



Family Court of
Western Australia

User Guide

eFiling Divorce Applications in family law



Applications for Divorce (and certain accompanying documents) can now be electronically filed through the Commonwealth Courts Portal (www.comcourts.gov.au).

April 2010

eFiling Divorce Applications in family law

Introduction

This user guide is to assist people who wish to file an Application for Divorce in the Family Court of Western Australia electronically via the Commonwealth Courts Portal (the portal) which is located at www.comcourts.gov.au.

The portal is an initiative of the Family Court of Australia, Family Court of Western Australia, Federal Court of Australia and Federal Magistrates Court of Australia. It enables parties and legal practitioners of these Courts to lodge certain applications and documents and to access information about cases that are before the courts.

This information describes the process for electronically submitting an application (eFiling) with the Family Court of Western Australia, pursuant to Rules 24.07 of the *Family Law Rules 2004* (see *Information Note - Filing of supplementary documents and divorce application by electronic communication – eFiling – 31 March 2010*). It does not include the subsequent legal process involved in the hearing and granting of a divorce.

For further information about the divorce process, see:

- www.familycourt.wa.gov.au – Resolving your dispute - Divorce
- or
- call the Call Centre on 08 9224 8222 or 1800 199 228.

For more information on divorce, refer to the following publications which can be accessed from **www.familycourt.wa.gov.au**:

- *Information Note - Filing of supplementary documents and divorce application by electronic communication – eFiling – 31 March 2010*
- *Application for Divorce Kit*
- *Serving an Application for Divorce*
- *Marriage, families and separation*
- *Married less than two years, or*
- *Separated but living under one roof*

Overview

Registered parties and representatives from legal firms can log onto the Commonwealth Courts Portal and complete the divorce application online. Registered users will be prompted to enter their relevant details and upload a scanned copy of their marriage certificate or other documents (as required). They will then be prompted for payment or, if seeking an exemption from paying the fee, prompted to upload supporting evidence; eg scan copy of benefit entitlement card.

A list of hearing dates will appear which you can select from.

Once the application is complete, a sealed copy of the application form will be available from the Portal. The application form will include the file number and hearing date.

Your eFiled divorce application must be accompanied by the *Affidavit for eFiling Application (Divorce)*, sworn or affirmed by the applicant(s) and witnessed by an appropriate person such as a Justice of the Peace and then uploaded as a scanned image to the Portal. Your application cannot proceed in court until you have completed these steps.

The affidavit will be automatically generated by the Portal as the last part of the printed application.

Once uploaded, a copy of this affidavit with a sealed 'confirmation notice' will be available from the Portal to download and print.

The *Application for Divorce, Affidavit for eFiling Application (Divorce)*, sealed confirmation notice, along with the prescribed brochure called *Marriage, Families and Separation*, will then need to be served upon the respondent in accordance with the Family Law Rules (see the Serving an application for divorce kit).

For assistance please contact the Family Court's Call Centre on 08 9224 8222.

Who can eFile an Application for Divorce?

Parties and Legal firms who want to *eFile an Application for Divorce* in the Family Court of Western Australia via the Portal must first register with the Portal. Instructions on how to register are available from www.comcourts.gov.au

Important

Your divorce application must be accompanied by the *Affidavit for eFiling Application (Divorce)*, sworn or affirmed by the applicant(s) and witnessed

by an appropriate person such as a Justice of the Peace and then uploaded as a scanned image to the Portal.

What documents can you eFile in the Commonwealth Courts Portal?

The Application for Divorce and certain supplementary documents can be eFiled via the portal.

Documents that can be eFiled in divorce proceedings include:

- Affidavit for eFiling Application (Divorce)
- Affidavit of Service
- Affidavit of Proof of Signature
- Affidavit of Proof of Identity
- Acknowledgment of Service
- Affidavit Translation of Marriage Certificate
- Exemption Form
- Marriage Certificate
- Marriage Under Two Years Certificate
- Citizenship Certificate
- Affidavit

Documents that **cannot** be eFiled in divorce proceedings include:

- Application for Waiver of Court Fees on the basis of financial hardship
- Notice of Discontinuance*

* If you wish to discontinue an application for divorce that has been filed, you need to file a Notice of Discontinuance form, and this can only be done either in person at the registry or by post.

Fees and exemptions

For information on the current fee payable and information regarding exemptions from payment, see www.familycourt.wa.gov.au - Fees.

Where filing an Exemption Form you must include a copy of the supporting evidence, eg benefit entitlement card, in the uploaded document.

Waiver applications cannot presently be submitted via the portal. If you are seeking a waiver, your divorce application must be lodged with the Court either in person at the registry or by post.

What you need before you commence to eFile an Application for Divorce?

To prepare yourself, read a copy of the Divorce Kit and the Serving an Application for Divorce Kit which are available at www.familycourt.wa.gov.au.

You will also need:

- Access to the internet and an email address
- Access to a printer and scanner
- A scanned copy of your marriage certificate which is saved to your hard drive or memory stick and can be accessed to upload onto the portal
- If your marriage certificate is not in English, you will need to provide a scanned copy of a translated version, together with an affidavit from the translator
- Proof of Australian citizenship (if required)
- Further Affidavits (if required)
- A valid credit card (Visa OR MasterCard can only be accepted)
- If seeking exemption from paying the fee, you need to download an Exemption form/s (see <http://www.familycourt.wa.gov.au> - Fees - Exemption Form), complete and scan the form(s) and attach evidence supporting your request for an exemption. If you are filing a joint application for divorce, both applicants need to be eligible for the exemption.

Applications for hearing at a circuit location

At this stage, parties are not able to file electronically if they wish to have their Application for Divorce heard at a circuit location.

For information on circuits see www.familycourt.wa.gov.au – Court List – Country circuits. Parties wishing to have their divorce heard at one of these locations must file their application either in person or by post.

Step-by-step process of eFiling an Application for Divorce via the portal

Stage 1

- Register yourself in the portal at www.comcourts.gov.au
- Complete the Application for Divorce eForm.
- Pay by Credit Card or submit an application for Exemption and a scanned image of your benefit entitlement card (BOTH SIDES) making sure it is signed and current.
- When your payment is approved a new file will be created and a file number provided.
- Select a Court Date from a range of dates provided.
- Print out the sealed Application for Divorce together with a copy of the *Marriage, Families and Separation* Brochure.

Stage 2

Important: your application cannot proceed in court until you have completed the following steps

- Complete the *Affidavit for eFiling Application (Divorce)*, and have this sworn or affirmed by an appropriate person, eg Justice of the Peace.
- Upload this Affidavit and print off with the accompanying confirmation notice.
- If only one party applied, arrange service on the respondent of the *Application for Divorce, Affidavit for eFiling Application (Divorce)*, the confirmation notice and a copy of the *Marriage, Families and Separation* brochure.
- Upload service documents prior to the Court date to enable your hearing to proceed.

For further information on the process of serving your application for Divorce, please refer to the Serving an Application for Divorce Kit at www.familycourt.wa.gov.au.

Time Considerations

Documents may be electronically uploaded at any time. However, parties and practitioners should note:

(a) Pursuant to Rule 24.05, documents uploaded after 4.30pm will be taken to have been filed on the following day.

(b) For documents filed less than 48 hours prior to a hearing, parties and/or practitioners:

(i) Will need to seek leave of the Court to rely upon that document at that hearing; and

(ii) Must provide a clean sealed copy of that document to the Court for consideration.

For the purposes of (a), times will be calculated according to the time zone of the filing registry, and not the location of the person uploading the document.

Hard Copy Documents

Hard copy documents are not required to be filed in addition to eFiled documents unless requested by the Judicial Officer.

The Court Seal

A Court Seal is automatically affixed to the Application for Divorce when it is printed out, and also to the cover sheet attached to the *Affidavit for eFiling (Divorce)*.

Frequently Asked Questions

How does eFiling an Application for Divorce work?

An applicant will be able to eFile an Application for Divorce by completing the online form; uploading any required accompanying documents (such as a Marriage Certificate); paying the fee by Credit Card; and selecting a Court date for the matter to be dealt with by a judicial officer in Court.

What happens when I lodge my Application?

Once the transaction has been completed a new file will be created and you will receive a sealed Divorce Application complete with details of the Court date which can be printed out to serve on the respondent.

Note You need to serve the respondent with your Divorce Application and a separate accompanying 'Affidavit for eFiling (Divorce)', in which you swear/affirm that the contents of the Application are true and correct, together with the Marriage, Families and Separation Brochure.

What can be seen in the Portal after I lodge my documents?

Your eFiled documents, the next Court date and any other documents that have eFiled by the Respondent, are viewable in the Portal. Records of any other documents that have been lodged via the Portal or the Family Court's Registry can also be viewed.

How can I eFile a joint application for Divorce?

If both parties want to file an application together (eFile a "joint application"), one of the applicants will need to complete the Application for Divorce, and provide details for both parties. The application must be sworn or affirmed by both parties before a lawyer, Justice of the Peace or other authorised person.

Who do I contact if I have any questions regarding eFiling through the Portal?

If you want to know more, call the Call Centre on 08 9224 8222 or visit the registry.

What happens if I don't file the Affidavit for eFiling (Divorce) with my application?

Your application cannot proceed without this affidavit. Your eFiled divorce application MUST be accompanied by the *Affidavit for eFiling Application (Divorce)*, sworn by the applicant(s) and witnessed by an appropriate person such as a Justice of the Peace.

Do I need to serve the application and accompanying papers on my spouse if this is a joint application?

No, you do not need to serve the application and papers if this is a Joint Application.

How long does my incomplete application stay on the Portal?

You have 30 days to complete your Application. Unsubmitted applications will be removed from the Portal following 30 days of inactivity.

eFiling a New Application

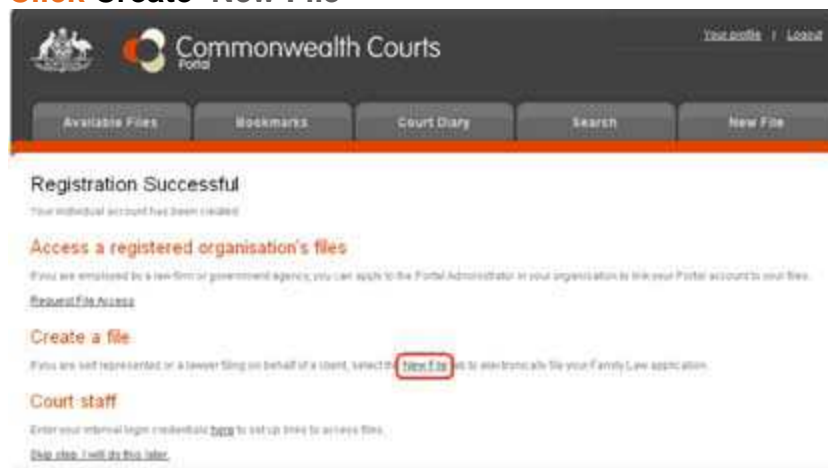
Register in the portal at www.comcourts.gov.au



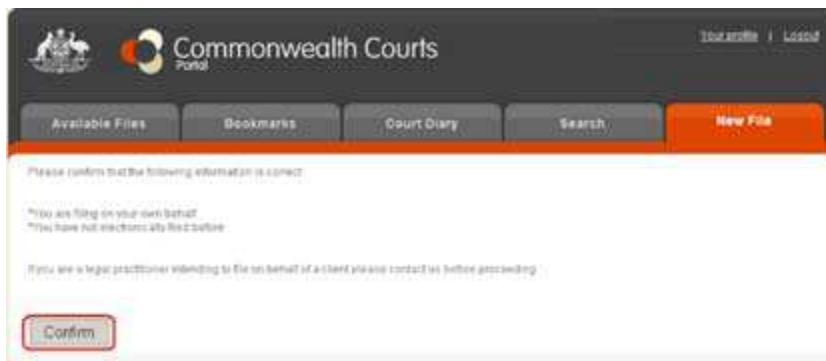
Once registration is complete **Click 'Register'**

The screenshot shows the registration form. It includes fields for 'Password' (with a strength indicator and requirements: 'At least 1 uppercase (A-Z), 1 lowercase (a-z), and 1 number (0 - 9 char)'), 'Confirm Password', 'Security Question' (with a dropdown menu set to 'Father's Name' and a note: 'You will be asked this question if you forget your password. (5 - 60 char)'), 'Secret Answer' (with a strength indicator and requirements: '(7 - 30 char)'), and 'Confirm Secret Answer'. At the bottom, there is a checkbox labeled 'I have read and accept the Terms & Conditions of Use' and a 'Register' button highlighted with a red box.

Click Create 'New File'

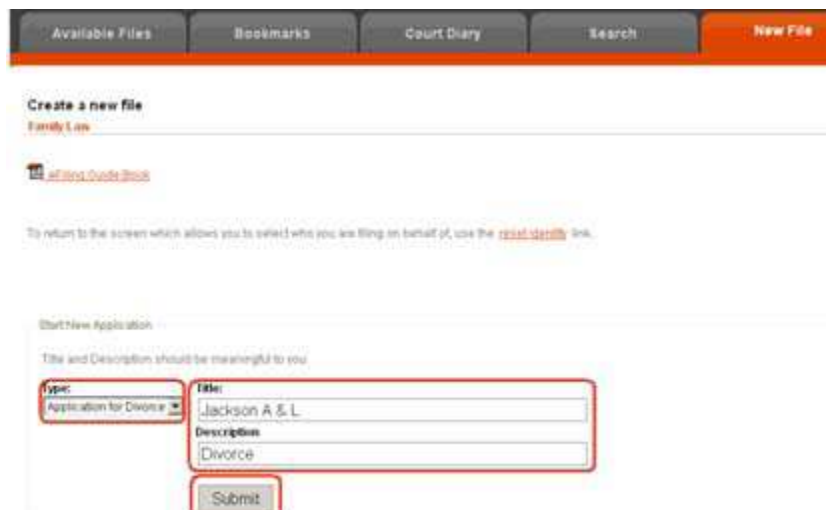


Read and confirm information is correct **Click** 'Confirm'



Select 'Application for Divorce (Western Australia)' from the dropdown list

Enter Title 'Surname and Initials of Both Parties' and Description e.g. Divorce Application **Click** 'Submit'



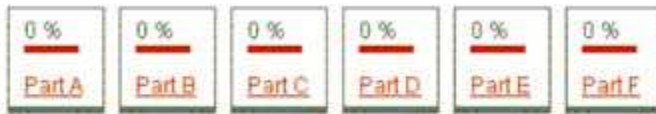
A new Application has been created **Click** 'Open' to start the application process

Application Type	Title	Description	Started	Open	Delete
Application for Divorce	Jackson A & L	Divorce	17/09/2009 11:23:05	Open	Delete

To start lodging your application select 'Open Divorce Application' or **Click** 'Part A'



As you complete each Part and save it that part will display the percentage completed until it reaches 100%

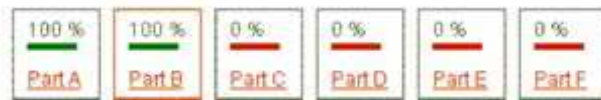


Upon completion of each Part, either **Save** and/or **Validate**

Save, saves where you are up to in the eForm and Validate checks for missing detail input



After you have **Saved** and/or **Validated** to move to the next Part select 'Next' at the bottom of the screen or select the next Part from the boxes at the top of screen



After completing all Parts **Click** 'Continue'



Answer questions 1 & 2.

- At Q1 if you are seeking an exemption you will be directed to browse and upload a copy of your Exemption Form/s and concession card/s details.
- At Q2 **Click** 'Browse' to search your computer's hard drive or memory stick for the copy of the PDF of your Marriage Certificate and **Click** 'Upload'.
- **Tick** the tick box after downloading and printing out the *Marriage, Families and Separation* brochure.
- **Click** 'Submit Application' which will take you to the Card Selection Screen

Divorce Application

[Open Divorce Application](#)

100 % Part A	100 % Part B	100 % Part C	100 % Part D	100 % Part E	100 % Part F
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Progress Indicator: Red = Not Started, Yellow = Partly Complete, Green = Complete

The following questions will determine what documents you will be required to file in support of your application.

1. Are you seeking an exemption from the filing fee?
 No
 Exemption
Applications requesting waivers cannot be filed.
[Help answering question](#)

2. You are required to attach a copy of your marriage certificate or alternatively an affidavit in its place. Should your marriage certificate not be in English you are required to attach both the certificate and a translation.
Do you have a copy of your marriage certificate? No Yes
Is your marriage certificate in English? No Yes

Marriage Certificate Required

Select document to upload

3. Select the location in which you wish to file.

[Help answering question](#)


Marriage Families and Separation

You will not be able to submit your application until you have downloaded the [Marriage Families Separation Information Brochure](#)

I have downloaded the Marriage Families and Separation Information Brochure

Submit Application
Before submitting your application all questions must be answered and supporting documents uploaded where required.

Please note: If payment is required, you will be taken to Commonwealth Bank of Australia web site, to finalise this payment of \$432.00 AUD.

CommonwealthBank 

At the 'Card Selection' Screen select either Visa OR MasterCard by **Clicking** on its Logo

Commonwealth Bank

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **Family Law Courts**

Card selection

Pay securely using SSL+ by clicking on the card logo below:

VISA **MasterCard**

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

At the Card Details Screen enter your 'Card Number', 'Expiry Date' and 'Security Code' details and **Click** on 'Pay'

NOTE: Credit Card details are not stored on the portal

Commonwealth Bank

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **Family Law Courts**

Card details

MasterCard: You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number: 5123456789012346

Expiry Date: 05 / 13 month/year

Security Code: 123

Purchase Amount: **AUD \$432.00**

The 3 digits after the card number on the signature panel of your card.

pay

I hereby authorize the debit to my MasterCard Account in favour of Family Law Courts

MasterCard.

Wait for the transaction to be approved



Commonwealth Bank 

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **Family Law Courts**

Please wait while your payment is processed

Please wait...

The server is processing your payment using MasterCard for the value of AUD \$432.00.

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

Wait further until the 'Create a new file – Application complete' screen displays with payment receipt details. Your File number has now been created.

You can now select one of the highlighted dates from the 'Select a Court date' area

Create a new file - Application complete

Application Type	Title	Description	Started
Application for Divorce	Jackson A & L	Divorce	17/09/2009 11:23:1

Payment Details

Your payment of \$432.00 for BRC2862:2009 has been processed. Your payment gateway receipt number is 926012551568. Please quote transaction number FAM1737 in all correspondence.

Application details

File number

Select a Court date

November, 2009

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

After choosing the date, a selection of times will be displayed Click on the 'time you want' then Click 'Submit'

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sessions available on 3/11/2009


Please select a session:


#	Date	Time	Location
1	3/11/2009 (Tuesday)	10:00 AM	Commonwealth Law Courts Cnr North Quay and Tank Street,
2	3/11/2009 (Tuesday)	11:15 AM	Commonwealth Law Courts Cnr North Quay and Tank Street,
3	3/11/2009 (Tuesday)	2:15 PM	Commonwealth Law Courts Cnr North Quay and Tank Street,
4	3/11/2009 (Tuesday)	3:00 PM	Commonwealth Law Courts Cnr North Quay and Tank Street,

You now will see the 'Application Complete' Screen with 'Court Details' displayed. If you **Click** on 'Transaction Receipt' a receipt of your lodgement will display for printing

Application Complete [Back to New File](#)

Application Type	Title	Description	Started
Application for Divorce	Jackson A & L	Divorce	17/09/2009 11:23:05

[Print Details](#) 

Transaction Receipt 

Payment Details

Your payment of \$432.00 for BRC2862/2009 has been processed.
 Your payment gateway receipt number is 926012551568.
 Please quote transaction number FAM1737 in all correspondence.

Application details

File number [BRC2862/2009](#)

You need to print a copy of your application. Click the file number above then Documents Filed.

Court Details


Filed at BRISBANE - FEDERAL MAGISTRATES COURT

Filed on Thursday 17/09/2009 12:19 PM

Court Location Commonwealth Law Courts, Cnr North Quay and Tank Street, Brisbane

TRANSACTION RECEIPT

File Title: Party P & J
 File number: ADC1751/2009
 Filed on: Tuesday 22/09/2009 11:43 AM

Application: FMC DIVORCE filed by MR PARTY, PETER(A) on 22-SEP-2009
 Your eFile was successful

Transaction Reference#: FAM4101
 Status Description: Processed. File created. Access to file granted

To view details of your file, **Click** on 'File number'

Available Files | Bookmarks | Court Diary | Search | **New File**

Application Complete [Back to New File](#)

Application Type	Title	Description	Started
Application for Divorce	Jackson A & L	Divorce	17/09/2009 11:23:05

[Print Details](#)

[Transaction Receipt](#)

Payment Details

Your payment of \$432.00 for BRC2862/2009 has been processed.
Your payment gateway receipt number is 926012551568.
Please quote transaction number FAM1737 in all correspondence.

Application details

File number: BRC2862/2009

You need to print a copy of your application. Click the file number above then Documents Filed.

To see more detail **Click** on plus (+) to expand OR minus (-) to reduce the detail displayed.

To view and print off a sealed copy of your uploaded application **Click** its icon to open and print it.

Federal Magistrates Court - Family Law File: ADC1751/2009
Title: Party P & J
 Court: Federal Magistrates Court - Family Law, Adelaide
 Filing Date: 22-Sep-2009
 Finalised Date:

Application	Filed	Status	Finalised
FMC DIVORCE filed by MR PARTY, PETER(A) on 22-SEP-2009	22-Sep-2009	Open	

Court Events and Orders

Date	Time	Event Type	Presiding Officer(s)	Location	Outcome	Orders
01-Dec-2009	09:30	Hearing Divorce	Registrar Scholz	ADELAIDE COURT ROOM 5, LEVEL 1		

Documents Filed Add Document

Date Filed	Document Title	Filed By	
22-Sep-2009	Certificate	Mr Peter Party	
22-Sep-2009	Federal Magistrates Application for Divorce	Mr Peter Party	

Parties

Role	Name	End
Applicant	Mr Peter Party	
Respondent	Mrs Julie Party	

Prior to service

To print a copy of the 'Confirmation Notice' you first have to upload a copy of your sworn/affirmed 'Affidavit of Applicant/s' by logging into the portal and selecting 'Available Files'.

Click on your file number to open the Application screen to view the file details.



Next select 'Add Document'

Applications

[Back](#)

Federal Magistrates Court - Family Law File: ADC1751/2009
Title: Party P & J
Court: Federal Magistrates Court - Family Law, Adelaide
Filing Date: 22-Sep-2009
Finalised Date:

Application	Filed	Status	Finalised
FMC DIVORCE filed by MR PARTY, PETER(A) on 22-SEP-2009	22-Sep-2009	Open	

Court Events and Orders							
Date	Time	Event Type	Presiding Officer(s)	Location	Outcome	Orders	
01-Dec-2009	09:30	Hearing Divorce	Registrar Scholz	ADELAIDE COURT ROOM 5, LEVEL 1			

Documents Filed Add Document

Parties

Select 'Affidavit of Applicant/s' from the list of 'Document Types'. Complete all the other details required and Click 'Upload'.

Select document to upload

H:\BSDO\efiling\Test PDF\Test eFiling PD

Document Type:
Affidavit of Applicant/s

Document Sworn By: max. 200

What date was the Document Sworn dd/mm/yyyy

Filed on behalf of:

	Name	Given Names	Description
<input checked="" type="radio"/>	JACKSON	ALAN	Applicant
<input type="radio"/>	JACKSON	JACKI	Respondent

You will receive a message that your transaction was successful with a 'Confirmation Notice'. This has to be printed out and attached to your 'Affidavit of Applicant/s' which you need to serve with your Divorce documents on the Respondent

File a document

Upload a document to this file.





Note: There may be a short delay before your uploaded document will appear in the file.

File Title: Jackson A & J
File Number: BRC2862/2009
Filing date: 17-Sep-2009
Finalised date:

Application: FMC DIVORCE filed by MR JACKSON, ALAN(A) on 17-SEP-2009

[>>Back to applications](#)

✓ **Your upload was successful.**

[Transaction Receipt](#)  
[Confirmation Notice](#)  

Transaction Reference #: **FAM1738**

Status Description: Processed. Supporting document lodged

Uploaded Document: **Test eFiling PDF.pdf**

Type: **Affidavit of Applicant/s**

Document Sworn By: **A Jackson**

What date was the: **17/09/2009**

Lodging further documents

To add further documents later, such as your service documents, log into the portal.

In the 'Documents Filed' area **Click** on 'Add Document'



The screenshot shows the Commonwealth Courts Portal interface. At the top, there is a navigation bar with the Commonwealth Coat of Arms and the text 'Commonwealth Courts Portal'. On the right side of the navigation bar, there are links for 'Your profile' and 'Logout'. Below the navigation bar, there are several menu items: 'Available Files', 'Bookmarks', 'Court Diary', 'Search', and 'New File'. The main content area is titled 'Applications' and includes a 'Back' link. Below this, there is a section for 'Federal Magistrates Court - Family Law File: BRC2982/2009' with the following details: 'Title: Jackson A & J', 'Court: Federal Magistrates Court - Family Law, Brisbane', 'Filing Date: 17-Sep-2009', and 'Finalised Date:'. A table below this section lists the application details:

Application	Filed	Status	Finalised
 FMC DIVORCE filed by MR JACKSON, ALAN(A) on 17-SEP-2009	17-Sep-2009	Open	

Below the table, there are three expandable sections: 'Court Events and Orders', 'Documents Filed', and 'Parties'. The 'Documents Filed' section is expanded, and the 'Add Document' button is highlighted with a red box.

To add a new document **Click** on 'Browse' and search your hard drive/memory stick for the document you have scanned and saved previously. Select the 'Document Type' that you are lodging.

Tick the 'check box' for the person you are filing on behalf of (after reading the information about uploading documents), **Click** 'Upload'.

File a document

Upload a document to this file.

Note: There may be a short delay before your uploaded document will appear in the file.

File Title: Party P & J
File Number: ADC1751/2009
Filing date: 22-Sep-2009
Finalised date:

Application: FMC DIVORCE filed by MR PARTY, PETER(A) on 22-SEP-2009

[>>Back to applications](#)

Select document to upload

Document Type:

Filed on behalf of:

	Name	Given Names	Description
<input type="checkbox"/>	PARTY	PETER	Applicant
<input type="checkbox"/>	PARTY	JULIE	Respondent

Uploading Documents

Authority

**Family Court of Australia and
Family Court of Western Australia**

Documents may be filed or lodged electronically with a Court in accordance with [Family Law Rules](#).

Federal Magistrates Court

Documents may be filed or lodged electronically with a Court in accordance with [Federal Magistrates Court Rules](#).

Document Acceptance

- Must be in printable format.
- Must be in form originally created.
- Documents received after 4:30pm (local registry time) will not be considered received until start of business on the following working day.

Signed Documents

**Family Court of Australia and
Family Court of Western Australia**

If a document is sent for filing online, the sender must comply with the Court's electronic filing procedures. [See Rules](#).

Federal Magistrates Court

If a document is sent for filing online, the sender must comply with the Court's electronic filing procedures. [See Authority](#).

Accepted File Formats and Size Limits

- ADOBE Portable Document Format (PDF) 20 Mb
- Microsoft Word (DOC) 20 Mb
- Rich Text Format (RTF) 10 Mb

Your document is confirmed as being uploaded you now can print off the Confirmation Notice

File a document

Upload a document to this file



Note: There may be a short delay before your uploaded document will appear in the file.

File Title: Jackson A & J
File Number: BRC2862/2009
Filing date: 17-Sep-2009
Finalised date:

Application: FMC DIVORCE filed by MR JACKSON, ALAN(A) on 17-SEP-2009

[=> Back to applications](#)

✔ Your upload was successful.

[Transaction Receipt](#) 
[Confirmation Notice](#) 

Transaction Reference #: FAM1739

Status Description: Processed. Supporting document lodged

Uploaded Document: Test e filing PDF.pdf

Type: Affidavit of Service by Hand (Divorce)

Document Sworn By: J Smith

Uploading Documents

Authority

**Family Court of Australia and
Family Court of Western Australia**

Documents may be filed or lodged electronically with a Court in accordance with [Family Law Rules CF](#).

Federal Magistrates Court

Documents may be filed or lodged electronically with a Court in accordance with [Federal Magistrates Court Rules CF](#).

Document Acceptance

- Must be in printable format.
- Must be in form originally created.
- Documents received after 4:30pm (local registry time) will not be considered received until start of business on the following working day.

Signed Documents

**Family Court of Australia and
Family Court of Western Australia**

If a document is sent for filing online, the sender must comply with the Court's electronic filing procedures. [See Rules CF](#).

Federal Magistrates Court

If a document is sent for filing online, the sender must comply with the Court's electronic filing procedures. [See Authority CF](#).

Accepted File Formats and Size Limits

- Adobe Portable Document Format (PDF) 20 Mb
- Microsoft Word (DOC) 20 Mb
- Rich Text Format (RTF) 10 Mb