



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:

The screenshot shows the 'Pending Documents' tab selected. The top navigation bar includes 'Lodged', 'Filed', 'Listed', and 'Finalised'. Below the navigation bar, there are tabs for 'Court Files', 'Pending Documents', 'Correspondence Documents', 'Parties', and 'Payments'. A red arrow points to the 'Pending Documents' tab. Below the tabs, there is a 'Quick Search...' field and a 'Grant Access' button. 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 l...	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 in the top right corner. The top navigation bar includes 'Lodged', 'Filed', 'Listed', and 'Finalised'. Below the navigation bar, there are tabs for 'Court Files', 'Pending Documents', 'Correspondence Documents', 'Parties', and 'Payments'. A red arrow points to the 'File a Document' button. Below the tabs, there is a 'Quick Search...' field and a 'Refresh' button. The main table lists documents with columns: Document Name, Filed By, Date, Status, View Document, and Download Document. The table contains 1 row of documents, with a status of 'Lodged'.

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

Showing 1 to 1 of 1 entries < 1 > 10 Records Per Page

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

The screenshot shows a pop-up window titled 'Please Upload the Supporting Document *'. The main area contains a file icon and the text 'Click or drag file to this area to upload'. At the bottom, there are 'Cancel' and 'Submit' buttons.

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.

Please Upload the Supporting Document *

Click or drag file to this area to upload

File name	Type *	Description	Amended
5. 78B_Notice_of_Constitu...	Notice of constitutional matter - Notice of discontinuance - Appellant's chronology - Respondent's submissions - Outline of oral argument - Bill of costs - Notice of constitutional matter - Notice of appearance - Submitting appearance	Please Enter Description	☐

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.

Please Upload the Supporting Document *

Click or drag file to this area to upload

File name	Type *	Description	Amended
7. Reasons_for_decision_o...	Reasons for decision of the primary Court	non-publication order applies	☐

Click the submit button. 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.

Title	Filed By	Party Role	Select
Reasons for decision of the Court below	George Testing	Applicants	Select

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

Document Name	Filed By	Date	Status	View Document	Download Document
AMENDED Reasons for decision ...	George Testing	19-09-2025 10:33	Lodged	View	Download

Amended initiating documents

Lodging an amended initiating document, such as an amended application for special leave, is different as you select the document type “initiating document” and do not tick amended.