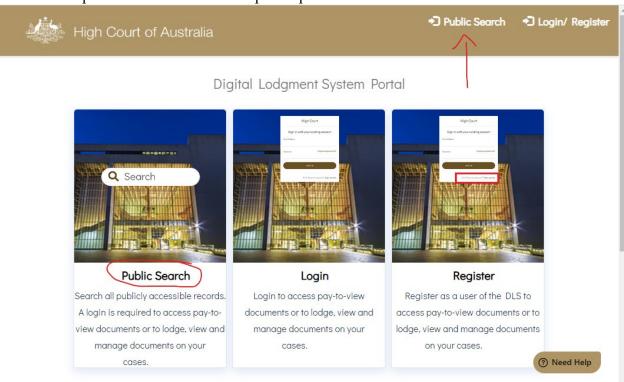
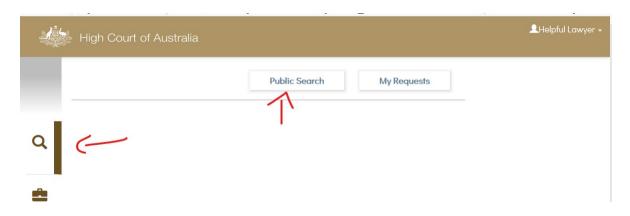


## How to inspect a file or obtain copies of documents

Click on the public search either on the public portal:

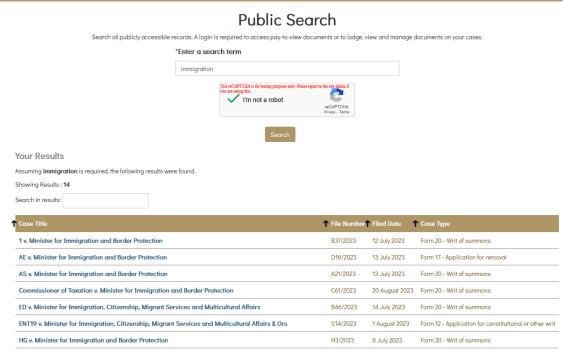


or within the DLS Portal if you are logged in.



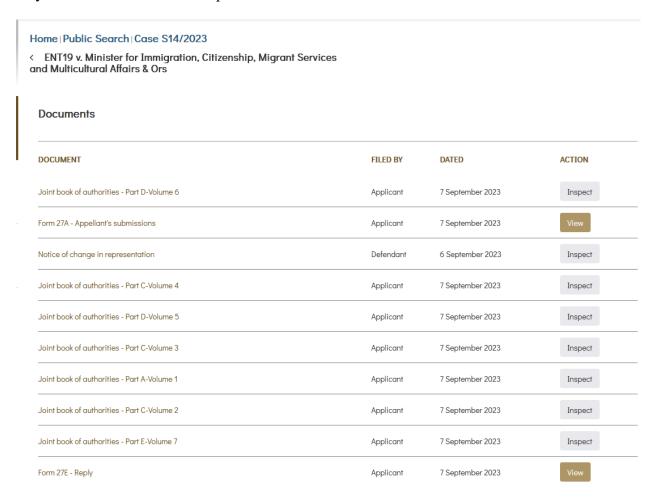
Enter the search term you wish to use; this will return any results as a list, which has a count of the results returned.

You can sort the results by clicking into the column headings.



You can also search within the results returned, which will highlight the word entered where it appears in the results list.

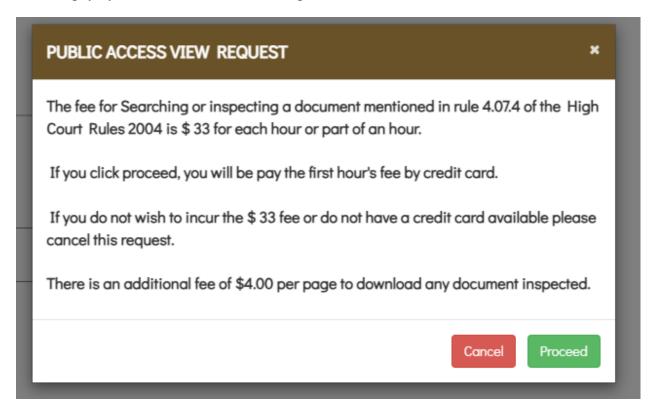
Select the matter you wish to view. This will open a list of documents filed in the matter which may be available to view or inspect:



Some documents for matters to be heard by the Full Court are available free of charge. Transcripts and Judgments are also available without charge. If a document is available, there is a view button.

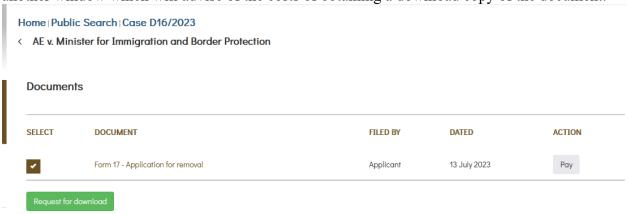
#### Inspecting a file

There is a \$33.00 search fee to inspect the file, this gives you access for 1 hour to the file. You will be asked if you wish to proceed to viewing the file, if you accept and continue you will be asked to pay by credit card before access is granted:



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