



HIGH COURT OF AUSTRALIA

Digital Lodgement System RfP - Q&A - 21/01/2019

1. How are the payment of fees currently handled and how do you wish them to be handled online in the DLS, for example Credit Card only, Credit Card or an account, other?
We are looking at using an interface with the RBA (Reserve Bank of Australia). More details are available but CC payments would be handed off to this interface for payment, and a response would come back to the system. We will not store any CC details locally. It would be worthwhile noting that the Court uses Technology One as its accounting system. Also, while most fees are paid by the Applicant some are paid by the Respondent.
2. The flowchart shows integration with the CMS and the RFP documents states Automated recording of the lodgement in the CMS is a future option. To what extent and using what method should the first version of the DLS be integrated with the CMS?
In the first instance we are seeking a solution of the DLS only, however, if a respondent can show capacity to link into the CMS and/or DCF (Digital Court File) this would be advantageous. The current CMS is using Domino and has REST API's available. The current DCF is just a file share, however, the Court is exploring document management systems for replacement of the DCF.
3. Is it likely or should the platform be provisioned for a user to have the capacity to concurrently be both Applicant in one matter and Respondent in another?
An Applicant in one case might well be a Respondent in another case.
4. Audit trail: should matter related activities be visible to the applicant and other parties of the case or just administration?
Each person should have their own unique area to post files. Once the files have been accepted by the Court it should be possible for all parties in the same case to see all documents on the file. Administrators (High Court Registry staff) would have full access.
5. Will there be the notion of a "primary account manager for a law firm" who will oversee (or invite) which users in their firm have access to a matter?
No. We believe each practitioner can self-register. It is possible that one law firm could be representing both sides of the same case.
6. Is there a pre-set list of documents depending on case type or do we create a platform for any document to be uploaded in any order and the self-describe file types?
There is a standard set of documents required for each case type, however extra documents can also be added to any case. At this stage we would not provide the lists of documents for each type of case.
7. Does the Applicant invite the Respondents?
(Company invite) or individuals
There will be an IDM (Identity Management System) built within the DLS. It should be possible for the Applicant to advise the Respondent of the filing of a new matter (and subsequent documents) within the system.

8. Is there a notion of a Respondent primary user (will this person invite all other participants from their firm to view the docs)?
There should be an option available in the system to permit more than one person in a firm to access and load documents.
9. The permissions set is that same for all from the Respondents or is this something this can be managed by a primary??
To keep the system simple, the system should keep the same security for all external users.
10. Can an invoice be requested and pay on terms via Direct debit? (without CC payment)?
Most fees must be paid before the relevant document can be accepted for filing. This makes invoicing for fees difficult. Payments made by EFT will require a reference number to be tracked. Payments by EFT or Credit Card should generate an invoice/receipt (possible Finance One interface?) and notification to the Registry through the DLS so relevant pending documents can be accepted for filing.
11. How many users internally?
Fewer than 20 users.