

Document Type Long Description	Document Generation				Document Requires Processing by Registry	Comments Please note: Pursuant to DCR 20 (1C) (3) If the rules of court require a document, before it is filed, to be signed by or on behalf of the person filing it and the document is being filed electronically – (a) the document need not be signed by that person; and (b) the person filing the document electronically must ensure that the electronic version of the document, instead of showing a signature at any place where a signature is required, states the name of the person whose signature is required at the place.
	Originating	Autolist	Upload/Rendered	Allowed File Formats		
Mediation without prejudice documents cannot be electronically filed						These document must be filed in a hard copy only.
Trial Bundle - Please note this document cannot be electronically filed						This document must be filed in a hard copy only.
5AA. Notice of change of representation	No	No	Upload	Word (.doc; .docx)		Must be filed by law firm seeking to go on record
5AA. Notice of change of service details or address	No	No	Upload	Word (.doc; .docx)	Yes	Must be filed by law firm seeking to go on record. Service details will be changed in the system by Registry upon the filing of this document
Additional Party Notice - further parties to a matter	No	No	Upload	Word (.doc; .docx)	Yes	Select this document to file Third Party Notice, Fourth Party Notice etc.
Affidavit of	No	No	Upload	Word (.doc; .docx;.pdf)		Multiple attachments allowed. Each attachment can not exceed 250mb
Affidavit of Service	No	No	Upload	Word (.doc; .docx;.pdf)		
Amended	No	No	Upload	Word (.doc; .docx)		
Amended Defence	No	No	Upload	Word (.doc; .docx)		
Amended Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Amended Writ of Summons	No	No	Upload	Word (.doc; .docx)	Yes	Amended details in Writ will be updated in the system by Registry upon the filing of this document
Answers to Interrogatories	No	No	Upload	Word (.doc; .docx)		
Answers to Request for Further & Better Particulars of Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Answers to Request for Further and Better Particulars of Defence	No	No	Upload	Word (.doc; .docx)		
Appeal Book	No	No	Upload	Word (.doc; .docx;.pdf)		
Application for an Order under Spent Convictions Act s6	Yes	Yes	Rendered	N/A		
Application in an Appeal (Form 9)	No	Yes	Upload	Word (.doc; .docx)		
Application to Reduce/Defer Fees	Yes	No	Upload	Word (.doc; .docx;.pdf)	Yes	Please do not lodge any additional documents on this matter type.
Bill of Costs for Taxation	No	No	Upload	Word (.doc; .docx)	Yes	Registry will list the matter to a hearing date and notify the lodging party upon the filing of the document. Please also file a letter via eLodgment if any of the parties have unavaible dates.
Book	No	No	Upload	Word (.doc; .docx;.pdf)		
Book of Medical Reports	No	No	Upload	Word (.doc; .docx;.pdf)		
Certificate	No	No	Upload	Word (.doc; .docx)		
Certificate as to Costs	No	No	Upload	Word (.doc; .docx)		
Certificate of Compliance	No	No	Upload	Word (.doc; .docx)		
Certificate of Counsel	No	No	Upload	Word (.doc; .docx)		
Certificate of Discovery	No	No	Upload	Word (.doc; .docx)		
Certificate of Service Pursuant to O.8 r.7	No	No	Upload	Word (.doc; .docx)		The Court will remove the law firm on record upon filing, if the Certificate is compliant.
Certificate of Taxation	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	Certificate will be referred to the taxing officer for signing.
Chamber Summons/Application	No	Yes	Upload	Word (.doc; .docx)		If the time is to be abridged/application is urgent or if you believe the matter is to be listed directly to a special appointment or before a Judge, please eLodge a letter setting out the reasons.

Chamber Summons/Application - Removed from Inactive Cases List	No	Yes	Upload	Word (.doc; .docx)		Select this document for matters that are on the Inactive Cases List.
Chronology of relevant events	No	No	Upload	Word (.doc; .docx)		
Concise Statement of the issues of fact and law which the plaintiff contends will need to be determined at trial	No	No	Upload	Word (.doc; .docx)		
Consent Orders Pursuant to O43 R16 - in for Settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	Select this document when filing any Consent Order, with the exception of a Consent Order which is consenting to judgment.
Consent Orders Pursuant to O43 R16 - Judgment - in for Settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	Select this document when filing a Consent Order, consenting to judgment only.
Consent Orders Pursuant to O43 R16 to Dismiss Inactive Case - in for Settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	Select this document for a matter that is on the Inactive Cases List and is to be dismissed by consent order.
Consent to Act as Guardian ad Litem	No	No	Upload	Word (.doc; .docx)		
Consent to Act as Next Friend	No	No	Upload	Word (.doc; .docx)		
Consent to Compromise Action	No	No	Upload	Word (.doc; .docx)		
Counsel's Opinion Pursuant to Order 70	No	No	Upload	Word (.doc; .docx;.pdf)		This document is automatically suppressed by the system and is only viewable by the lodging party.
Counterclaim	No	No	Upload	Word (.doc; .docx)		The Court will add the parties to the counterclaim.
Declaration that a person is a small business or a non-profit association	No	No	Upload	Word (.doc; .docx;.pdf)		Please note this document is automatically generated together with any originating document when a small business or non-profit organisation is selected for a party.
Defence	No	No	Upload	Word (.doc; .docx)	Yes	Processing required to generate case management timetable
Defence and Counterclaim	No	No	Upload	Word (.doc; .docx)	Yes	
Defence to Counterclaim	No	No	Upload	Word (.doc; .docx)		
Entry for Trial	No	Yes	Upload	Word (.doc; .docx)		The dates available in the system comply with Rule 37 DCR. If you require the pre-trial conference to be listed on a date beyond, select a date and also eLodge a letter setting out the reasons and available dates. The letter will be referred to a Registrar. Should the Registrar agree a new date will be given and the parties notified.
Extraordinary Driver's Licence Application (section 27, Road Traffic (Authorisation to Drive) Act 2008	Yes	Yes		N/A		
Form 12 - Application for Means Inquiry by Judgment Debtor	No	Yes		Word (.doc; .docx)	Yes	
Form 26 - Goods Seizure Notice	No	No		.pdf		
Form 27 - Notice of Return of Enforcement Order or Warrant	No	No		Word (.doc; .docx;.pdf)	Yes	
Form 3 (CJEA) – Declaration that a Person is a Small Business or a Not-for-Profit Association	No	No		Word (.doc; .docx)	Yes	
Form 31 - Notice of Release of Personal Property from Seizure	No	No		.pdf		
Form 38 - Statement of Financial Affairs	No	No		Word (.doc; .docx)		
Form 38B –Affidavit of Financial Affairs	No	No		Word (.doc; .docx;.pdf)		
Form 4 (CJEA) - Application to Remit Fees	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Form 41 (CJEA) – Notice of Ceasing to Act	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Form 42 (CJEA) – Notice of Address for Service	No	No	Upload	Word (.doc; .docx)	Yes	
Form 43 (CJEA) – Request by Judgment Creditor for Court to Examine a Judgment Debtor	No	No	Upload	Word (.doc; .docx)	Yes	
Form 5 (CJEA) – Application for Determination of Dispute about Enforcement Costs	No	No	Upload	Word (.doc; .docx)	Yes	
Form 6 – Application for an order after a Means Inquiry	No	No	Rendered	N/A	Yes	
Form 6 – Application to Court for Default Inquiry Summons	No	No	Rendered	N/A	Yes	
Form 6 – Application to Court for Enforcement Order for Debt Appropriation Order	No	No	Rendered	N/A	Yes	

Form 6 – Application to Court for Enforcement Order for Property Seizure and Delivery Order	No	No	Rendered	N/A	Yes	
Form 6 – Application to Court for Enforcement Order for Property Seizure and Sale Order	No	No	Rendered	N/A	Yes	
Form 6 – Application to Court for Enforcement Order for Warrant For Arrest and Imprisonment on Default on Suspended Imprisonment Order	No	No	Rendered	N/A	Yes	
Form 6 – Application to Court for Enforcement Order for Warrant to Arrest	No	No	Rendered	N/A	Yes	
Form 6 - Application to Court for Means Inquiry Summons	No	Yes	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Default Inquiry Summons	No	No	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Means Inquiry Summons	No	Yes	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Order after a Means Inquiry	No	No	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Property Seizure and Delivery Order	No	No	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Property Seizure and Sale Order	No	No	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Warrant for Arrest	No	No	Rendered	N/A	Yes	
Form 6 - Request to Re-issue Warrant for Arrest and Imprisonment on Default on Suspended Imprisonment Order	No	No	Rendered	N/A	Yes	
Form 7 - Service Certificate (Appeal)	No	No	Upload	Word (.doc; .docx)	Yes	
Form 7 (CJEA) - Application	No	No	Upload	Word (.doc; .docx)	Yes	
Form 8A (Appeal Notice - WCIMA)	Yes	Yes	Rendered	N/A	Yes	
Form 9 (CJEA) – Application for Suspension Order	No	No	Upload	Word (.doc; .docx)	Yes	
Freezing Notice	Yes	No	Upload (Appends Cover Sheet)	Word (.doc; .docx;.pdf)		<i>For WA Police use only</i>
Further and Better Particulars of	No	No	Upload	Word (.doc; .docx;.pdf)		
Further and Better Particulars of Defence	No	No	Upload	Word (.doc; .docx;.pdf)		
Further and Better Particulars of Statement of Claim	No	No	Upload	Word (.doc; .docx;.pdf)		
Further Re-Amend	No	No	Upload	Word (.doc; .docx)		
Getting Up Schedule	No	No	Upload	Word (.doc; .docx)		
Index of Expert Reports - Party Other than Plaintiff	No	No	Upload	Word (.doc; .docx;.pdf)		
Index of Expert Reports - Plaintiff	No	No	Upload	Word (.doc; .docx;.pdf)		
Index of Expert Witnesses	No	No	Upload	Word (.doc; .docx;.pdf)		
Interrogatories	No	No	Upload	Word (.doc; .docx)		
Judgment After Trial	No	No	Upload	Word (.doc; .docx)		
Judgment in Default of Appearance	No	No	Upload	Word (.doc; .docx)	Yes	<i>Note: O22 RSC - The Judgment in Default of Defence was repealed on 16 November 2016.</i>
Judgment Pursuant to Order - in for settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Letter of	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
List of Authorities	No	No	Upload	Word (.doc; .docx)		
List of Documents	No	No	Upload	Word (.doc; .docx)		
List of Records & Objects to be tendered at Trial - Party Other than Plaintiff	No	No	Upload	Word (.doc; .docx)		
List of Records & Objects to be tendered at Trial - Plaintiff	No	No	Upload	Word (.doc; .docx)		
List of Witnesses	No	No	Upload	Word (.doc; .docx)		
Memorandum	No	No	Upload	Word (.doc; .docx)		
Memorandum in Support of Restriction	No	No	Upload	Word (.doc; .docx)	Yes	<i>Automatically Restricted Document</i>
Memorandum of Appearance	No	Yes (commercial matters only)	Rendered	N/A		

		Yes (commercial matters only)				
Memorandum of Conditional Appearance	No		Rendered	N/A		
Memorandum Pursuant to Order 59 Rule 9	No	No	Upload	Word (.doc; .docx)		
Minute of	No	No	Upload	Word (.doc; .docx)		<i>Do not use this document type to file Consent Orders. Use Consent Orders pursuant to Order 43 Rule 16.</i>
Minute of Amended Defence	No	No	Upload	Word (.doc; .docx)		
Minute of Amended Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Minute of Amended Writ of Summons and Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Minute of Proposed Orders	No	No	Upload	Word (.doc; .docx)		<i>Do not use this document type to file Consent Orders. Use Consent Orders pursuant to Order 43 Rule 16.</i>
Minute of Proposed Writ of Summons	No	No	Upload	Word (.doc; .docx)		
Notice of	No	No	Upload	Word (.doc; .docx)		
Notice of Appeal - Registrar's Decision (DCR Form 6)	No	Yes	Upload	Word (.doc; .docx)		
Notice of Appeal (DCR Form 6)	Yes	Yes	Rendered	N/A	Yes	
Notice of Contribution/Indemnity	No	No	Upload	Word (.doc; .docx)		
Notice of Discontinuance	No	No	Upload	Word (.doc; .docx)	Yes	
Notice of Offer to Compromise	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Notice of Respondent's Intention - Cross Appeal (DCR Form 8)	No	No	Upload	Word (.doc; .docx)		
Notice of Respondent's Intention - No Cross Appeal (DCR Form 8)	No	No	Upload	Word (.doc; .docx)		
Notice of Writ of Summons for Service Out of the Jurisdiction	No	No	Upload	Word (.doc; .docx)		
Objection to Taxation	No	No	Upload	Word (.doc; .docx)	Yes	
Order before Judge in Chambers - in for settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Order before Registrar in Chambers - in for settling	No	No	Upload	Word (.doc; .docx;.pdf)	Yes	
Originating Summons - Appearance Required - item 1	Yes	No	Rendered	N/A	Yes	
Originating Summons - Appearance Required - item 2	Yes	No	Rendered	N/A	Yes	
Originating Summons - No Appearance Required - item 1	Yes	No	Rendered	N/A	Yes	
Originating Summons - No Appearance Required - item 2	Yes	No	Rendered	N/A	Yes	
Outline of Submissions	No	No	Upload	Word (.doc; .docx;.pdf)		
Outline of Submissions - Party Other than Plaintiff	No	No	Upload	Word (.doc; .docx;.pdf)		
Outline of Submissions - Plaintiff	No	No	Upload	Word (.doc; .docx;.pdf)		
Papers for the Judge	No	No	Upload	Word (.doc; .docx;.pdf)		
Particulars of	No	No	Upload	Word (.doc; .docx;.pdf)		
Particulars of Damage	No	No	Upload	Word (.doc; .docx;.pdf)		
Re-Amended	No	No	Upload	Word (.doc; .docx)		
Registration of a Judgment pursuant to s.105 (1) SEPA (CJER-Fee)	Yes	No	Upload	Word (.doc; .docx;.pdf)	Yes	<i>Select this document to register an Interstate Order or Judgment</i>
Registration of a Judgment/Order (No Fee)	Yes	No	Upload	Word (.doc; .docx;.pdf)	Yes	<i>Select this document to register an Order or Judgment made in Western Australia</i>
Remove Driver's Licence Disqualification Application (section 24(1), Road Traffic (Authorisation to Drive) Act 2008)	Yes	Yes	Rendered	N/A		
Reply	No	No	Upload	Word (.doc; .docx)		
Reply and Defence to Counterclaim	No	No	Upload	Word (.doc; .docx)		
Report - Expert Witness Conferal Conference	No	No	Upload	Word (.doc; .docx;.pdf)		
Request for Further & Better Particulars of Defence	No	No	Upload	Word (.doc; .docx)		
Request for Further & Better Particulars of Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Request for Payment into Court (Non Originating)	No	No	Upload	Word (.doc; .docx)	Yes	
Request for Payment out of Court	No	No	Upload	Word (.doc; .docx)		<i>Do not file this document unless an order for payment out of court has been made.</i>

Request for...	No	No	Upload	Word (.doc; .docx)		
Schedule of Damages	No	No	Upload	Word (.doc; .docx)		
Scott Schedule	No	No	Upload	Word (.doc; .docx)		
Statement of Claim	No	No	Upload	Word (.doc; .docx)		
Statement of Claim against	No	No	Upload	Word (.doc; .docx)		
Statement of Issues	No	No	Upload	Word (.doc; .docx)		
Subpoena Returnable at Trial	No	No	Upload	Word (.doc; .docx)	Yes	
Subpoena Returnable Prior to Trial	No	No	Upload	Word (.doc; .docx)	Yes	
Substituted	No	No	Upload	Word (.doc; .docx)		
Summary Judgment	No	No	Upload	Word (.doc; .docx)	Yes	<i>Only use this document for extracting a Summary Judgment. Applications for summary Judgment must be made via a Chamber Summons/Application.</i>
Undertaking	No	No	Upload	Word (.doc; .docx;.pdf)		
Writ of Summons - Indorsement of Claim	Yes	No	Rendered	N/A		<i>Do not upload the entire Writ of Summons. Only upload the content of the Indorsement of Claim without the heading.</i>
Writ of Summons - Statement of Claim	Yes	No	Rendered	N/A		<i>Do not upload the entire Writ of Summons. Only upload the content of the Statement of Claim without the heading.</i>