



SECURITY

The Court uses SSL V3 certificates by VeriSign, to encrypt information being transmitted through the Internet to the Court's eServices facilities. This encryption prevents the information being viewed or tampered with during transit.

SOFTWARE

eLodgment is a web based application. It works best with Internet Explorer version 8 or 9 with compatibility view turned on.

DOCUMENTS STANDARDS

Information about preparing your documents for eLodgment can be found on the Court's website see www.fedcourt.gov.au/online-services/elodgment

eLodgment is the electronic filing facility for the Federal Court of Australia and for the general federal law jurisdiction of the Federal Circuit Court of Australia.

Who can use eLodgment?

Any user of the Court whether they be a legal practitioner, an agency, corporate body or individual.

What computer equipment do I need so I can use eLodgment?

A computer with an internet connection, a web browser and an individual email account for contact purposes.

What information will I need to enter when I register?

- ABN/ACN (if applicable)
- Registered address (if applicable)
- Postal address
- Contact details (including individual name and email address)

What documents can be lodged via eLodgment?

Most initiating and supporting documents can be eLodged. See the Court's website www.fedcourt.gov.au/online-services/elodgment/faq-started for more information.

What type of documents can be eLodged?

eLodgment accepts most document formats:

- MS Word, Word Perfect
- PDF
- Rich Text Format
- MS Excel
- Image files such as .jpg, .gif and .tif.

Benefits of using eLodgment

- **Documents can be lodged any time, any day of the week.**
Documents received up to 4:30pm will be processed on the same business day but documents received after 4:30pm will be deemed as filed on the next business day.
- **Save money** by eliminating paper, photocopying, postage, courier or agency costs.
- **Monitor** the progress of your electronically lodged documents.
- **Email notification** once the documents have been processed. The email contains a link to the documents. You can then access the documents for your records.
- **Customisable templates** can be created and reused, saving on data entry.



OPEN A CREDIT ACCOUNT FACILITY WITH THE COURT

Law firms or organisations can apply to the Registrar to establish an account facility for fees. An account facility usually takes 10 working days to be approved. Once approved you will be invoiced monthly for lodgments.

For more information and an application form, see www.fedcourt.gov.au/online-services/elodgment/information

CONTACT

For more information, contact the Registry in your state. Details are at <http://www.fedcourt.gov.au/contact>

Getting started

Step 1

Go to eLodgment at www.elodgment.fedcourt.gov.au

Step 2

Register to use eLodgment. It is free and takes **one working day** to process.

Step 3

Determine how you will pay for applicable court fees or apply for a fee exemption. The Court accepts Visa, Mastercard, AMEX or law firms or organisations can open a credit account facility.

Open

Lodge a document

www.elodgment.fedcourt.gov.au and log in. Have your document(s) ready to upload.

Step 1

Select the Jurisdiction and Type of Action.

Step 2

Upload the document and any supporting document(s). Be sure to use informative file names and, if required, type a clear description of the document you are lodging.

Step 3

Enter the contact details of the person responsible for the matter.

Step 4

Pay any necessary fees or provide information about a fee exemption.

Step 5

Finalise and submit the eLodgment.

What happens next?

During registry business hours, your eLodged document(s) generally will be processed within an 1 hour after being received by the registry. Some documents may require more time to process. Once processed, the document will be available via the 'Lodgment History' area of eLodgment where you can print, download or email them.