



HIGH COURT OF AUSTRALIA

To create a new User Registration in the HCA DLS Portal

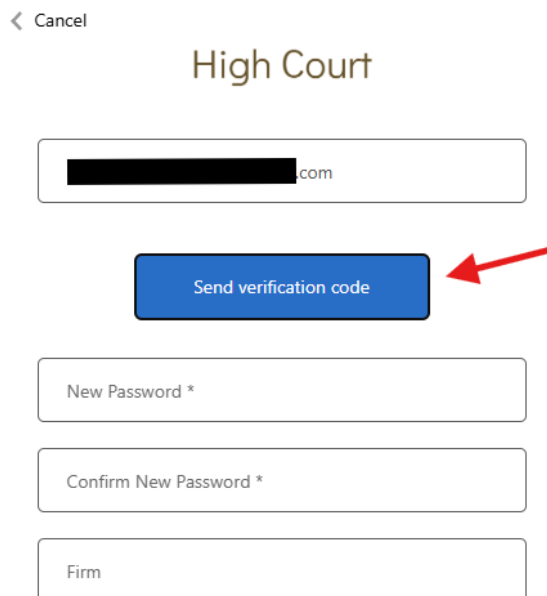
Open the DLS Portal either directly at <https://dls.hcourt.gov.au/static/> or from the High Court Website www.hcourt.gov.au. The link is available at the top of the home page under the drop-down menus for **Cases and Judgments** and **Court Procedures**:

The screenshot shows the High Court of Australia website. At the top, there is a navigation bar with the following links: Cases and Judgments, Court Procedures, Visiting the High Court, High Court Library, and Resources and Publications. Below this, there is a grid of links. The first column contains: Special Leave, Results, Dispositions, and Live Streaming. The second column contains: Current Cases, Decided Cases, and DLS Portal. The third column contains: Hearings, Court Calendar, Transcripts, Live Streaming, Ceremonial Live Stream, Ceremonial AV Recordings Archive, Business Lists, Case Summaries, and Court Lists. The fourth column contains: Judgments, Judgments (2000-current), Judgment Summaries, Single Justice Judgments, Commonwealth Law Reports, volumes 1-100, and Unreported Judgments 1906-1994. A red arrow points to the 'DLS Portal' link in the second column.

You can either click the word “Register” or the login button at the top of the screen.

The screenshot shows the Digital Lodgement System (DLS) portal. At the top, there is a navigation bar with the following links: Digital Lodgement System, Public Search, and Login/Register. Below this, there is a large banner with the text: 'Lodge, search and manage High Court files - online.' Below the banner, there are three columns. The first column is titled 'Public Search' and contains a 'Search the record' button. The second column is titled 'Login or Register' and contains 'Login' and 'Register' buttons. The third column is titled 'Multi-Factor Authentication' and contains an 'MFA Information' button. A red arrow points to the 'Login/Register' button at the top right of the page.

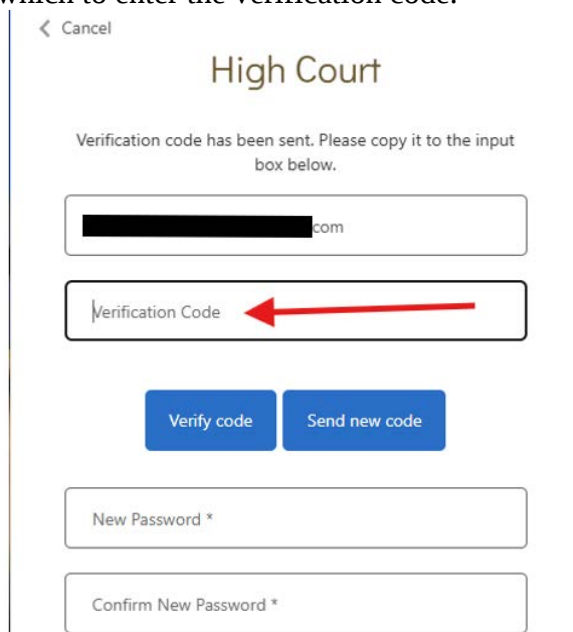
This will take you to a registration screen. Enter your email address and click the **Send Verification Code** button. This will send a code to your email address you can use to continue with your registration.



A screenshot of a mobile application registration screen titled "High Court". At the top left is a back arrow and the word "Cancel". Below the title is an email input field containing a redacted address followed by ".com". Underneath is a blue button labeled "Send verification code", with a red arrow pointing to it from the right. Below the button are three more input fields: "New Password *", "Confirm New Password *", and "Firm".

Please note that the DLS Portal does not recognise certain special characters in a username, such as apostrophes, quotes, brackets and ampersands. So, if your email address has one of these characters in it the registration will not create the user account properly. These characters are not recognised by the underlying Microsoft infrastructure and the Court cannot make the system accept them. If your email address is issued by a firm, you may be able to request an alias from your IT area so that you can register with the DLS Portal.

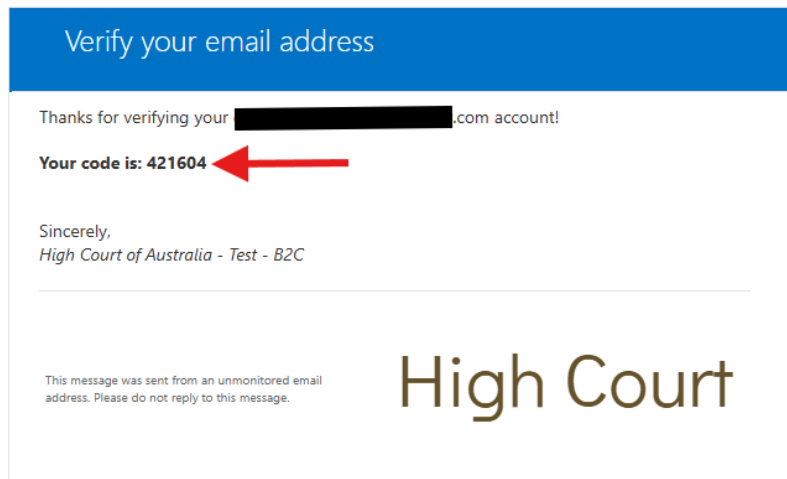
Once you have entered your email address and clicked the button, a new field will appear in which to enter the verification code.



A screenshot of the same mobile application registration screen, but now with an additional input field. Below the email field and above the password fields, there is a new input field labeled "Verification Code" with a red arrow pointing to it from the right. Above this new field, the text "Verification code has been sent. Please copy it to the input box below." is displayed. Below the "Verification Code" field are two blue buttons: "Verify code" and "Send new code". The "New Password *" and "Confirm New Password *" fields remain at the bottom.

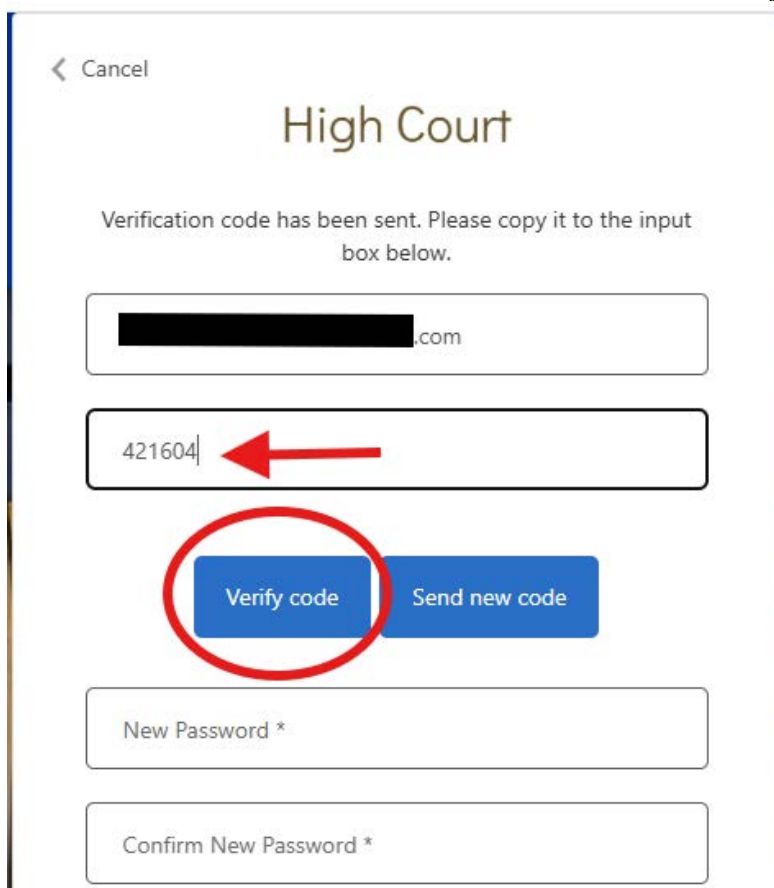
Without closing the registration screen, open the email you have received.

It should appear quickly and be titled 'High Court of Australia –B2C account email verification code':



If you do not get an email, check if it has been caught in your junk mail filter. You cannot proceed without the verification code. If you take too long to verify the code on the account creation screen, you will need to request a new code.

Enter the verification code into the field and click the **Verify Code** button:

A screenshot of an account creation screen. At the top left is a "Cancel" button with a back arrow. The "High Court" logo is centered at the top. Below the logo, it says "Verification code has been sent. Please copy it to the input box below." There are two input fields: the first contains "[redacted].com" and the second contains "421604" with a red arrow pointing to it. Below the input fields are two blue buttons: "Verify code" (circled in red) and "Send new code". At the bottom, there are two more input fields: "New Password *" and "Confirm New Password *".

The button below the code will change to read ‘*Change*’ after you have verified the code. Please ignore that button and proceed to enter your password.

High Court

The code has been verified. You can now continue.

← Do not click here

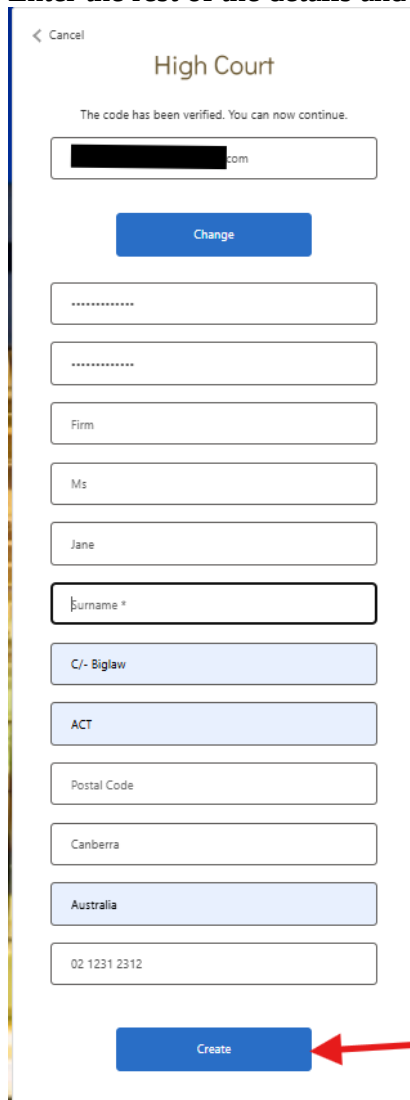
When you create your password, it must include:

- an uppercase letter,
- a lowercase letter,
- a special character and
- a number,

and it must be at least 13 characters long.

An error message will display until you have a password which satisfies all of those criteria. Make sure you remember your password, as you will need it to log into the system in future.

Enter the rest of the details and click the create button:



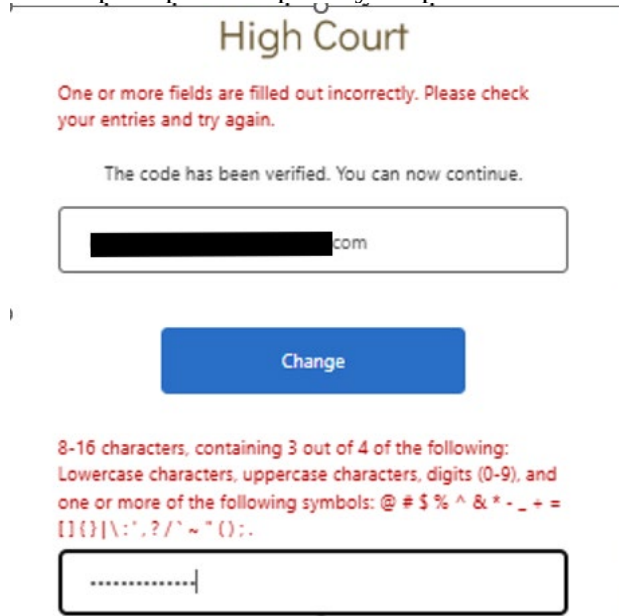
A mobile app registration form titled "High Court". At the top, it says "The code has been verified. You can now continue." Below this is a text field containing a masked email address (black box) and ".com". A blue "Change" button is below the email field. The form then contains several text input fields: two with masked content (black dots), "Firm", "Ms", "Jane", "Surname *" (highlighted with a red border), "C/- Biglaw", "ACT", "Postal Code", "Canberra", "Australia", and "02 1231 2312". At the bottom is a blue "Create" button, which is pointed to by a red arrow.

If you have missed anything, you will get a red error message at the relevant field:



A partial view of the registration form showing the "Ms" and "Jane" fields. Below them is a red error message: "This information is required." The "Surname *" field is highlighted with a red border, indicating it is the source of the error. Below it is the "C/- Biglaw" field.

If your password does not meet all the criteria, you cannot create your new account, and you will be prompted to update your password.

A screenshot of a web form titled "High Court". At the top, a red error message states: "One or more fields are filled out incorrectly. Please check your entries and try again." Below this, a green message says: "The code has been verified. You can now continue." There is a text input field containing a blacked-out email address followed by ".com". Below the field is a blue button labeled "Change". At the bottom, red text specifies password requirements: "8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } \ | ' , ? / ~ ` ~ () ; .". Below this is a password input field with a masked password "*****".

Multi-Factor Authentication (MFA)

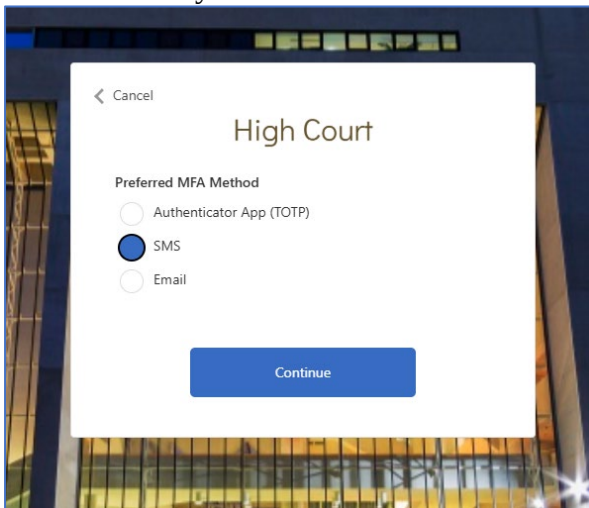
Multi-Factor Authentication adds a second check when you sign in or register. This helps protect your DLS account and the Court's systems.

After you enter your email and password, you will need to confirm your identity using a method chosen by you. Supported MFA methods to choose from are **SMS** (quick & mobile), **Authenticator App** (most secure) and **Email** (simplest setup and least secure). When required, you will be asked to select one preferred method. Your choice will be saved and used for future sign-ins, unless it is changed by an administrator or you complete a new MFA setup.

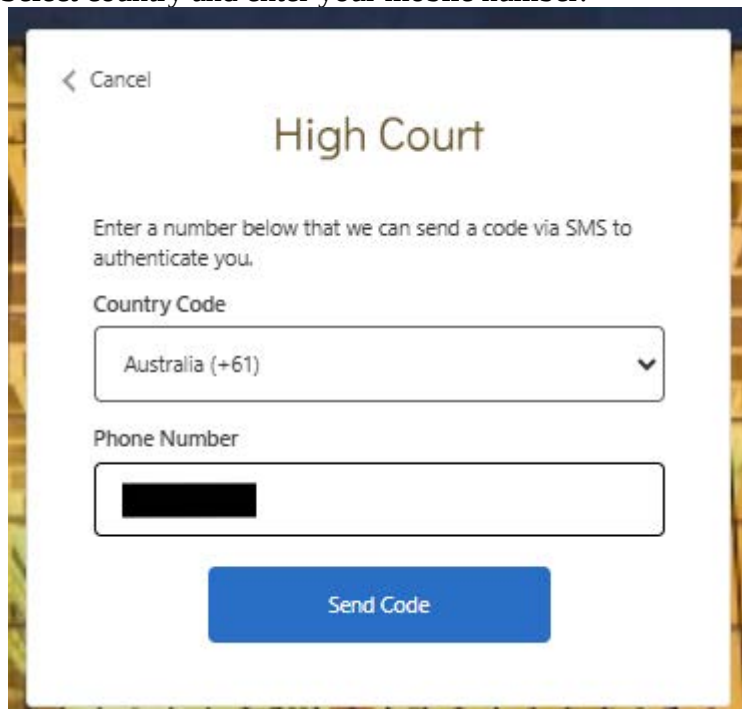
SMS to associated mobile phone

A one-time verification code will be sent by text message to your mobile number. SMS only (voice/call is not offered).

Select SMS as your MFA method

A screenshot of a mobile app interface titled "High Court". It shows a "Preferred MFA Method" selection screen. There are three radio button options: "Authenticator App (TOTP)", "SMS" (which is selected with a blue dot), and "Email". At the bottom is a blue button labeled "Continue". The background of the app shows a building at night.

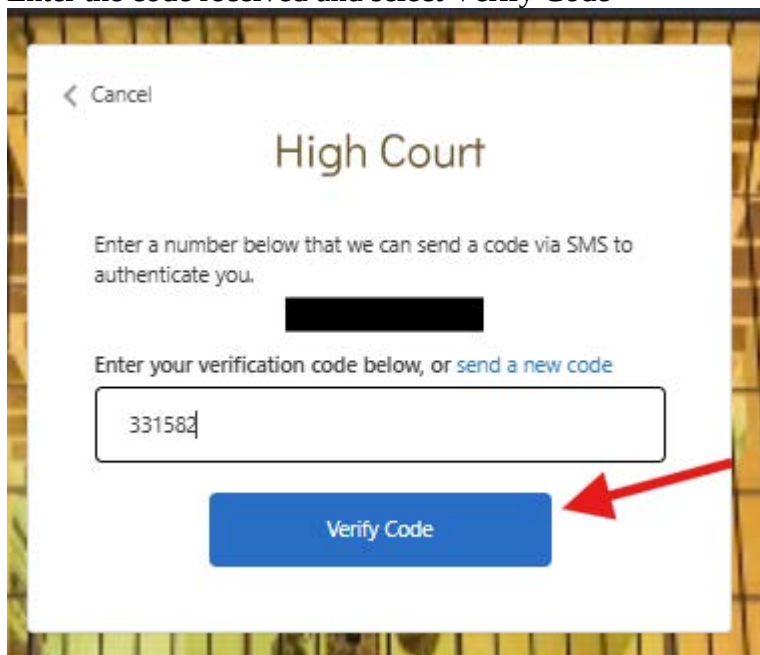
Select country and enter your mobile number.

A screenshot of a mobile application interface titled "High Court". At the top left is a back arrow and the word "Cancel". Below the title, there is a prompt: "Enter a number below that we can send a code via SMS to authenticate you." This is followed by a "Country Code" dropdown menu currently showing "Australia (+61)". Below that is a "Phone Number" input field which is currently empty. At the bottom is a blue button labeled "Send Code".

Select Send Code and you should receive a code via text message from msverify. It should read:

Use verification code ##### for High Court DLS authentication.

Enter the code received and select Verify Code

A screenshot of the same "High Court" mobile application interface. The "Phone Number" field is now filled with a blacked-out number. Below it, there is a prompt: "Enter your verification code below, or [send a new code](#)". The verification code input field contains the text "331582". At the bottom is a blue button labeled "Verify Code". A red arrow points from the right side of the screen towards the "Verify Code" button.

Your verified mobile number will be stored securely for future sign-ins.

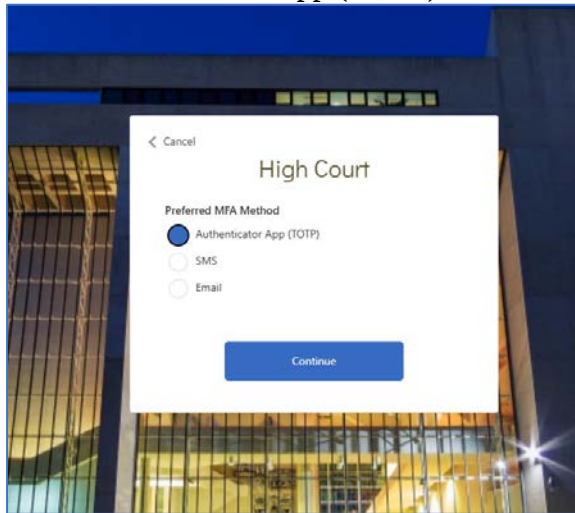
MFA registration is complete and terms and conditions will open.

Authenticator App

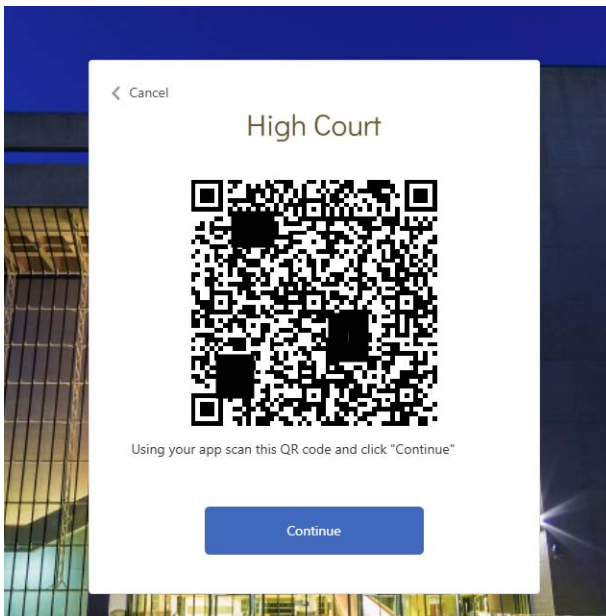
Use a compatible authenticator app (e.g. Microsoft Authenticator, Google Authenticator) to scan a QR code and enter a 6-digit code each time MFA is required.

Install a supported app on your phone if you do not already have one.

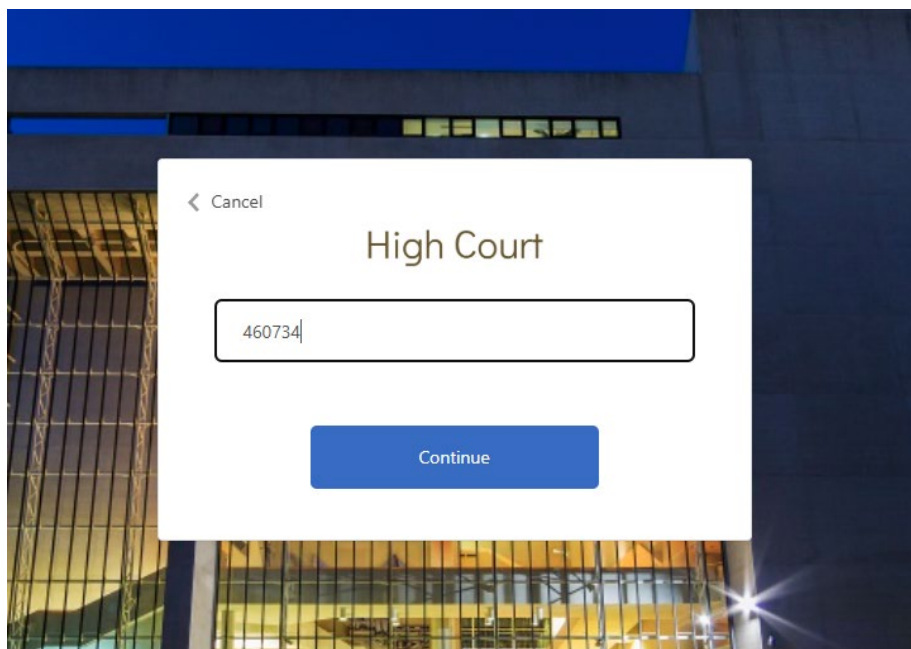
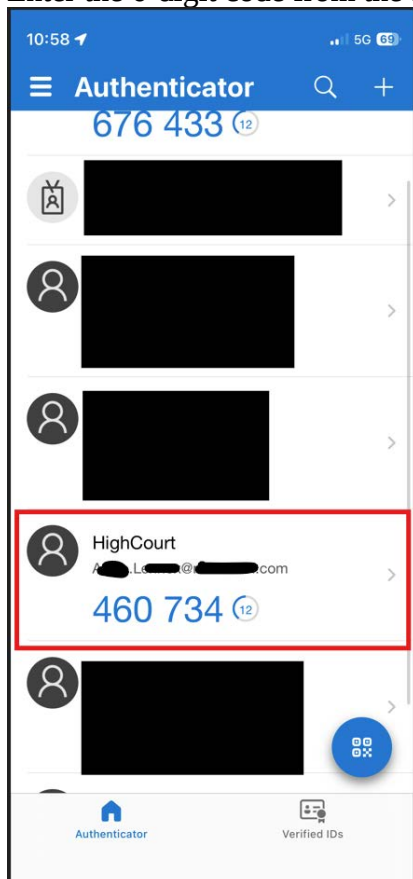
Select Authenticator App (TOTP)



Open your authentication app and use it to scan the QR code that will appear on the DLS screen then select Continue.



Enter the 6-digit code from the app into the DLS screen to complete enrolment.

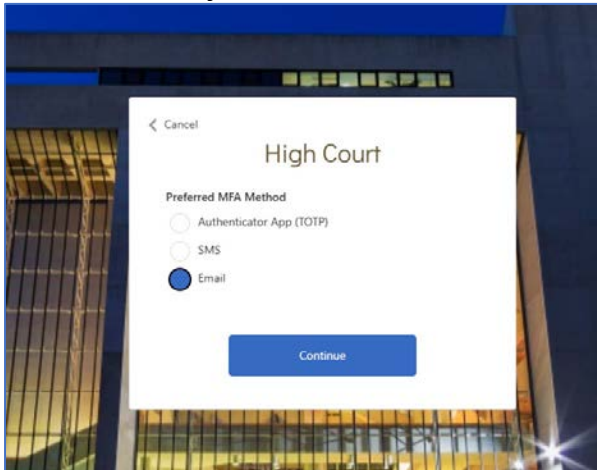


MFA registration is complete and terms and conditions will open.

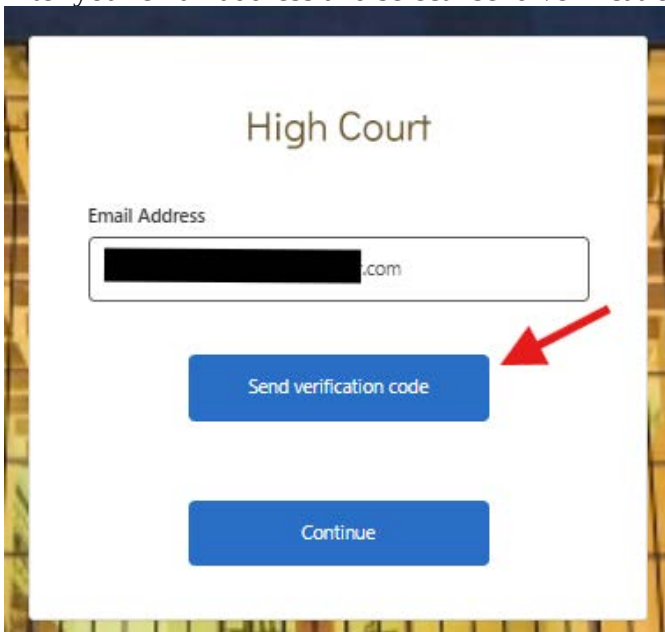
Email

A one-time verification code will be sent to your email address.

Select Email as your MFA method.

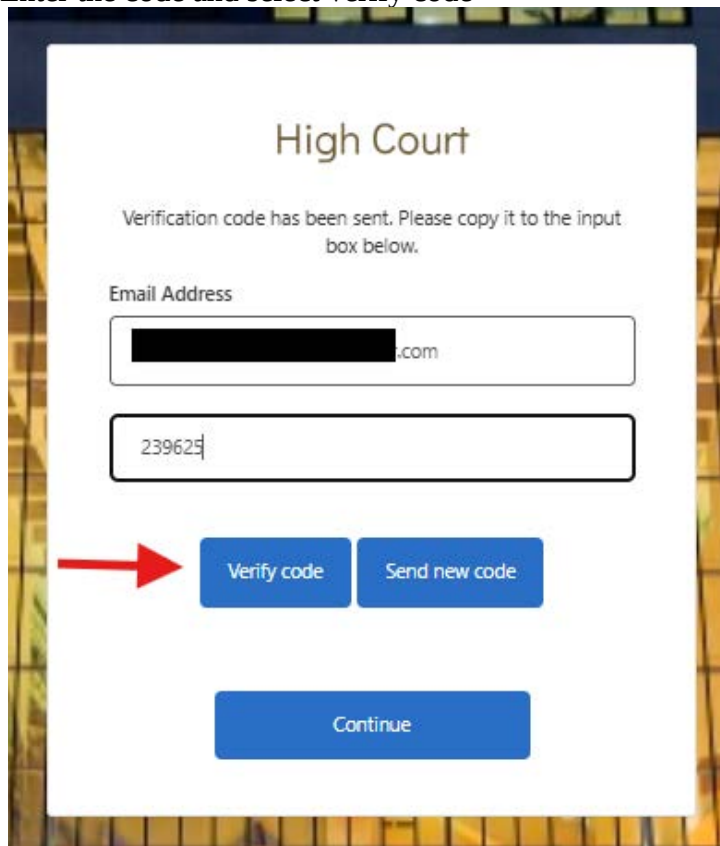


Enter your email address and select “send verification code”



Check your email inbox for a verification code. Sender will show as Microsoft on behalf of the High Court - B2C (check in case it has landed in your Junk or Spam folder).

Enter the code and select verify code

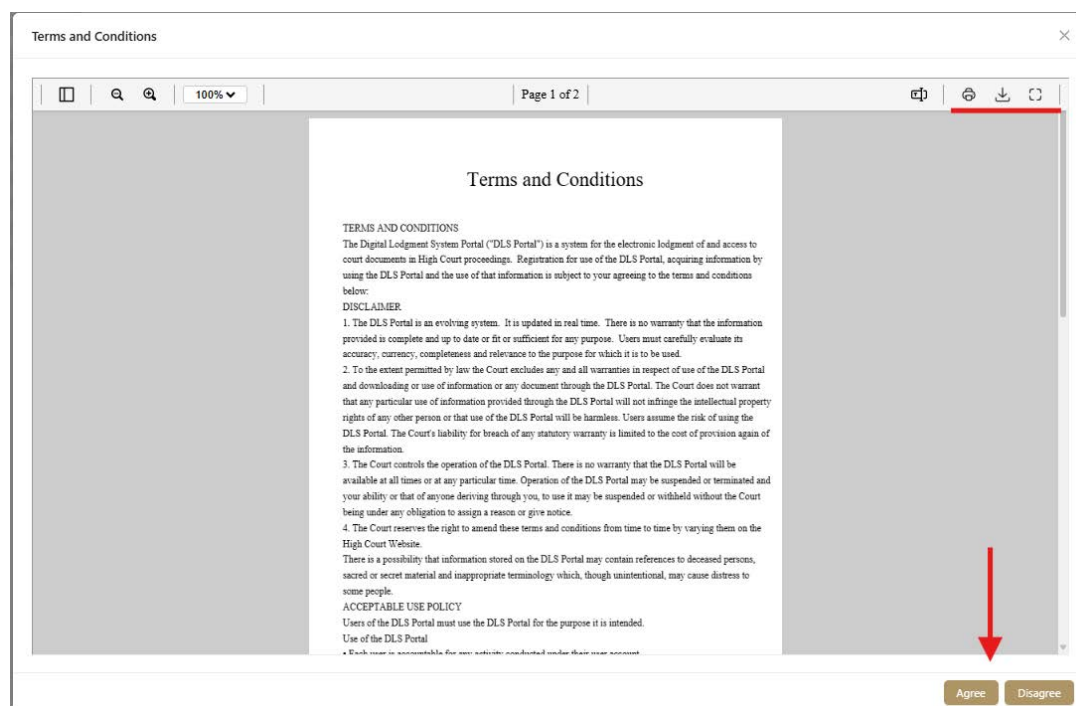
A screenshot of a web interface for 'High Court'. The title 'High Court' is at the top. Below it, a message says 'Verification code has been sent. Please copy it to the input box below.' There are two input fields: the first is labeled 'Email Address' and contains a redacted email address followed by '.com'; the second contains the code '239625'. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. A red arrow points to the 'Verify code' button. At the bottom is a larger blue button labeled 'Continue'.

Then select Continue.

MFA registration is complete and terms and conditions will open.

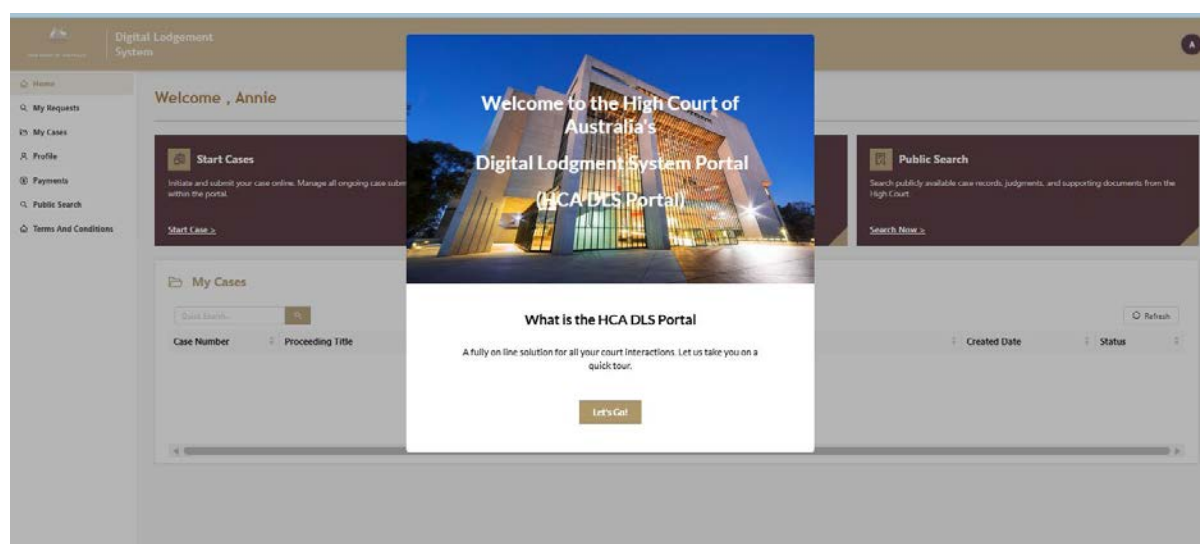
Terms and conditions

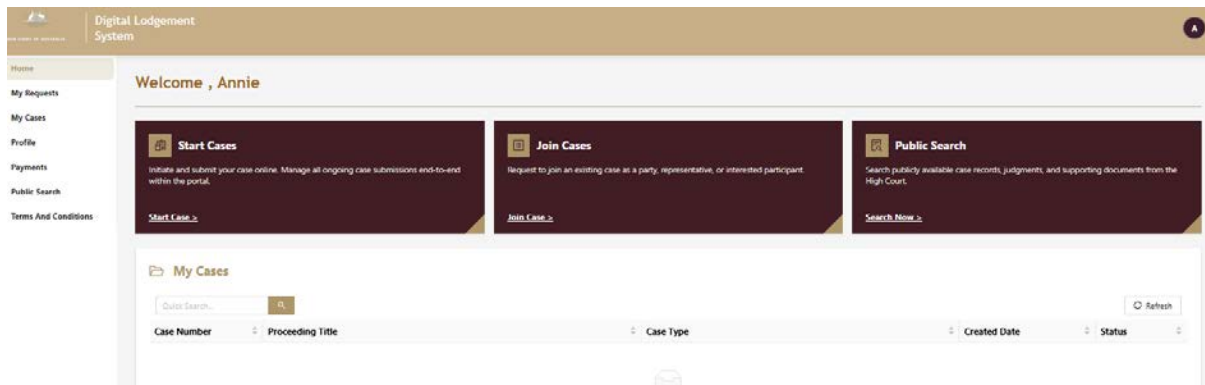
After completing the MFA registration process successfully, you will be asked to agree to the terms and conditions of using the Court's DLS Portal. If you do not agree, the system will not create the registration. You can download or print the terms and conditions at this point.



Once you have agreed to the terms and conditions, your portal account will open.

The first time you login you will be stepped through a brief introductory presentation regarding your DLS portal.





You can access the terms and conditions again through the menu on the left-hand side.