FAMILY COURT OF WESTERN AUSTRALIA

eCourts Portal User Guide

Registering for the eCourts Portal – New User

1. Go to https://ecourts.justice.wa.gov.au

2. Click on REGISTER A NEW ACCOUNT

3. Register as an INDIVIDUAL

4. Confirm that you do not have an existing file by selecting NO. If you have an existing file, please see Registering for the eCourts Portal – Existing matters with the Family Court of WA

5. Enter your details, then click SUBMIT

6. You will now receive:
    a. A text message from COURTSWA which contains a SMS verification number
    b. An email from the CTGHelpdesk which contains the link MANAGE PASSWORD

7. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD

8. Tick the box, then click AGREE & CONTINUE

9. Create a new password (please note there are password requirements)

10. Confirm the password

11. Enter the SMS verification number

12. Click CREATE PASSWORD

13. You will receive a notification on your screen that confirms your password creation was successful.

14. You will now be able to login. Your username is the email address you used to register. Your password is the password you have created when during registration.

Registering for the eCourts Portal – Existing matters with the Family Court of WA

1. Go to https://ecourts.justice.wa.gov.au

2. Click on REGISTER A NEW ACCOUNT

3. Register as an INDIVIDUAL

4. Confirm that you have an existing file by selecting YES

5. You need to enter your file number and Person ID number. If you do not have these details, you will need to contact the Family Court of WA on (08) 9224 8222.

6. Enter your details, then click on SUBMIT

7. You will now receive:
   a. A text message from COURTSWA which contains a SMS verification number
   b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD

8. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD

9. Tick the box, then click AGREE

10. Create a new password

11. Confirm the password

12. Enter the SMS verification number

13. Click CREATE PASSWORD

14. You will receive a notification to confirm your password creation was successful.

15. You will now be able to login. Your username is the email address you used to register. Your password is the password you have created when during registration.

Forgotten your password?

If you have forgotten your password, or locked yourself out of your account:

1. Go to the eCourts Portal, and select the link FORGOT YOUR PASSWORD OR ACCOUNT LOCKED

Log in.

Use your account details to log in. If you don't have an account, Register a new account.
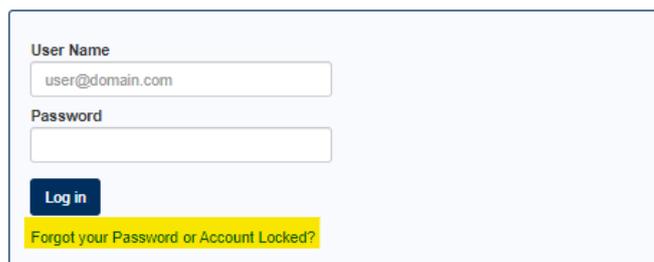
User Name

user@domain.com

Password

[Log in]

Forgot your Password or Account Locked?

2. Enter your email address, then select REQUEST PASSWORD RESET

3. You will now receive:
   a. A text message from COURTSWA which contains a SMS verification number
   b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD

4. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD

5. Tick the box, then click AGREE

6. Create a new password

7. Confirm the password

8. Enter the SMS verification number

9. Click CREATE PASSWORD

10. You will receive a notification to confirm your password creation was successful.

11. You will now be able to login.

Log in.

Use your account details to log in. If you don't have an account, Register a new account.
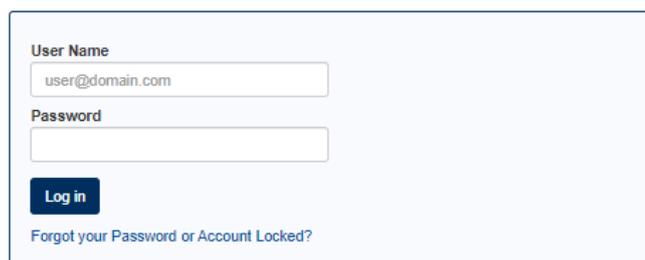
User Name

user@domain.com

Password

[Log in]

Forgot your Password or Account Locked?

Starting a new application

1. Under Assisted Lodgement, select FAMILY COURT OF WA

Assisted Lodgment	˅
Criminal Injuries Compensation	˅
Extraordinary Licence	˅
Family Court of WA	˅
Magistrates Court	˅
Restraining Order	˅
State Administrative Tribunal	˅

2. Select what type of application you are filing

Lodge an Application

Your answers to the questions below will determine the appropriate application which can be lodged online with the Family Court of Western Australia.

What type of Orders are you seeking? *

○ Divorce
Apply to formally end a marriage.

○ Parenting
Parenting orders may be sought if an agreement is not able to be reached regarding parenting arrangements. This can include arrangements about where the children will live and how the children will maintain a relationship with both parents (and other significant people).

○ Financial
The two main types of financial orders sought are orders to divide assets (things you own) and liabilities (things you owe money on); and spousal and de facto maintenance orders.

○ Parenting & Financial
You can seek both parenting and financial orders in the one application.

○ Other than Parenting & Financial
Select option if you are seeking orders relating ONLY to spousal or de facto maintenance; child maintenance (child support); passports and/or costs. This option should not be selected if you are also seeking parenting or financial orders.

○ Medical Procedures
Select option if the order(s) you are seeking relate(s) to authorising a major medical procedure for a child that is not for the purpose of treating a bodily malfunction or disease.

○ Nullity
A decree of nullity can be granted if there was no legal marriage between the parties, even though a marriage ceremony has taken place.

○ Validity
Select option if you are seeking a declaration as to the validity of a marriage, or of a divorce or annulment of marriage.

* Indicates mandatory fields

Delete Document

Next

Lodging a document on a current matter

1. Login to the eCourts Portal

   Log in.
   Use your account details to log in. If you don't have an account, Register a new account.

   User Name
   user@domain.com

   Password

   Log in

   Forgot your Password or Account Locked?

2. Go to MY CURRENT MATTERS

3. Select LODGE (located on the right-hand side next to the application)

4. Select which document you are lodging from the drop down menu click assisted lodgement or elodgement (there will only be one option depending on the document you are uploading)

5. Confirm your details, then select NEXT

6. To attach your document, select BROWSE and select the document you are lodging.

7. Select UPLOAD SELECTED FILE

8. If you would like to preview your document, select PREVIEW

9. Select NEXT

10. Select LODGE

Batch details

Batch name: New Batch from 14-Dec-2021 02:02 PM   Rename batch...

Batch contents:

Select	Type of Document	Title	Status		
☐	Affidavit (General) Affidavit fee		Ready for Lodgment	Edit...	

Delete Selected   Move Selected to another Batch   Preview All...

Close and Unlock Batch   Delete this batch   Add another document...   Lodge

11. Select CONFIRM AND LODGE

Lodgment Confirmation

Items for submission:

Type of Document	Title
Affidavit (General) Affidavit fee	

Please confirm you wish to lodge this document with the Family Court of Western Australia.

Return to previous page   Confirm and Lodge

How to view your documents

1. Login to the eCourts Portal

Log in.

Use your account details to log in. If you don't have an account, Register a new account.

User Name

user@domain.com

Password

Log in

Forgot your Password or Account Locked?

2. Click on eLodgment

Lodgment ✔

eLodgment ✔

Lodge Documents in Bulk (Govt Agencies only) ✔

Upload Requested Items ✔

3. Under SEARCH FOR MATTERS, go to QUICK MATTER SEARCH

4. For the JURISDICTION, select FAMILY COURT

5. Next to MATTER or FILE REF, enter your file number and year

6. Click SEARCH

Search for Matters

Quick Matter Search

Jurisdiction: ⌄ Division: ⌄ Location: ⌄

Matter or File Ref: ⌄ [ ] / [ ]

OR

Party Name: [ ] (Enter the full Company name or full Surname)

Search

7. Click VIEW next to the appropriate application

Search results in the Family Court jurisdiction will only be displayed if you are a party or a legal representative on the application. ✕

File No.	Year	Title	Application	Lodgment Date	View
	2021		Form 3 - Application for Divorce	10/12/2021	View...
	2021		Application to Reduce Fee	10/12/2021	View...
	2021		Form 1 - Initiating Application - Financial + Interim Fee	30/08/2021	View...

8. Click on VIEW DOCUMENT LIST

Title:				
Type:		Jurisdiction:	Family Court of Western Australia	
Index:		Division:	Family Law	
Year:	2021	Location:	Perth	
Current Status:	Lodged on 30/08/2021			

Role	Name		Representative
Applicant			

Role	Name		Representative
Respondent			

A total of 11 documents have been submitted for this Matter, A total of 2 hearings exist for this Matter.

3 most recently submitted documents for this Matter
Please note that out of hour lodgments may not be visible until the next business day.

eLodged	Title	Doc Type	Lodged By	Lodgment Date
☐	Amended Form 2 - Application in a Case (add new orders sought)	Amend Form 2 (add new)		01 Dec 2021
☐	Form 2 - Application in a Case - Other	Form 2 - App in a Case - Other		01 Dec 2021
☐	- Referred	Letter		10 Sep 2021

For this Matter...
View Document List
View Hearing List
View Subpoenaed Items

Lodge a Document

How to view your Subpoenaed Items

1. Login to the eCourts Portal

   Log in.

   Use your account details to log in. If you don't have an account, Register a new account.

   User Name

   user@domain.com

   Password

   [   ]

   Log in

   Forgot your Password or Account Locked?

2. Click on eLodgment

   Lodgment ⌄

   eLodgment ⌄

   Lodge Documents in Bulk (Govt Agencies only) ⌄

   Upload Requested Items ⌄

3. Under SEARCH FOR MATTERS, go to QUICK MATTER SEARCH

4. For the JURISDICTION, select FAMILY COURT

5. Next to MATTER or FILE REF, enter your file number and year

6. Click SEARCH

   Search for Matters

   Quick Matter Search

   Jurisdiction: [   ] Division: [   ] Location: [   ]

   Matter or File Ref: [ ] [   ] / [   ]

   OR

   Party Name: [   ] (Enter the full Company name or full Surname)

   Search

7. Click VIEW next to the appropriate application

File No.	Year	Title	Application	Lodgment Date	View
	2021		Form 3 - Application for Divorce	10/12/2021	View...
	2021		Application to Reduce Fee	10/12/2021	View...
	2021		Form 1 - Initiating Application - Financial + Interim Fee	30/08/2021	View...

Search results in the Family Court jurisdiction will only be displayed if you are a party or a legal representative on the application.

8. To view your Subpoenaed Items, click on VIEW SUBPOENAED ITEMS

Type:		Jurisdiction:	Family Court of Western Australia
Index:		Division:	Family Law
Year:	2021	Location:	Perth
Current Status:	Lodged on 30/08/2021		

Role	Name		Representative	
Applicant				

Role	Name		Representative	
Respondent				

A total of 11 documents have been submitted for this Matter, A total of 2 hearings exist for this Matter.
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eLodged	Title	Doc Type	Lodged By	Lodgment Date
☐	Amended Form 2 - Application in a Case (add new orders sought)	Amend Form 2 (add new)		01 Dec 2021
☐	Form 2 - Application in a Case - Other	Form 2 - App in a Case - Other		01 Dec 2021
☐	- Referred	Letter		10 Sep 2021

For this Matter...
View Document List
View Hearing List
View Subpoenaed Items

Lodge a Document

Application to Reduce Fee

1. Login to the eCourts Portal

Log in.

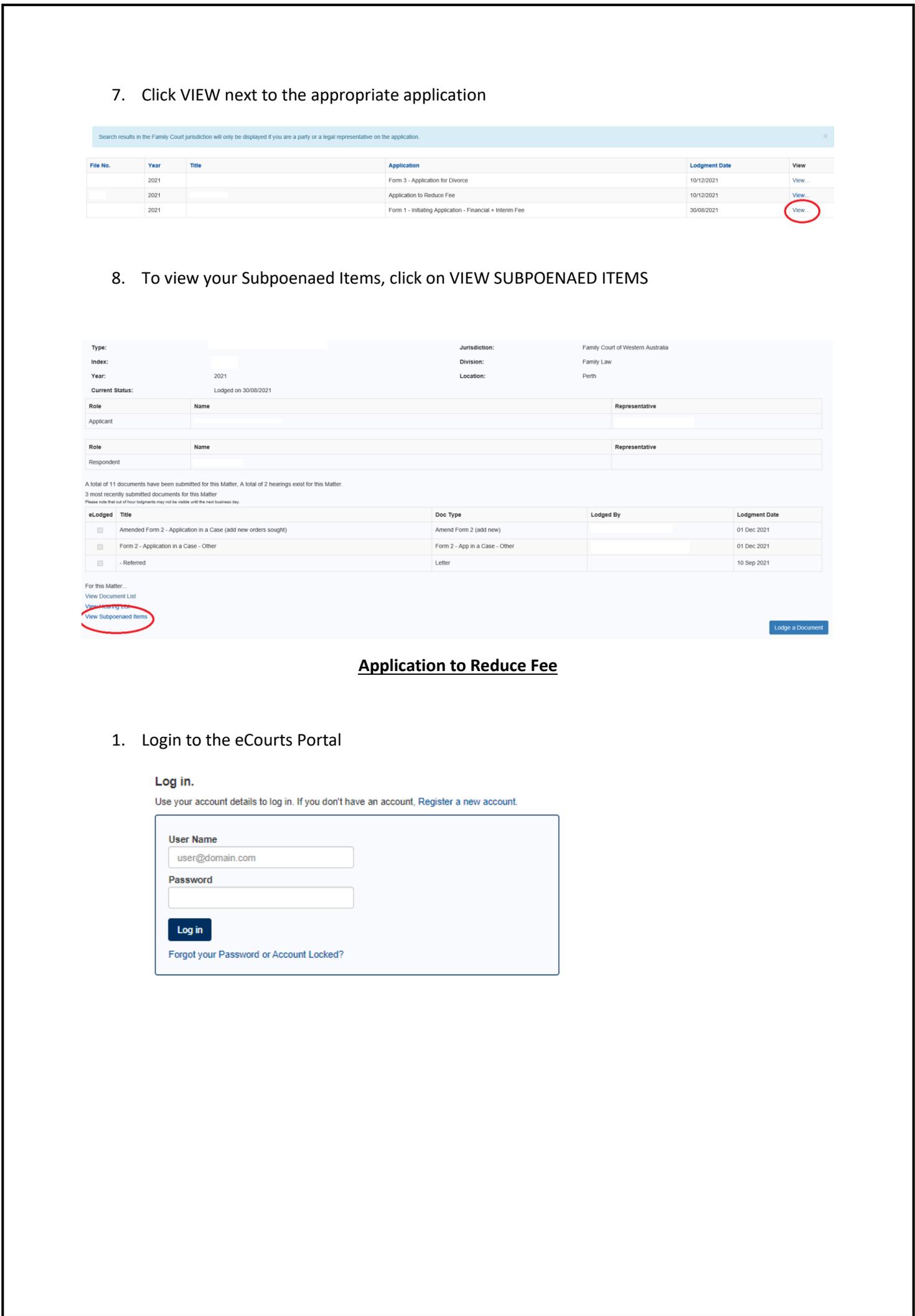Use your account details to log in. If you don't have an account, Register a new account.

User Name

user@domain.com

Password

Log in

Forgot your Password or Account Locked?

2. Click on eLodgment

3. Select LODGE A DOCUMENT

4. Select *Application to Reduce Fee* from the list

5. If you have an existing file please add the file number here.

6. If you have an existing file number include your personal details and click Next.

7. Upload any document relevant to the application to reduce fee by Selecting Browse and Upload selected file.

8. Advise if you are selecting any urgent orders and select Next

9. Select the application to Reduce fee and click Lodge

10. Confirm and lodge

Lodgment Confirmation

Items for submission:

Type of Document	Title
Application to Reduce Fee	

Please confirm you wish to lodge this document with the Family Court of Western Australia.

Return to previous page   Confirm and Lodge