



## HIGH COURT OF AUSTRALIA

### Digital Lodgement System RfP - Q&A - 10/01/2019

1. How many distinct users do you expect to lodge a document (annually)?  
It is difficult to put an actual number on this, but potentially over 1000 users.  
For each case lodged there are at least two parties filing documents. Approximately half of the applicants are self-represented (and may file more than one case). Some but not all law firms file documents in more than one case.  
Please also refer to cases lodged.
2. Do you expect the majority of users to be one-off or recurring?  
The majority of the users will be recurring, so having a system that will store the users information and have a password recovery option will be important.
3. Must users be invited to lodge a form or document in relation to a matter, or can they self-register in order to submit?  
Users to the system should be able to self-register and lodge documents. Matters are raised by the Law firm or individual bringing a case to the High Court.
4. Will users be required to prove their identity prior to lodgement through the system? If yes, to what level of proof?  
We would expect the system to do at least an email check to verify there is a real person lodging.  
Alerts should be sent to the Registry (the Court) to verify an identity. It may be a requirement for some form of 2FA (2 factor authentication) at some stage.
5. Are documents to be lodged against a known matter number or identity?  
Documents may be lodged against a matter that has been heard by a lower court, but in all cases the Applicant (Law firm or individual) will start the process, not the court.  
Respondents will lodge documents against an existing Case that has been initiated by the Applicant in the point above.
6. Do you have any examples of the types of roles that may alter a user's permissions or access to a matter?  
The Registry would have full access to the system.  
Law firm A or individual 'Applicant' bringing the case would have access to the files that they submit.  
Law firm B would have access to their area, and if named as the 'Respondent' they would have access to that case only of Law firm A only.
7. Who are the users referred to in the RfP?  
The users of the Digital Lodgement System include:
  - The Courts Registry
  - Law firms
  - Individuals (The Public)

8. When is the proposed solution required by?  
It is an expectation that the Digital Lodgement System would be available and fully tested by June 2019.
9. How do you envisage this working?
- A Supplier builds & supports a solution, the Court pays for it, and there would be nil cost to the User?  
Correct – the Court will pay for the system and any ongoing maintenance and support. There will be no cost to the external users of the system.
  - Is the intention to lodge and store documents only (Pending)?  
The intention is for documents to be lodged, stored in the system for review (Pending). Once approved by the Registry (Court) staff and then copied/downloaded onto Court systems. If unapproved the documents would not be copied to the Court.
  - Would the User pay per lodgement/document or is the Court looking at a subscription type model?  
The end user, being the Law Firm or Individual will pay on lodgement only if the document attracts a filing or hearing fee. The fee attaches to the type of document rather than the user and regardless of the method of lodgement (ie. electronic or paper). The filing and hearing fee is not a fee for using the electronic lodgement system.  
Some users may hold an exemption from paying fees or may be eligible to pay a reduced fee. It does not matter how many documents are submitted.
10. Regarding the future program of work – is the Court seeking a vendor that can deliver the future projects as well, or will these be treated as discrete projects?  
The Digital Lodgement System is seen as the first step toward our Digital Strategy and as such is a discrete project, however if a vendor has a complete solution that could be adopted over a period, this could also be an advantage to the Court.
11. How many actual transactions and/or documents do you estimate annually, resulting from the stated cases, applications, hearings and judgments?  
Annually, the High Court has approximately 800 cases filed, 500 special leave applications, 60 appeals, and approximately 140 original jurisdiction matters.  
For special leave applications (SLAs) where they are represented you'd expect around 6 transactions for each matter (possibly more), for self-represented SLAs 3 transactions. Appeals attract more transactions (at least 8 transactions). All dependant on the number of parties, the more parties the more transactions. Original jurisdiction is really hard to estimate unfortunately. Also each transaction may involve uploading more than one document.  
Documents would only be stored in an interim state, once accepted they would be uploaded to the Court system. If not accepted, then the ideal would be that they would be deleted after a period of time. (6 months)  
Total files received over a 12 month period would be 3,000 files roughly 8GB of data.
12. Is it okay to exceed the 10 page limit?  
The limit has been made to try and get a succinct answer to the various elements of the RfP. Going one or two pages over would be ok.
13. Please explain the meaning of a pending cell?  
Please refer to 9b for this answer.