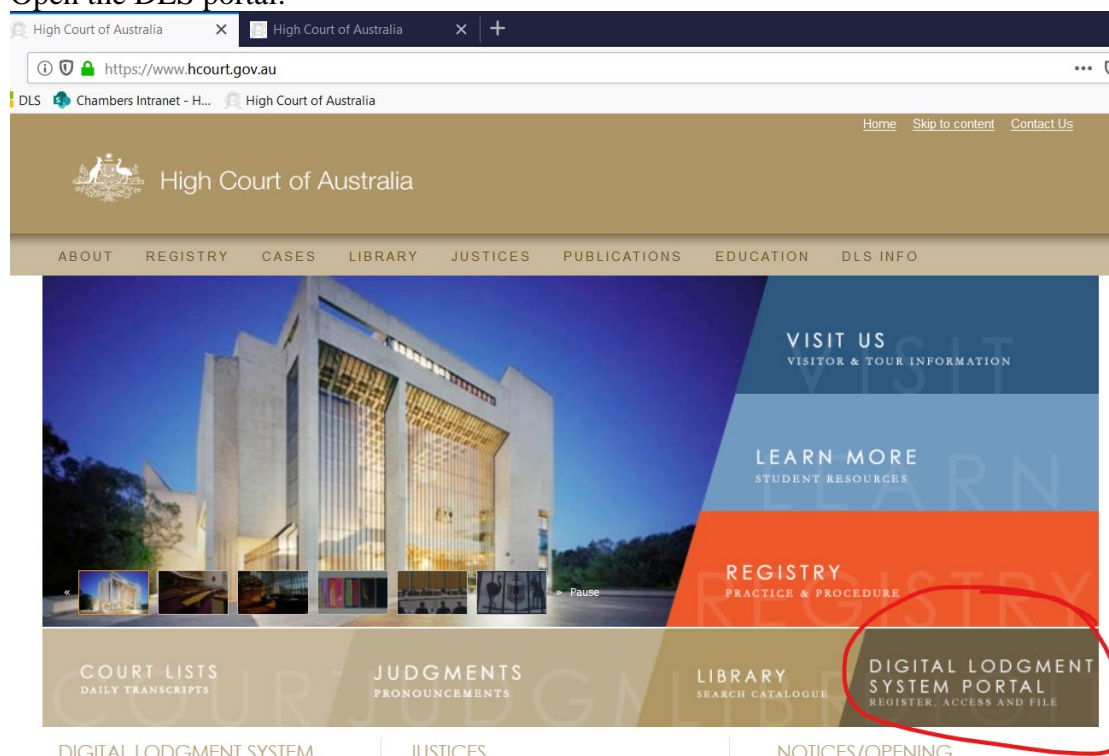




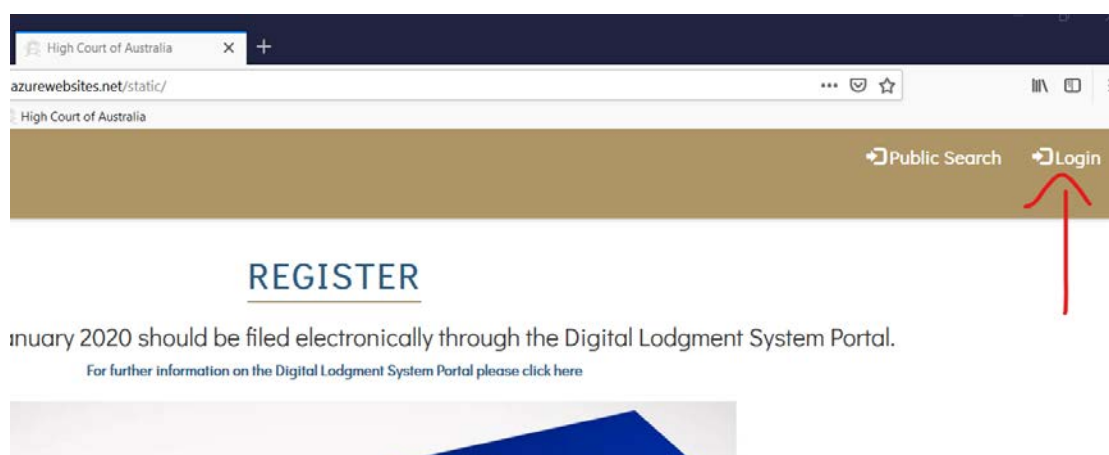
HIGH COURT OF AUSTRALIA

To create a new User Registration in the HCA DLS Portal

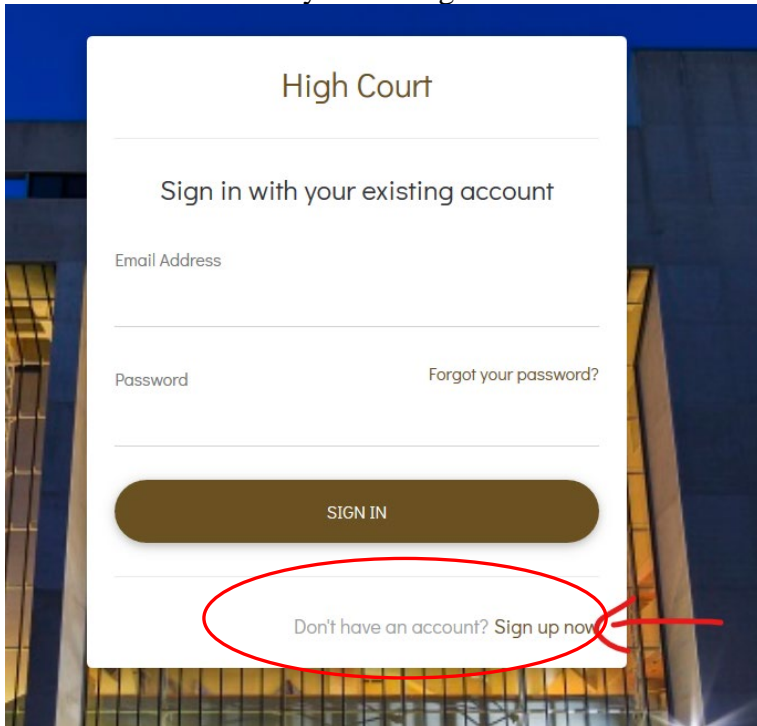
Open the DLS portal:



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



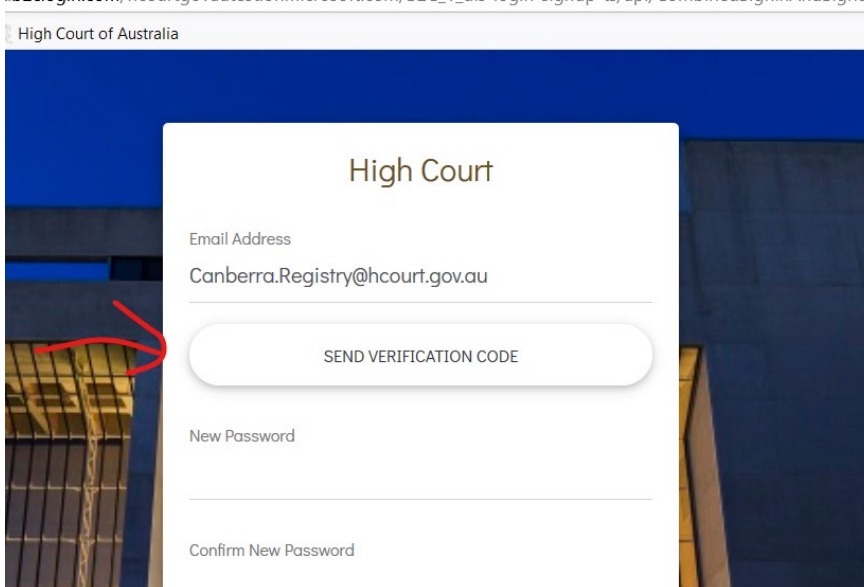
Both of these will take you to a login screen:



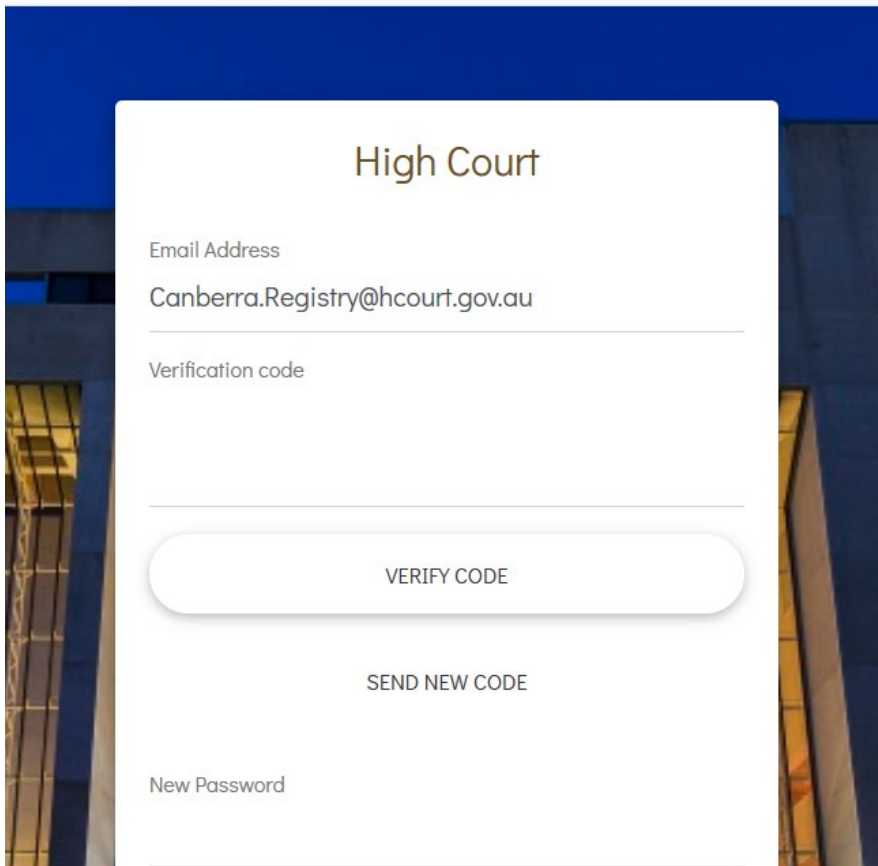
If you are creating a new registration click the “sign up now”

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.

Please note that the DLS Portal doesn't 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.



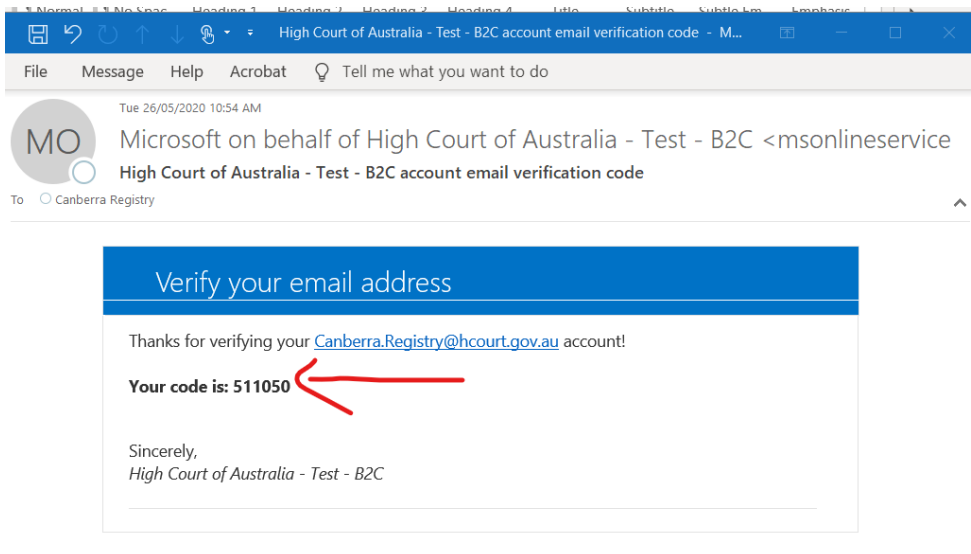
Once you have clicked the button a new field to enter the verification code will appear. Without closing the registration screen open the email you will have received.



The screenshot shows a white registration form titled "High Court" against a blue background. The form contains the following fields and buttons:

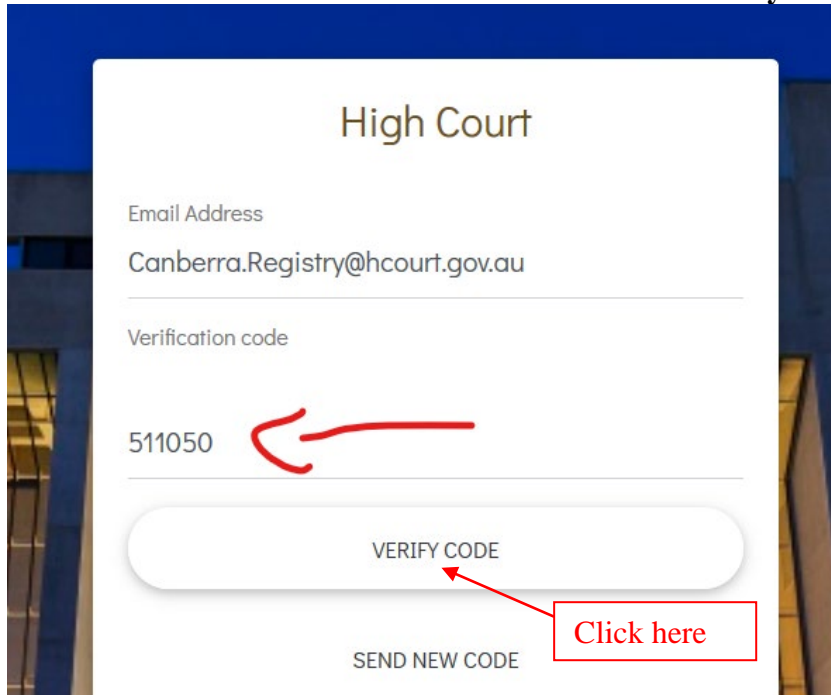
- Email Address:** Canberra.Registry@hcourt.gov.au
- Verification code:** An empty input field.
- Buttons:** "VERIFY CODE" (highlighted with a rounded rectangle) and "SEND NEW CODE".
- New Password:** An empty input field.

It should appear quickly and look like this:



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.

Enter the verification code into the field and **click the verify code button**:



High Court

Email Address
Canberra.Registry@hcourt.gov.au

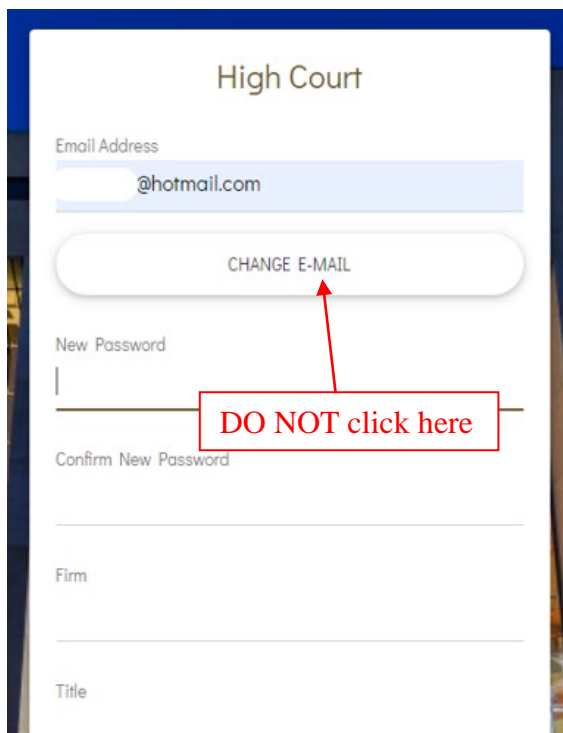
Verification code
511050

VERIFY CODE

SEND NEW CODE

Click here

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



High Court

Email Address
@hotmail.com

CHANGE E-MAIL

New Password

Confirm New Password

Firm

Title

DO NOT click here

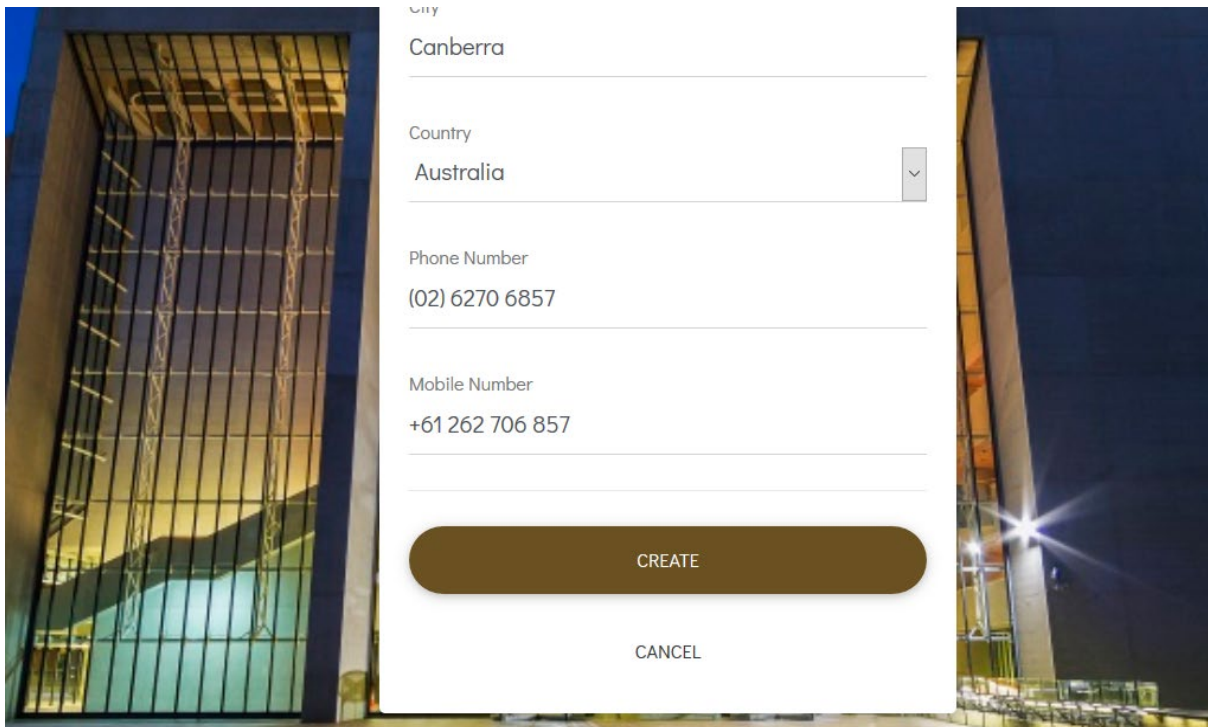
When you create your password it must include:

- 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.



City
Canberra

Country
Australia

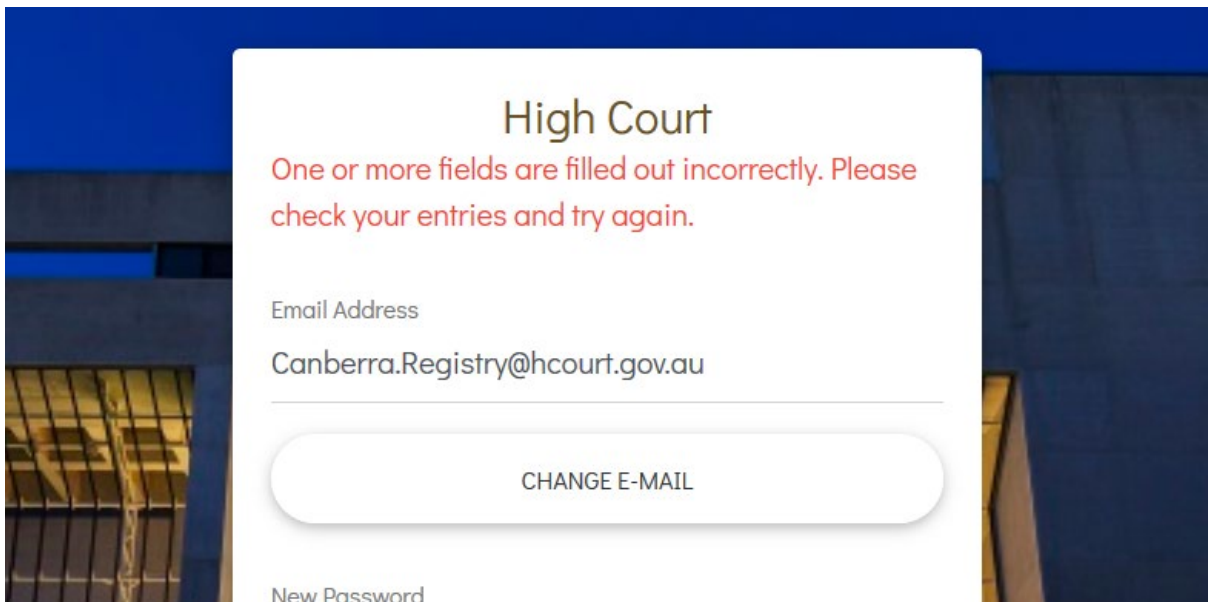
Phone Number
(02) 6270 6857

Mobile Number
+61 262 706 857

CREATE

CANCEL

If you have missed anything you will get an error message at the head of the form:



High Court

One or more fields are filled out incorrectly. Please check your entries and try again.

Email Address
Canberra.Registry@hcourt.gov.au

CHANGE E-MAIL

New Password

If you have managed to create 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.

TERMS & CONDITIONS

TERMS AND CONDITIONS

The Digital Lodgment System Portal ("DLS Portal") is a system for the electronic lodging of and access to court documents in High Court proceedings. Registration for use of the DLS Portal, acquiring information by using the DLS Portal and the use of that information is subject to your agreeing to the terms and conditions below:

DISCLAIMER

1. The DLS Portal is an evolving system. It is updated in real time. There is no warranty that the information provided is complete and up to date or fit or sufficient for any purpose. Users must carefully evaluate its accuracy, currency, completeness and relevance to the purpose for which it is to be used.

2. To the extent permitted by law the Court excludes any and all warranties in respect of use of the DLS Portal and downloading or use of information or any document through the DLS Portal. The Court does not warrant that any particular use of information provided through the DLS Portal will not infringe the intellectual property

I accept the above terms and conditions

Agree Disagree