



HIGH COURT OF AUSTRALIA

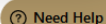
HOW TO JOIN A CASE IN THE DLS

Using the DLS portal

You will need to be registered as a DLS user, with a valid email address, in order to join a case. An information sheet on how to register is available at <https://www.hcourt.gov.au/digital-lodgment-system/dls-information-sheets>.

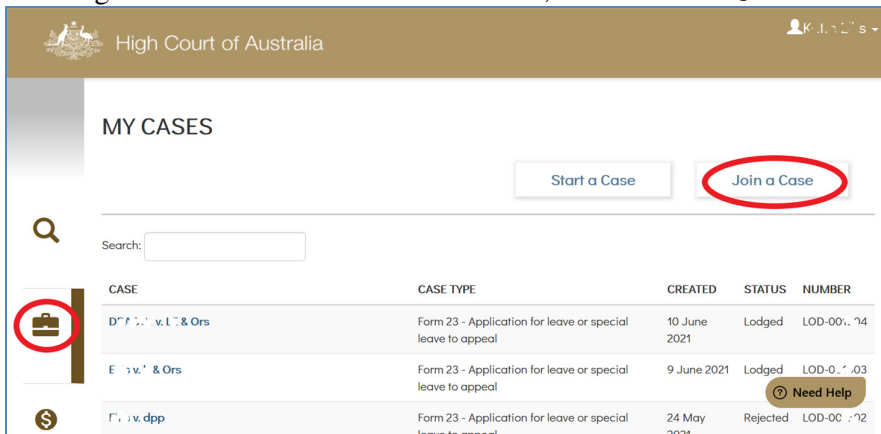
It is recommended that Firefox, Chrome or Safari public browsers be used to access the DLS Portal rather than Internet Explorer or Edge. The DLS Portal uses pop-ups to acknowledge lodgement and at times to display additional information. Please make sure pop-ups are not blocked in your browser (this can usually be done in the browser settings).

Step-by-step walk through assistance on joining a case is available from within the DLS Portal as a pop-up and can be seen as a floating bubble to the right of the information boxes to be filled. These instructions are intended to complement that walkthrough. If needed, the walkthrough can be triggered to restart from the **Need Help** icon at the bottom of the page:

 Need Help

Joining a case

Once you are logged into your DLS account, ensure you are in the **My Cases** view by selecting the briefcase icon from the left side, then select the **Join a Case** button:



CASE	CASE TYPE	CREATED	STATUS	NUMBER
D'... v. L... & Ors	Form 23 - Application for leave or special leave to appeal	10 June 2021	Lodged	LOD-001-14
E... v. ... & Ors	Form 23 - Application for leave or special leave to appeal	9 June 2021	Lodged	LOD-001-03
F... v. dpp	Form 23 - Application for leave or special leave to appeal	24 May 2021	Rejected	LOD-001-12

Enter the case number for the matter you are looking join, and select the **SEARCH** button:



Request access to case

* Enter the case number

The case name will then be displayed, along with the option to upload a document in support of you joining the case. The file is added by dragging it onto the icon or alternatively, clicking on the text that reads '*Drag & drop your PDF file for initiating the case or browse*', navigating to the file and selecting **Open**. Only one document should be uploaded here. That document must be a PDF document.

Request access to case

* Enter the case number

S11/2020

Kingston v. Field Search

* If you have any other files for submission, please add those here

Drag & drop your PDF file for supporting documents or browse

Party List

The DLS then requires some information about the file you have uploaded. Select the appropriate document from the drop-down list.

* If you have any other files for submission, please add those here

Drag & drop your PDF file

File

Appearance Res1.pdf

Select

- Select
- Form 1A - Notice of intervention
- Form 27D - Respondent's submissions
- Form 7 - Notice of appearance
- Form 8 - Submitting appearance
- Form 9 - Conditional appearance
- Form 27A - Appellant's submissions
- Form 27C - Intervener's submissions
- Form 5 - Arrest Warrant
- Form 6 - Committal warrant

Document type is required.

Add Extr Remove

Existing parties

Use the check boxes to select which of the parties you are representing, or if you are otherwise applying to join the case:

Party List

Kingston

Field

I do not represent any of these parties...(e.g.Intervener)

Other parties

If applying to join but you do not identify with an existing party, you will need to provide information about the party you are acting for. Some fields will be prepopulated with your DLS registration details, but you will need to complete other fields.

I do not represent any of these parties...(e.g.Intervener)

Add Party

Add Party 1

Party Type*

Public Authority

Name

Location*

H 3, Canberra ACT 2600, Australia

Address Line 2

Canberra ACT

Australia 2600

Contact Details

+612 1234 5678

example@domain.au

[Add another Party +](#)

First select the appropriate Party Type from the drop-down list. If unsure, refer to the Party category information sheet available from the High Court website (<https://www.hcourt.gov.au/registry/filing-documents/high-court-of-australia-fees>). The choice here will impact which fields appear below to be filled in.

Add Party

Add Party 1

Party Type*

Public Authority

Select

Company

Individual/Natural Person

None of the above

Public Authority

Public Company

Representative Proceeding

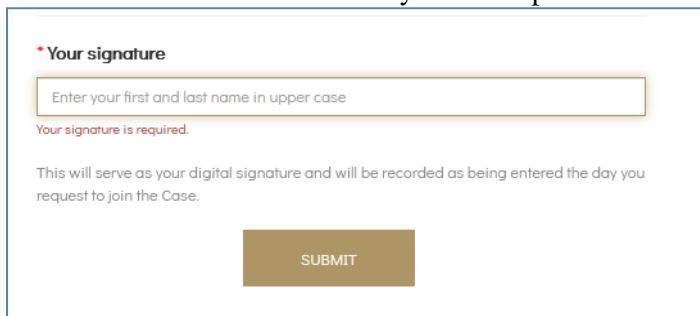
Small Business

Unincorporated Not For Profit Association

Then enter the party name and other contact details.

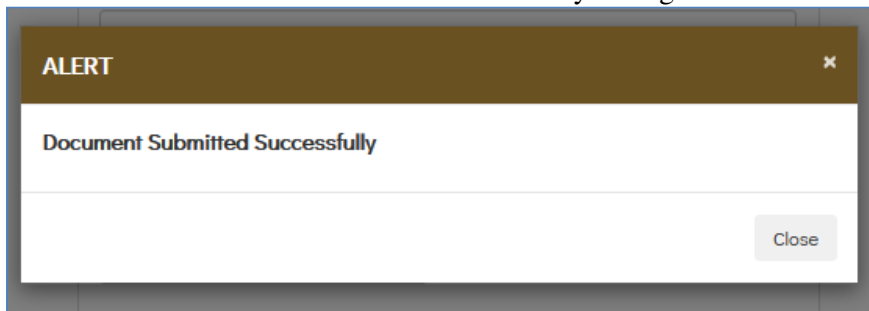
Submitting the document

To digitally sign your request, ensure you enter your name the way it appears in the top right-hand corner of the DLS window you have open.



The screenshot shows a digital signature form. At the top, it says "Your signature" with a red asterisk. Below that is a text input field with the placeholder text "Enter your first and last name in upper case". Underneath the input field, it says "Your signature is required." in red. Below that, there is a paragraph of text: "This will serve as your digital signature and will be recorded as being entered the day you request to join the Case." At the bottom of the form is a brown "SUBMIT" button.

The DLS then uses this information to connect your registered account with the matter.



If the process appears to hang at this point, scroll to the top of the page and see if an error message has appeared to show you where corrections need to be made.

Access to the case is not automatic. Registry must first approve your lodged document. Once that is done you will receive an email and the case will appear in your list of cases.