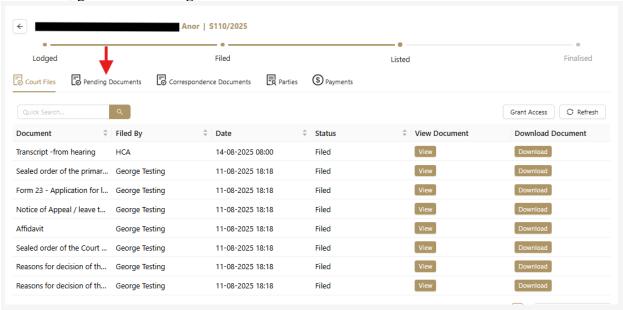


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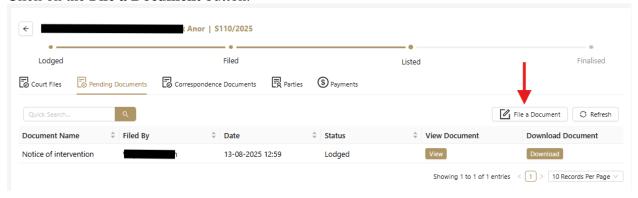
How to file an amended initiating document.

To upload a new initiating document, such as an amended application for special leave, ensure you are logged into your account and have accessed the case. You must be a registered user with access to the case in order to lodge a document.

In the case, go to the **Pending Documents** tab:



Click on the File a Document button.



This will bring up a pop-up where you can upload your document:



Upload the document you wish to file and then select **Initiating Document** from the document **Type** list.

You can then submit the document for approval by the Registry.