 PM [Rename batch...](#)

Batch contents:

Select	Type of Document	Title	Status	
<input checked="" type="checkbox"/>	Application to Reduce Fee		Ready for Lodgment	<a href="#">Edit...</a>

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

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

## 10. Confirm and lodge

Lodgment Confirmation

Items for submission:	
Type of Document	Title
Application to Reduce Fee	

Please confirm you wish to lodge this document with the Family Court of Western Australia.

[Return to previous page](#) [Confirm and Lodge](#)