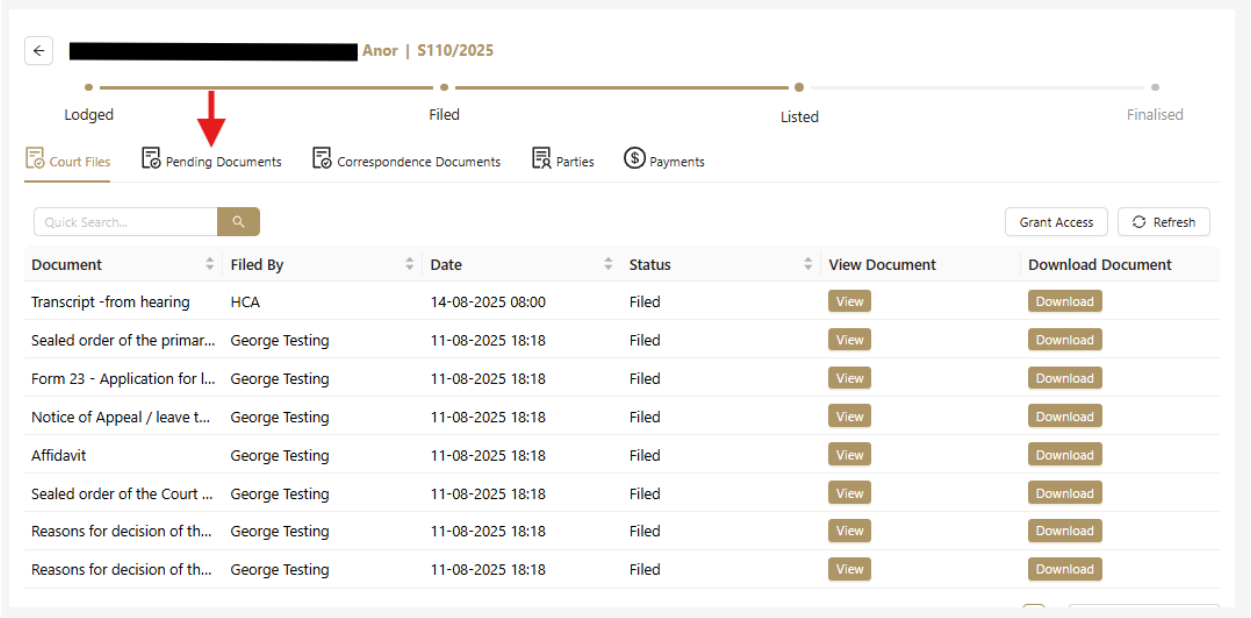
HIGH COURT OF AUSTRALIA

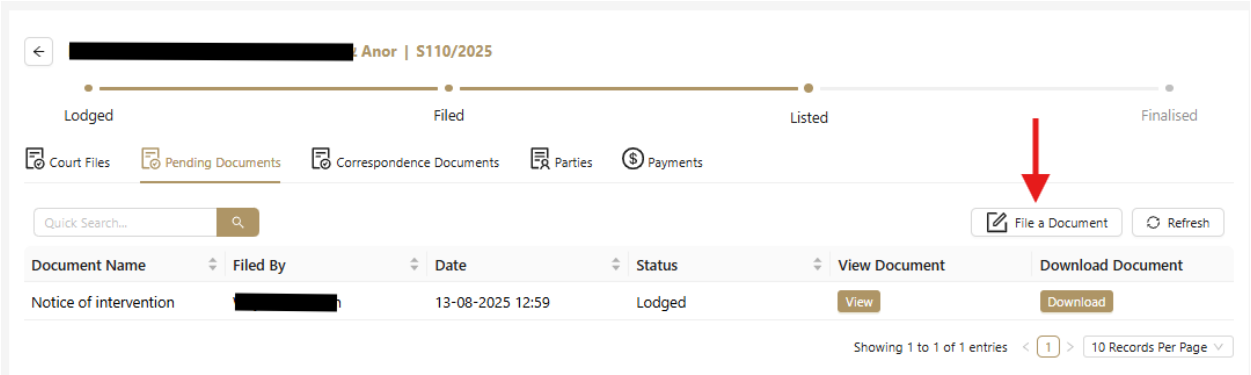
How to lodge a document on a filed matter

To upload a new document on a filed matter, 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.

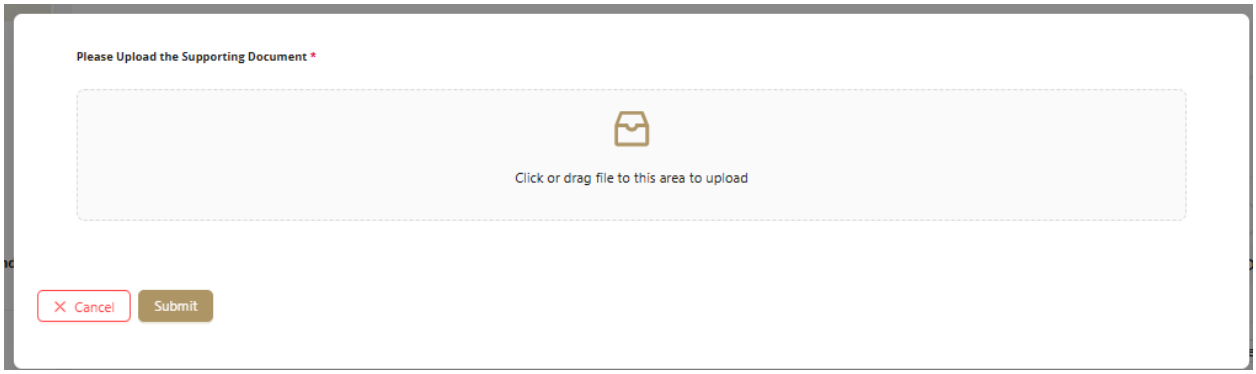
In the case, go to the **Pending Documents** tab:



Click on the **File a Document** button.

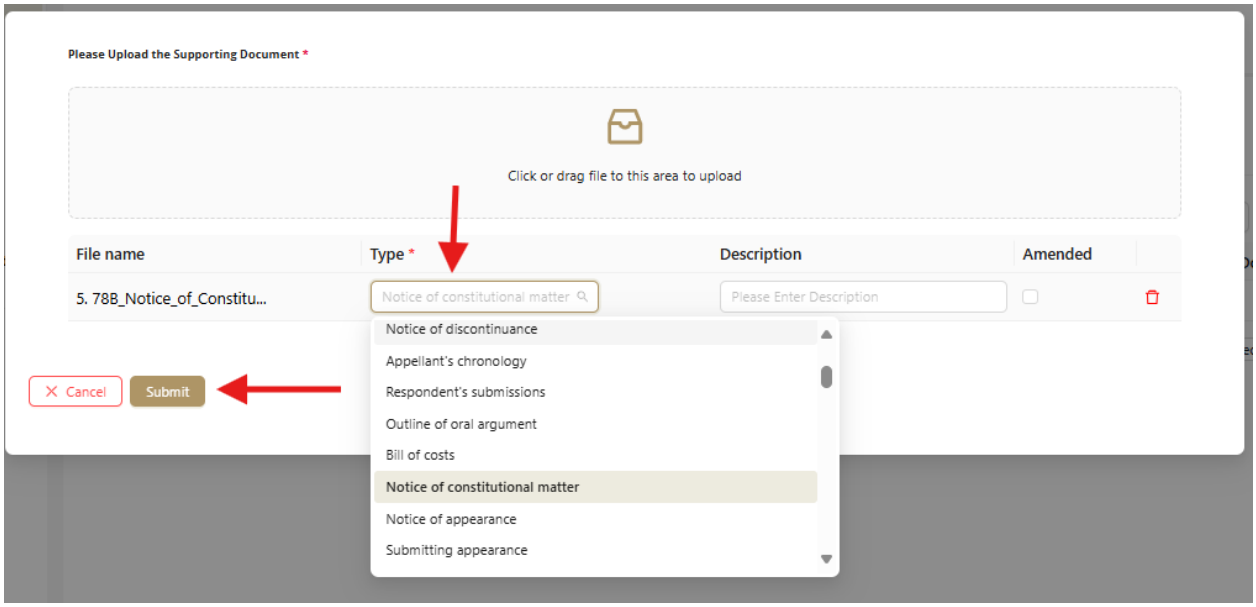


This will bring up a pop-up where you can upload your document:



You may either drag & drop the file to the upload box or click into the box and navigate to where the document is saved.

After you have uploaded the document, a further line will appear in the pop-up. Click into the field **Type** and select the type of document you are lodging. You can also include brief additional information if necessary to describe the document.

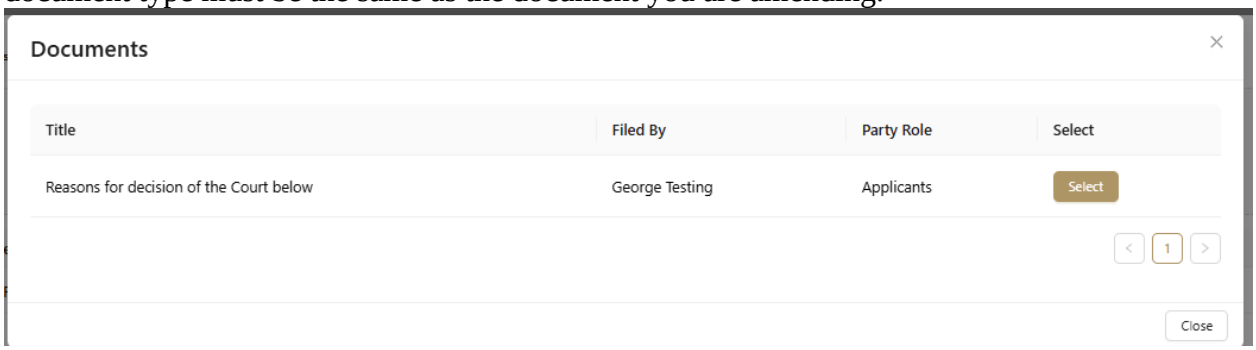
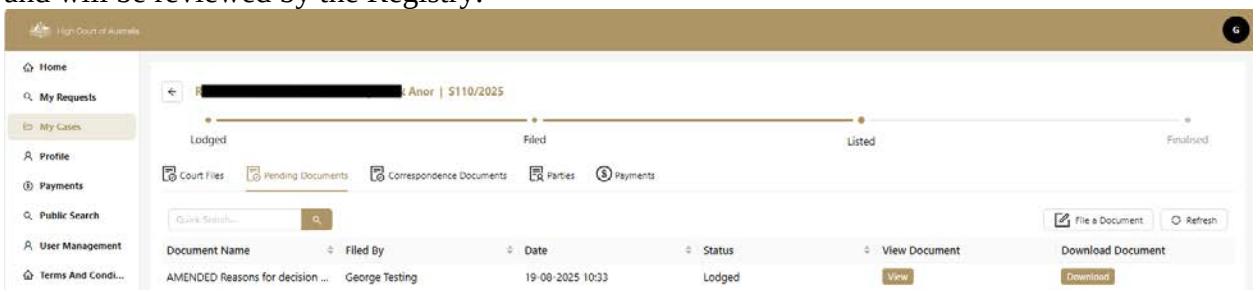


If the document is subject to a non-publication order or a suppression order from the court below, please put a short note in the description field.

The document is now lodged. The Registry will check the lodged document, and you will be advised if it is accepted for filing.

Amended documents

You can also indicate if the document is an amended document. If you tick this box, another pop-up will appear asking you to select the currently filed document you are amending. The document type must be the same as the document you are amending.



Once the description of the document is completed, click the **Submit** button. It is now lodged and will be reviewed by the Registry.