

How to download an invoice

If you wish to download a copy of an invoice issued for a filing or hearing fee or for an inspection or copying fee it will be available in the "Payments" area of your DLS Portal.



There will be a list of cases and invoices associated with those cases. The list will show both paid and pending invoices. If you have an invoice on which you applied for a fee waiver which was approved the invoice is deactivated and is removed from this list.

	Home Payments Payments		(\$) 1	Outstanding Payme	ents	
Q	Payment Summary Search:					
	CASE	INVOICE#	AMOUNT	DATE	ITEM	STATUS
_		HCA-PMT-0007887	\$20.00	2023	Public Request Access Fee	Payment Pending
		HCA-PMT-0007875	\$11,795.00	2023	Filing Fee	Paid
		HCA-PMT-0007538	\$3,910.00	2023	Filing Fee	Paid
6	« 1 »				10 items per pag	je v

To access one of the invoices click onto the invoice number listed.

This opens the payment screen. You can download copies of paid and pending invoices.

Pay	y now	Summary	
Bill	ing Details		
		Case # 2023	
	NSW, 2400	Public Request Access Fee	\$20
Aus	iralia	Total	\$20
Payn	nent Details		
	Total		
	\$20.00		
	🕹 Download		
	Card Payment		
	Card holder name		
	Card number		
	CVV MM/YY		

Pending invoices include the credit card payment options:

Paid invoices allow you to download a copy of the paid invoice:

Pay now		Summary	
Billing Details		Case # 2023	
NSW	<i>I</i> , 2400	Filing Fee	\$11,795.0
Australia		Total	\$11,795.0
	Total		
	\$11,795.00		
	📩 Download		

Paid invoices are marked as paid.



How to make Payment

EFT: Your payment can be directly deposited into our RBA Bank account BSB: 092 009 Account Number: 919 398

The Transaction ID must be quoted in the reference field and email your remittance to <u>Accounts@hcourt.gov.au</u> Tax invoice becomes receipt on payment via EFT

All court fees are exempt from GST under Division 81, A New Tax System (Goods & Services Tax) Act 1999 Case is not considered filed until full payment is received by the Court

Total Amount:

0.00

\$11,795.00