



HIGH COURT OF AUSTRALIA

HOW TO JOIN A CASE IN THE DLS

Using the DLS portal

You will need to be registered as a DLS user, with a valid email address, in order to join a case. An information sheet on *How to register for a DLS Portal User Account* is available at [Forms and Resources | High Court of Australia](#).

It is recommended that Edge, Firefox, Chrome or Safari public browsers be used to access the DLS Portal. The DLS Portal uses pop-ups to acknowledge lodgment and at times to display additional information. Please make sure pop-ups are not blocked in your browser (this can usually be done in the browser settings).

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.

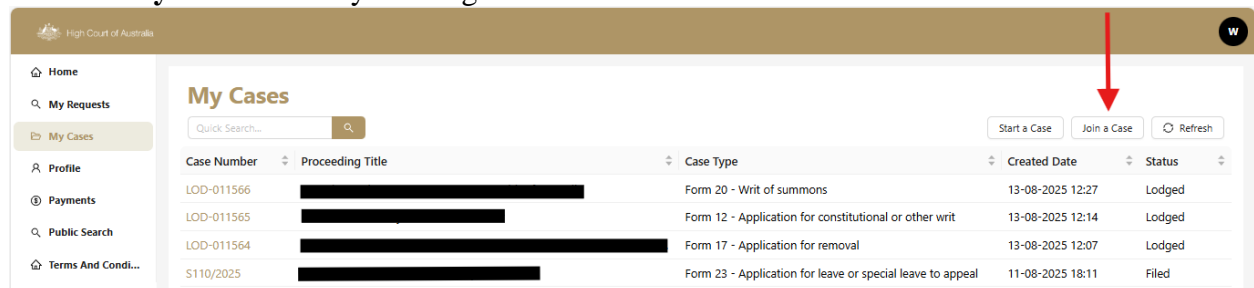
Alternatively, anyone who is representing a party in a matter can **grant access** to the matter on the portal to other registered DLS users, who will then also receive any notifications, be able to look at documents or file documents on the case. An information sheet on *How to grant access to a case in DLS* is available at [Forms and Resources | High Court of Australia](#)

Joining a case

Once you are logged into your DLS account, you can join a case by either clicking **Join Case** on the home page:



or in the **My Cases** view by clicking the **Join a Case** button:




Enter the case number for the matter you are seeking to join, the system will return the case number and short title. If it is correct, click on it to select it and click **Next**:

The screenshot shows the 'Join a Case' form. On the left is a sidebar with navigation links: Home, My Requests, My Cases, Profile, Payments, Public Search, and Terms And Condi... The main content area has a progress bar at the top with 'Join a Case' and 'Lodge Documents'. Below the progress bar, the title 'Join a Case' is followed by an instruction: 'Enter the case number of the matter you wish to join.' A text input field contains 'S110/2025'. Below the input field, the system has returned the case details: 'S110/2025 - Round 8 & Anor v. [redacted] & Anor'. At the bottom of the form are 'Cancel' and 'Next' buttons.

The case name will then be displayed, along with the option to upload a document in support of you joining the case. The file is added by dragging it onto the icon or, alternatively, clicking on the text that reads '*Click or drag file to this area to upload*', navigating to the file and selecting **Open**. Only one document should be uploaded here. That document must be a PDF document.

The screenshot shows the 'Lodge Documents' form. The sidebar is the same as in the previous screenshot. The main content area has a progress bar with 'Join a Case' and 'Lodge Documents'. The title 'Lodge Documents' is followed by the case details: 'S110/2025 | Round 8 & Anor v. [redacted] & Anor'. There are two informational boxes: the first states that a notice of appearance (Form 7 or Form 8) should be filed within 14 days of service of the initiating documents; the second states that once a notice of appearance is filed, the person lodging the document will receive notification of new documents and case-related correspondence. Below these boxes is a prompt: 'Please upload your document to join the case, for example Form 7 - a notice of appearance.' This is followed by a large dashed box containing a folder icon and the text 'Click or drag file to this area to upload'. At the bottom, there is a section 'Please select all the parties that you represent' with several radio button options: '[redacted], First Applicant', '[redacted] Pty Ltd, Second Applicant', '[redacted] Pty Ltd, First Respondent', '[redacted] Australia Pty Ltd (in liquidation), Second Respondent', and 'I do not represent any of these parties... (e.g. Intervener)'. The 'I do not represent...' option is currently selected.

The DLS then requires some information about the file you have uploaded. Select the appropriate document type from the drop-down list:



Click or drag file to this area to upload

File name	Type *	Description
8. Notice_of_Appearence_...	<input type="text" value="Type"/>	<input type="text" value="Please Enter Description"/>

Please select all the parties that you represent

☐ [Redacted] First Applicant

☐ [Redacted] Company Pty Ltd

☐ [Redacted] Pty Ltd , First Respondent

☐ [Redacted] Australia Pty Ltd (In liquidation)

Notice of intervention

Respondent's submissions

Notice of appearance

Submitting appearance


Conditional appearance

Appellant's submissions

Intervener's submissions

Arrest Warrant

The DLS then requires some information about which party you are representing:



Click or drag file to this area to upload

Please select all the parties that you represent

☐ [Redacted] , First Applicant

☐ [Redacted] Company Pty Ltd , Second Applicant


☐ [Redacted] Pty Ltd , First Respondent

☐ [Redacted] Australia Pty Ltd (In liquidation) , Second Respondent

☐ I do not represent any of these parties....(e.g.Intervener)

Existing parties

Use the check boxes to select which of the parties you are representing, or if you are otherwise applying to join the case:

File name	Type *	Description
8. Notice_of_Appearence_-...	Notice of appearance ▾	Please Enter Description 

Please select all the parties that you represent


- ☐ [Redacted], First Applicant
- ☐ [Redacted] Company Pty Ltd , Second Applicant
- ☒ [Redacted] Pty Ltd , First Respondent
- ☒ [Redacted] Australia Pty Ltd (In liquidation) , Second Respondent

Digital Signature *

✕ Cancel
< Previous
Review and Submit

Other parties

If applying to join but you do not identify with an existing party, you will need to provide information about the party you are representing. Some fields will be prepopulated with your DLS registration details, but you will need to add other party details. Click the **Add Party** button:


File name	Type *	Description
13. Notice_of_Interventio...	Notice of intervention ▾	Please Enter Description 

☒ I do not represent any of these parties....(e.g.intervener)

Add Party *

Quick Search...

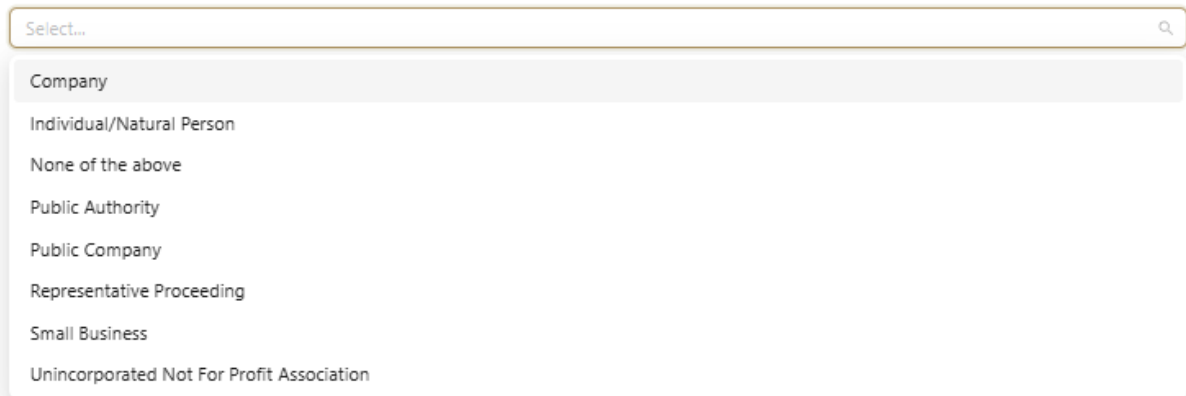
Add Party

<input type="checkbox"/> Party Type	Name	Email
 No Data Found		

First select the appropriate Party Type from the drop-down list. If unsure, refer to the Party category information sheet available from the High Court website ([HCA-Party-Category-Information](#)). The choice here will impact which fields appear below to be filled in.

Add Party

Party Type *

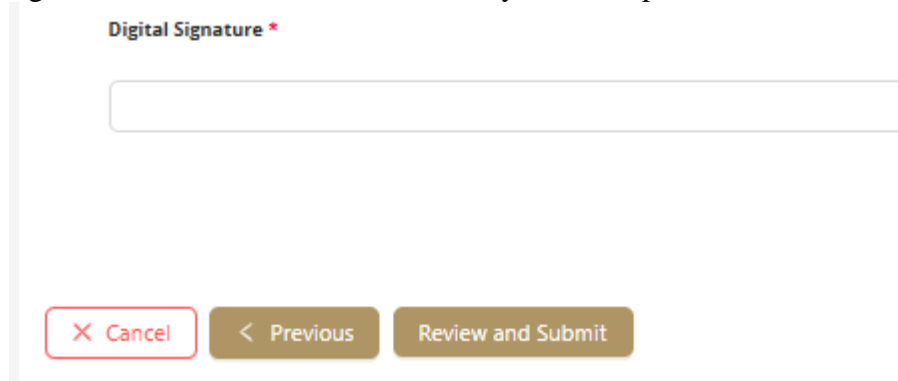


A screenshot of a web form titled 'Add Party'. Below the title is a label 'Party Type *'. Below this is a search-style dropdown menu. The dropdown is open, showing a list of options: 'Company', 'Individual/Natural Person', 'None of the above', 'Public Authority', 'Public Company', 'Representative Proceeding', 'Small Business', and 'Unincorporated Not For Profit Association'. The 'Company' option is highlighted at the top of the list. The dropdown has a search icon in the top right corner.

Then enter the party name and other contact details.

Submitting the document

To digitally sign your request, ensure you enter your name the way it appears in the top right-hand corner of the DLS window you have open.



A screenshot of a web form section for digital signing. It features a label 'Digital Signature *' above a single-line text input field. Below the input field are three buttons: a red 'X Cancel' button, a brown '< Previous' button, and a brown 'Review and Submit' button.

The DLS then uses this information to connect your registered account with the matter.

Click the **Review and Submit** button, check the information is correct. If it is, click the **Submit** button.

If the Submit button does not appear, then some information is still required. Check to see if all the fields have been completed.

Access to the case is not automatic. Registry must first approve your lodged document. Once that is done, you will receive an email and the case will appear in your list of cases.