



HIGH COURT OF AUSTRALIA

How to grant access to a case

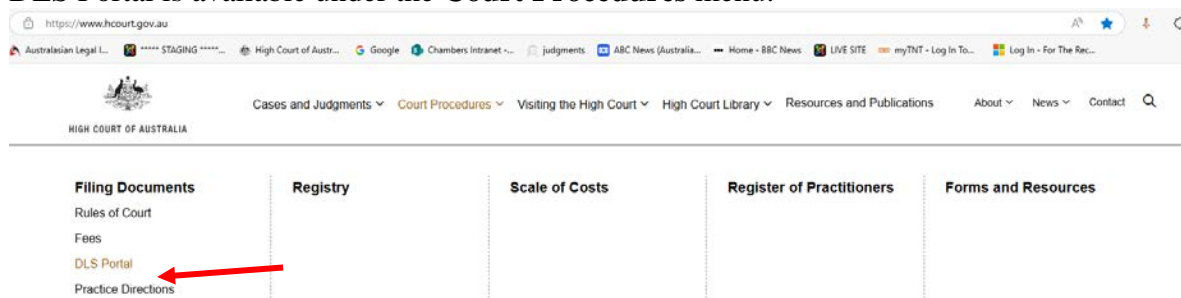
Once a matter has been lodged, parties may grant access to other users as needed. The other users must also be registered in the DLS.

A user who has joined or commenced a case can grant access to the case to other registered users and those users will then also receive any notifications, be able to look at documents or file documents.

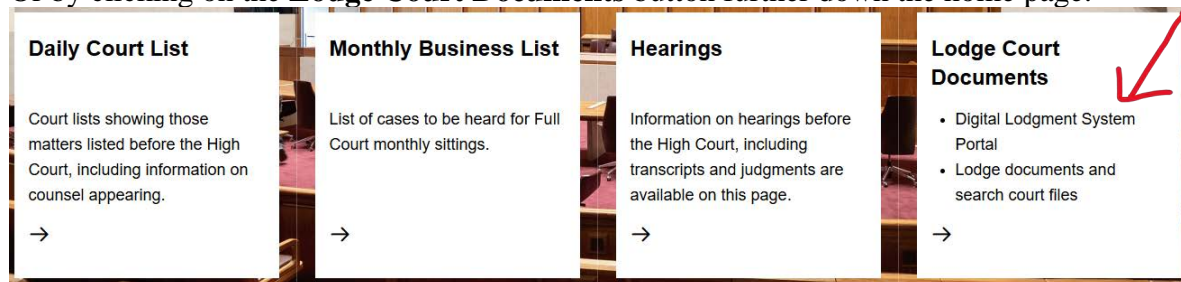
You should use the **Join a Case** button to file a notice of appearance, notice of change of representation or to intervene in the matter. An information sheet titled '*How to join a case (file an appearance) in DLS*' is available at [Forms and Resources | High Court of Australia](#).

Anyone who is representing a party in a matter can grant access to the matter on the portal to other users, who would then receive notifications sent out regarding filed documents or listings. Being associated to an organisation does not automatically grant you access to matters.

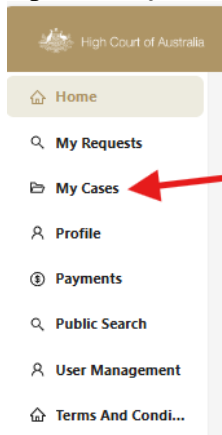
Open the DLS Portal from the High Court website and log into your DLS Portal account. The DLS Portal is available under the **Court Procedures** menu:



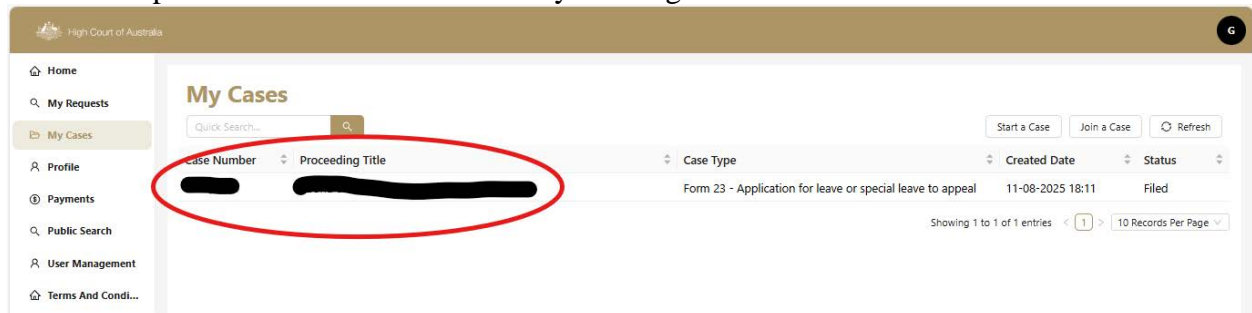
Or by clicking on the **Lodge Court Documents** button further down the home page:



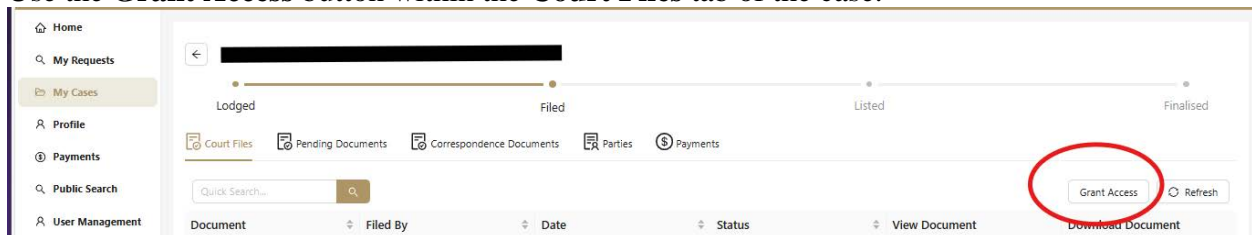
Open to **My Cases** or select the folder icon:



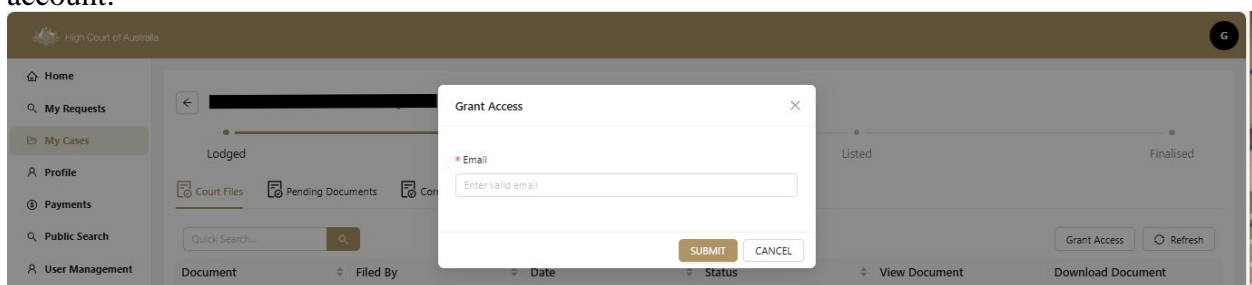
Select the specific case from the case list by clicking on it:



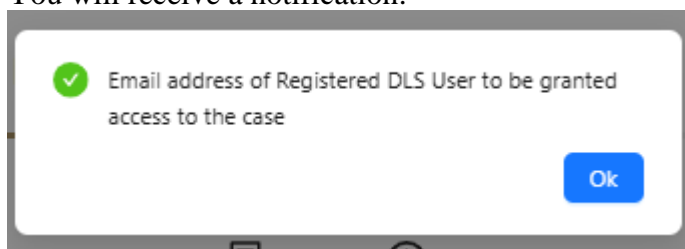
Use the **Grant Access** button within the **Court Files** tab of the case.



Enter the user to invite; you can only grant access to a user with a registered DLS Portal User account:



You will receive a notification:



Once the user has been granted access to the matter, they will automatically receive emails and be able to view and lodge documents.