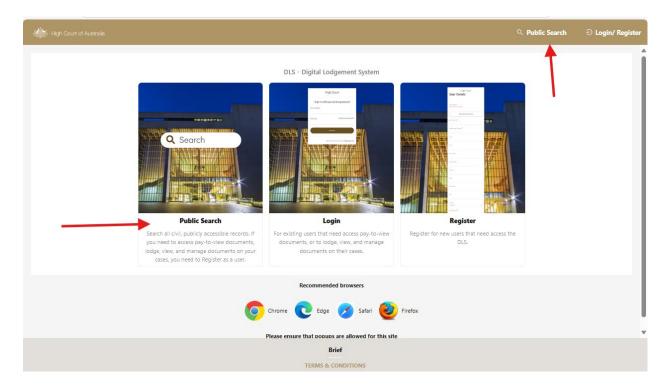


How to inspect a file or obtain copies of documents

Click on **Public Search** either on the public portal:

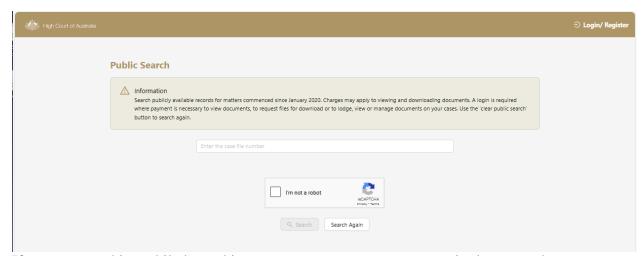


or within the DLS Portal if you are logged in:

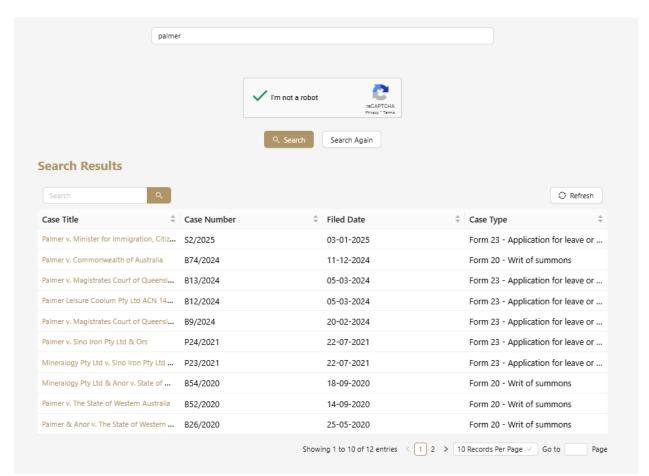


Enter the search term you wish to use; this will return any results as a list.

NOTE: it is suggested that you use the simplest unique search string in order to return a meaningful results list. For example, searching on too many words will return a failure response error whereas searching on "and" will return thousands of results. Try using a party name or the case number.

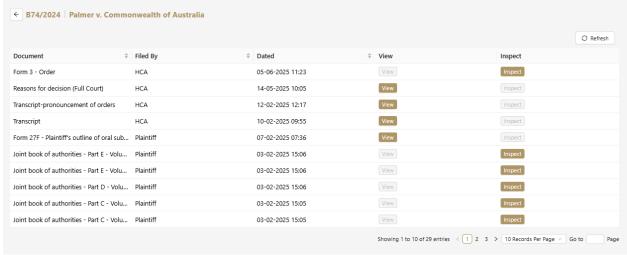


If you are searching while logged into your account, you are not required to enter the reCAPTCHA.



You can sort the results by clicking on the column headings. You can also search within the results returned, which will highlight the word entered where it appears in the results list.

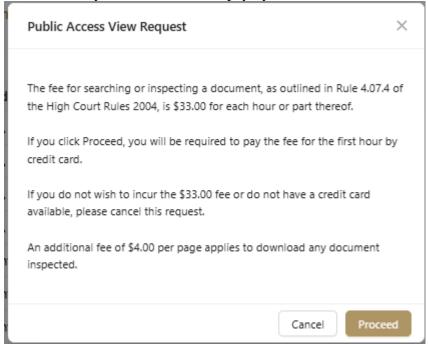
Selecting the matter you wish to view will open a list of documents filed in the matter which are available to view or inspect:



Some documents for matters to be heard by the Full Court are available free of charge. Transcripts and Judgments are also available without charge. If a document is available in this way, there is a **View** button.

Inspecting a file

There is a \$33.00 search fee to **Inspect** the file, which gives you access for 1 hour to all visible documents on the file. You will be asked if you wish to proceed to viewing the file. If you accept and continue, you will be asked to pay by credit card before access is granted:



Once you have paid, go to the My Requests tab and click on the request number:



This will open the file and you will now be able to view the documents by clicking on the **View** button. The counter for the one hour commences when the payment is made and displays at the top right-hand corner of the screen:

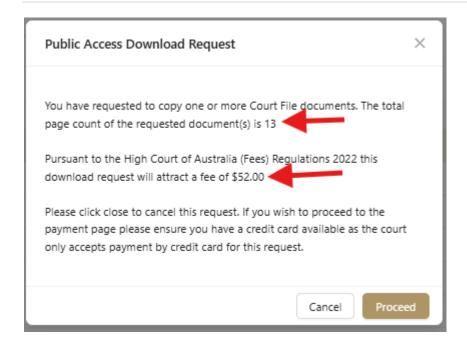


Downloading a document

If you wish to download a document from the document list for that matter, click the box next to the document name and click the **Request for Download** button. You can request multiple documents from the same file in a single download request.

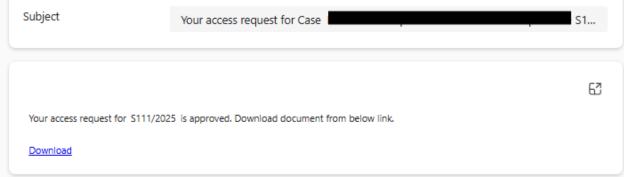


This will open another window which will advise of the costs of obtaining a download copy of the document. Copying is charged in accordance with the *High Court of Australia (Fees) Regulations* 2022.



This request will need to be approved by the Registry; it is not instant. Again, you will be asked to pay before the request will be lodged.

If your request is approved, you will be sent an email with a link to access the document. The document is available for download for 24 hours from approval:



Alternatively, you can go into your user account, and it will appear in the My Requests area:



The counter for the 24 hours commences when the request is approved by the Registry and displays at the top right-hand corner of the screen:



NOTE: please be aware that your browser settings will determine the location of the download file and if the downloaded document opens. You may need to open the download folder so that you can print or save the document somewhere else. By 'right-clicking' on the **document title** in your download folder, you should be able to see a 'Save As' option which allows you to see where the default download will be or to choose an alternative download location.