



Notice to Solicitors

The Family Court of Western Australia's overall digital strategy includes a phased approach leading to a digital Court file. The first phase includes the mandatory eLodging by solicitors of all documents that can be eLodged via the Commonwealth Courts Portal.

As from 1 September 2020, all documents that can be eLodged via the Commonwealth Courts Portal must be eLodged, if they are lodged by a solicitor.

Documents that are attempted to be filed other than by eLodgment will not be accepted after 1 September 2020.

The following documents are the most common that cannot currently be eLodged and will be accepted by post, or by use of the drop box in the Family Court Registry:

- Subpoenas
- Minutes of Proposed Orders
- Contempt Applications
- Contravention Applications
- Same Sex Marriage Divorce Applications
- Applications for special medical procedures
- Applications under the *Bankruptcy Act 1966* (Cth)
- Ex parte Applications (in pending proceedings)
- Applications for Nullity of Marriage
- Applications for Validity of Marriage
- Hague Convention on International Child Abduction Application documents
- Surrogacy Application documents
- Adoption Application documents
- Conciliation Conference Particulars

A complete list of documents that can be eLodged is available on the Commonwealth Courts Portal. A document that cannot be eLodged should not be eLodged under an incorrect document name, or attached to correspondence.

Similarly, all correspondence (other than if it specifically relates to the documents referred to above, which cannot be eLodged) **must** be eLodged. Correspondence will no longer be accepted by email.

Minutes of Consent Orders (which cannot be eLodged), including clean typed copies, will continue to be accepted by email.

Once the Court transitions from Casetrack to the State's case management system (ICMS), the list of documents that cannot be eLodged will be significantly reduced.

The Family Court will be contacting individual firms who have not fully utilised eLodgment during the COVID-19 pandemic to discuss any issues they may have with the eLodgment process.

If solicitors have not already registered with the Commonwealth Courts Portal, they are encouraged to do so as soon as possible, to ensure they will be in a position to eLodge documents from 1 September 2020.

Leonie Forrest

PRINCIPAL REGISTRAR

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