

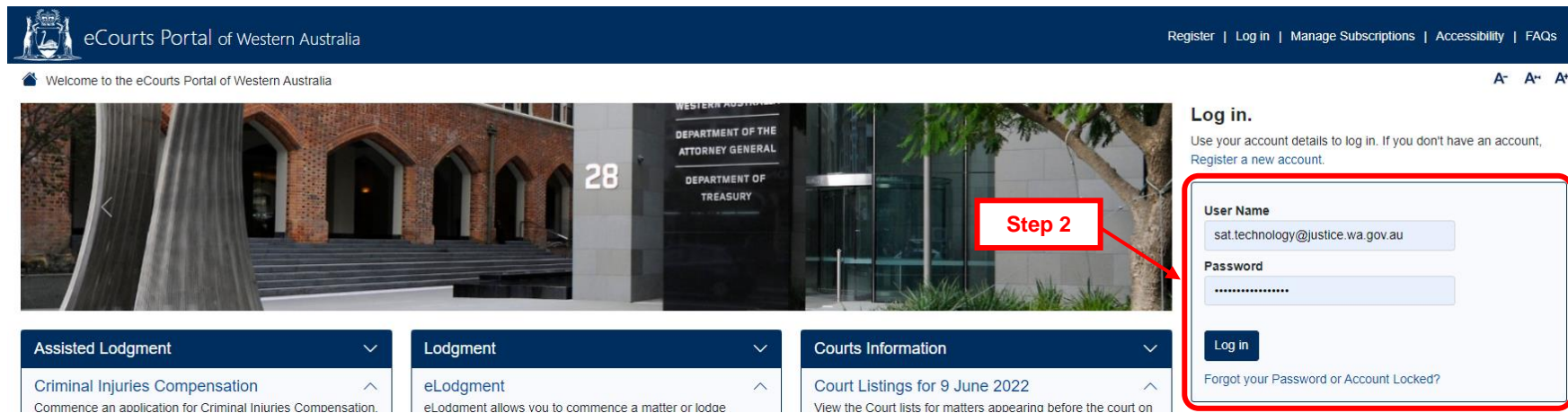
## Help Card #3

# eCourts - How do I make an application?

To make an application online you need to register and log in to the eCourts Portal. Please refer to [Help Card #1](#) for instructions on how to do this.

**STEP 1:** Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

**STEP 2:** Enter your Log In details in the box on the Top-Right of the page and click 'Log In'.



The screenshot shows the eCourts Portal of Western Australia. The header includes the logo and navigation links: Register | Log in | Manage Subscriptions | Accessibility | FAQs. Below the header is a welcome message and a large image of a building entrance. A red box labeled "Step 2" points to the login form on the right. The login form contains the following fields and buttons:

- User Name:**
- Password:**
- Log in** button
- Link: [Forgot your Password or Account Locked?](#)

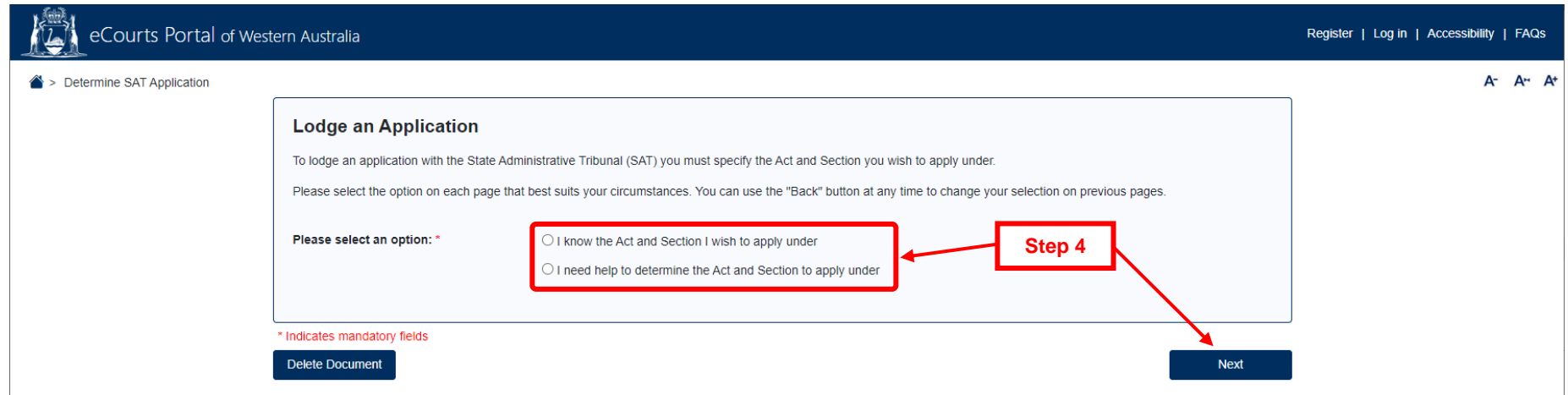
Below the main content area, there are three expandable menu items:

- Assisted Lodgment** (expanded): Criminal Injuries Compensation (Commence an application for Criminal Injuries Compensation.)
- Lodgment** (expanded): eLodgment (eLodgment allows you to commence a matter or lodge)
- Courts Information** (expanded): Court Listings for 9 June 2022 (View the Court lists for matters appearing before the court on)

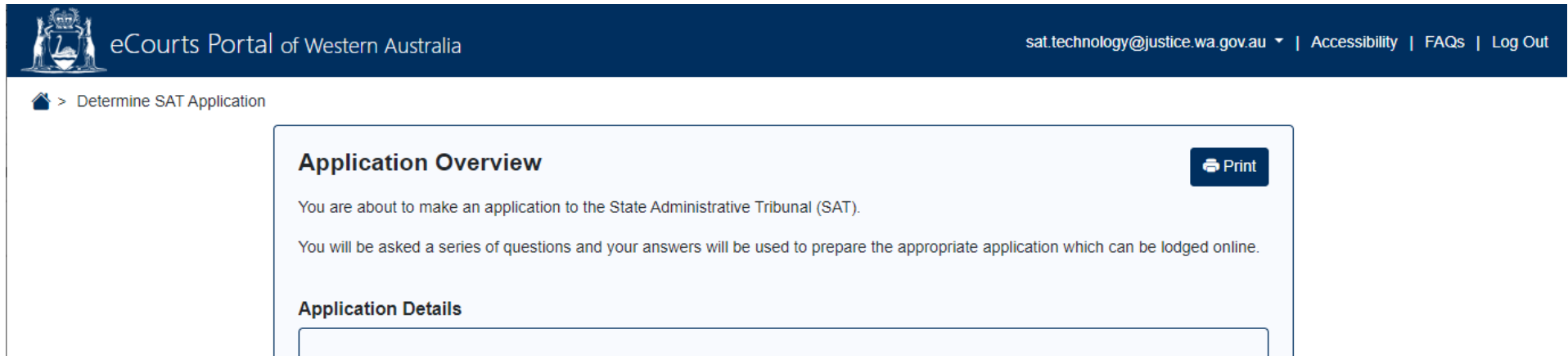
**STEP 3:** Select 'State Administrative Tribunal' under the 'Assisted Lodgement' section on the left-side of the page.



**STEP 4:** Select the appropriate option for you and select 'Next'. If you are unsure of what application you need please select the 'I need help to determine the Act and Section to apply under'.

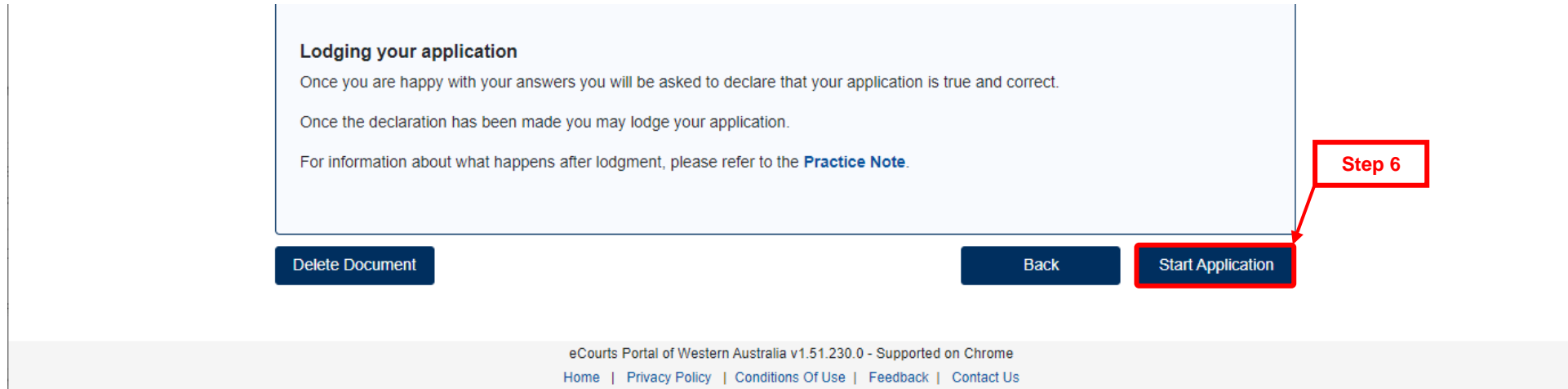


**STEP 5:** Proceed through the pages that follow on (these change depending on the option you chose in Step 4). Continue to follow the prompts until you get to the '**Application Overview**' page. This page will have information about the application you are making and what you will need.



The screenshot shows the 'eCourts Portal of Western Australia' header with the logo on the left and navigation links (sat.technology@justice.wa.gov.au, Accessibility, FAQs, Log Out) on the right. Below the header is a breadcrumb trail: Home > Determine SAT Application. The main content area is titled 'Application Overview' and includes a 'Print' button. The text reads: 'You are about to make an application to the State Administrative Tribunal (SAT). You will be asked a series of questions and your answers will be used to prepare the appropriate application which can be lodged online.' Below this is a section titled 'Application Details' with a form area.


**STEP 6:** After reading through the '**Application Overview**' information click '**Start Application**'.



The screenshot shows the 'Lodging your application' section. The text reads: 'Once you are happy with your answers you will be asked to declare that your application is true and correct. Once the declaration has been made you may lodge your application. For information about what happens after lodgment, please refer to the [Practice Note](#).' Below the text are three buttons: 'Delete Document', 'Back', and 'Start Application'. A red box highlights the 'Start Application' button, with a red arrow pointing to it from a callout box labeled 'Step 6'. The footer contains the text: 'eCourts Portal of Western Australia v1.51.230.0 - Supported on Chrome' and links for Home, Privacy Policy, Conditions Of Use, Feedback, and Contact Us.

**STEP 7:** Proceed through the application until you get to the 'Declaration' page.

**STEP 8:** Once you have read the declarations enter your 'Surname' and 'Given name/s'. Tick the confirmation box and click 'Lodge'.

 eCourts Portal of Western Australia sat.technology@justice.wa.gov.au | Accessibility | FAQs | Log Out

[Home](#) > GAA Application - Appoint Guardian and/or Administrator

### Declaration

- To the best of my knowledge, all information provided in this application is true and correct and no details relevant to the application have been left out.
- I understand it is an offence under section 98 of the [State Administrative Tribunal Act 2004](#) to knowingly give false or misleading information to the State Administrative Tribunal.
- I have attached or undertake to provide the State Administrative Tribunal with the required medical and other expert evidence. In the event I am unable to do so, I will immediately notify the State Administrative Tribunal.

**Full name of person completing application:**

**Surname: \***

**Given name/s:**

By ticking this box I confirm that I have read and understood the statements above.

**Need assistance?**

If you require further information or assistance, please contact the Tribunal on (08) 9219 3111 or 1300 306 017 or email [sat@justice.wa.gov.au](mailto:sat@justice.wa.gov.au).

\* Indicates mandatory fields

[Save for later](#) [Delete Document](#) [Preview](#) [Back](#) [Lodge](#)

**Step 8**

**STEP 9:** Complete the 'Payment' details (the 'Amount' indicates how much the application will cost to lodge) and select 'Pay and Lodge'.

eCourts Portal of Western Australia

Register | Log in | Manage Subscriptions | Accessibility | FAQs

Manage Lodgments > Payment

Payment

Amount: \$0,000.00

Credit Card

Name on card:\*

Card Type:\* VISA

Card Number:\*

Expiry:\* 01 / 2022

CVV/CVC:\*

The CVV/CVC is a unique 3 digit number located on the rear of the credit card.

\* Indicates mandatory fields

Pay and Lodge Cancel

Step 9

**STEP 10:** The application is lodged and a matter number is generated.

eCourts Portal of Western Australia

Register | Log in | Manage Subscriptions | Accessibility | FAQs

Manage Lodgments > Lodgment

Lodging: Real Estate and Business Agents Act 1978

Validate > Payment > Lodge > Confirmation

Lodgment Status:

28/06/2022 10:40:56: Validating  
28/06/2022 10:41:18: Validation Successful  
28/06/2022 10:41:26: Payment Required  
28/06/2022 10:42:07: Payment Complete with reference '123456789012345'  
28/06/2022 10:42:09: Rendering and Uploading Real Estate and Business Agents Act 1978.pdf  
28/06/2022 10:42:48: Lodging...  
28/06/2022 10:43:42: Lodgment Completed for Matter SAT/PER/VR/0000/2022 CHAPMAN v LICENCE

Matter Number

Download/Print Invoice View Lodged Document

**Note:** You may be required to serve a copy of this application on another person/organisation. Please [click here](#) for more details.

Contact  
SAT

08 9219 3111 or 1300 306 017  
08 9325 5099

565 Hay St PERTH Western Australia 6000  
GPO Box U1991 PERTH Western Australia

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