



HIGH COURT OF AUSTRALIA

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** or Court Files tab:

The screenshot shows the 'Pending Documents' tab selected. The interface includes a breadcrumb trail: **Lodged** → **Filed** → **Listed** → **Finalised**. Below the breadcrumb, there are tabs for **Court Files**, **Pending Documents** (selected), **Correspondence Documents**, **Parties**, and **Payments**. A search bar labeled 'Quick Search...' is present. The main table lists documents with columns: Document, Filed By, Date, Status, View Document, and Download Document. The table contains 8 rows of documents, all with a status of 'Filed'.

Document	Filed By	Date	Status	View Document	Download Document
Transcript -from hearing	HCA	14-08-2025 08:00	Filed	View	Download
Sealed order of the primar...	George Testing	11-08-2025 18:18	Filed	View	Download
Form 23 - Application for I...	George Testing	11-08-2025 18:18	Filed	View	Download
Notice of Appeal / leave t...	George Testing	11-08-2025 18:18	Filed	View	Download
Affidavit	George Testing	11-08-2025 18:18	Filed	View	Download
Sealed order of the Court ...	George Testing	11-08-2025 18:18	Filed	View	Download
Reasons for decision of th...	George Testing	11-08-2025 18:18	Filed	View	Download
Reasons for decision of th...	George Testing	11-08-2025 18:18	Filed	View	Download

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

The screenshot shows the 'File a Document' button highlighted with a red arrow. The interface is similar to the previous one, but the 'Pending Documents' tab is selected. The table below the search bar shows a single entry: 'Notice of intervention' filed by [redacted] on 13-08-2025 12:59, with a status of 'Lodged'. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and '10 Records Per Page'.

Document Name	Filed By	Date	Status	View Document	Download Document
Notice of intervention	[redacted]	13-08-2025 12:59	Lodged	View	Download

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

Please Upload the Supporting Document *


Click or drag file to this area to upload

File name	Type *	Description	Amended
9. Further_Amended_Form_2...	Initiating Document ▾	Please Enter Description	☐

Upload the document you wish to file and then select **Initiating Document** from the document **Type** list. Do not select the box on the right side marked amended.

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