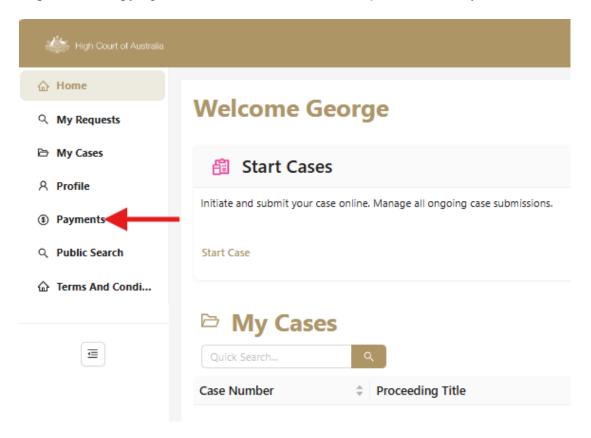


How to download an invoice

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.

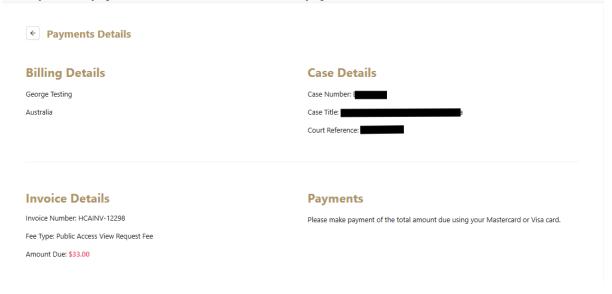


There will be a list of cases and invoices associated with those cases. The list will show both paid and pending invoices. If you have an invoice on which you applied for a fee waiver which was approved, the invoice is deactivated and is removed from this list.

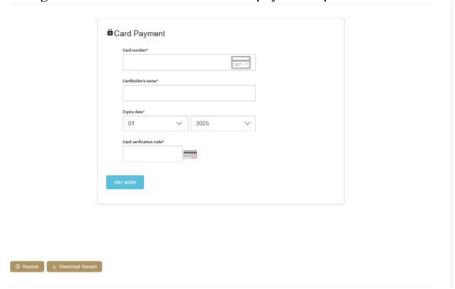


To access one of the invoices, click onto the invoice number listed.

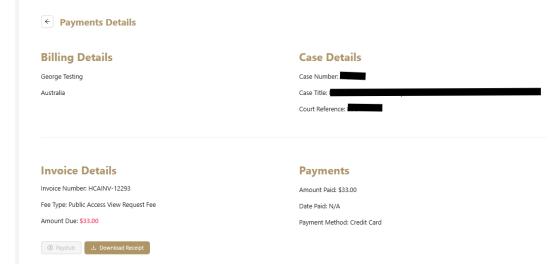
This opens the payment screen. You can download copies of paid and pending invoices. At the top of the payment screen are details of the payment:



Pending invoices include the credit card payment options:



Paid invoices allow you to download a copy of the paid invoice by clicking the **Download Receipt** button at the bottom of the screen:



Paid invoices are marked as paid with a red stamp.



High Court of Australia

Parkes Place Parkes ACT 2600

TAX INVOICE

ABN: 69 445 188 986 Phone: (02) 6270 6857 Fax: (02) 6273 3025



Your Reference: HCAINV-12293

Invoice date

Item/Description	Qty	Fee	GST	Amount
Form 20 - Writ of summons	1.00	\$33.00	0.00	\$33.00
	Tot	al Amount:	0.00	\$33.00

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

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 Accounts@hcourt.gov.au
Tax invoice becomes receipt on payment via EFT