

Help Card #4

eCourts - How do I lodge a single document?

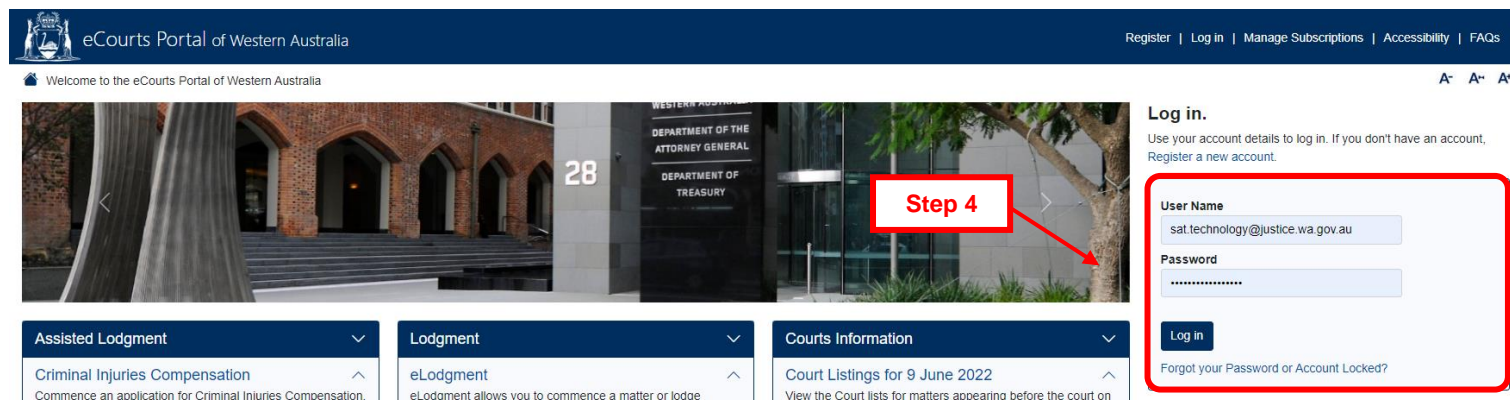
STEP 1: If the document is found in this list please download the appropriate form from the '[Forms](#)' section of the SAT Website (sat.justice.wa.gov.au)

- Application for Fee Concession;
- Declaration of Service;
- Interim application;
- Interpreter Request;
- Medical Report;
- Request for access to documents;
- Request to Issue Summons;
- Service Provider Report;
- Summons;
- Transcript Request;
- Vacated and Re-list Request; or
- Written Reasons Request.

STEP 2: Prepare your SAT Form or if your document is not in the list above, please create a document.

STEP 3: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

STEP 4: Enter you 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, the text 'eCourts Portal of Western Australia', and links for 'Register | Log in | Manage Subscriptions | Accessibility | FAQs'. Below the header is a banner image of a building entrance with a '28' sign. A red box labeled 'Step 4' with an arrow points to the login form on the right. The login form contains fields for 'User Name' (with the example 'sat.technology@justice.wa.gov.au') and 'Password', a 'Log in' button, and a link for 'Forgot your Password or Account Locked?'. Below the banner are three menu sections: 'Assisted Lodgment' (with a sub-item 'Criminal Injuries Compensation'), 'Lodgment' (with a sub-item 'eLodgment'), and 'Courts Information' (with a sub-item 'Court Listings for 9 June 2022').

STEP 5: Select '**eLodgment**' under the '**Lodgment**' section of eCourts.

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

Hello Sat

Assisted Lodgment <ul style="list-style-type: none"> Criminal Injuries Compensation Extraordinary Licence Family Court of WA Lodge a Plea of Guilty/Not Guilty Magistrates Court Restraining Order State Administrative Tribunal 	Lodgment <ul style="list-style-type: none"> eLodgment Lodge Documents in Bulk (Govt Agencies only) Upload Requested Items 	Courts Information <ul style="list-style-type: none"> Court Listings for 9 June 2022 Criminal Information Decisions Notice of Proceedings Personal Injury Summaries Search for Person/Matter Listings Suppression Orders 	<ul style="list-style-type: none"> Incoming Documents Manage Lodgments Manage My Account Favourites My Current Matters My Hearings
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Step 5

STEP 6: Select 'Lodge a document'.

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> eLodgment

eLodgment Home - Sat TECHNOLOGY

Incoming Documents

You do not have any unread documents Incoming Documents

Menu

Lodge a document	Lodge a new document
Upload a data file	Submit a batch by uploading a data file (Magistrates Court only)
Manage Lodgments	View pending and lodged batches
View Documents for Sat TECHNOLOGY	View Documents previously lodged by Sat TECHNOLOGY

Step 6

STEP 7: Complete the 'Jurisdiction', 'Division' & 'Location' as indicated and select appropriate document from the drop-down list and click 'Next'

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> eLodgment

Document details

Type of document

Type of Document Lodgment

Please select Jurisdiction, Division and Location to lodge at, or the Jurisdiction, Division and Location where the action commenced: *

Jurisdiction: SAT Division: SAT Location: Perth

Please select the type of document to be lodged: *

Has an application to reduce the fee on this document been granted?

FEE /

* Indicates Mandatory Fields

Delete document

Next

Step 7

STEP 8: Enter your 'Matter Ref' number and click 'Next'. If you do not know your matter number please contact the Tribunal.

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> eLodgment

Document details

Type of Document

Matter Selection

Document Selected

Video Conference Request [Help]

Matter Information

Please enter the reference information for the Matter for which this document is to be lodged.

Matter Ref: *

* Indicates Mandatory Fields

Save for later Delete document

Back Next

Information Entered

1 Document Type selected: Video Conference Request

Step 8

STEP 9: Select the lodging party from the list and click 'Next'.

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Home > eLodgment

Document details

- Type of Document
- Matter Selection
- Party Selection

Document Selected
Video Conference Request

Matter Selected
SAT/PER/CC/ /

Party Information

Please select the party(s) for whom this document is being lodged

Name	Party Type	Legal Representative
<input type="checkbox"/> Joe Bloggs	1st 1st Applicant	
<input type="checkbox"/> Stephen Citizen	1st 2nd Applicant	
<input type="checkbox"/> Business Enterprise	1st 1st Respondent	
<input type="checkbox"/> Jane Observer	1st 1st Interested Party	

Save for later Delete document Back Next

PLEASE NOTE:
If you are lodging a document on behalf of a party named in this list, or cannot proceed when clicking on a party named in this list, please leave all boxes unticked and simply click 'next'.

Step 9

STEP 10: Complete the contact information and click 'Next'.

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Home > eLodgment

Document details

- Type of Document
- Matter Selection
- Party Selection
- Contact Details

Document Selected
Video Conference Request

Matter Selected
SAT/PER/CC/ /

Contact Information For This Lodgment

Contact Name:

Contact Ph:

Contact Fax:

Contact Email:

Reference:

Save for later Delete document Back Next

Step 10

STEP 11: Select 'Choose file', navigate and select the document you wish to lodge from your computer, click 'Upload Selected File' and then click 'Next'

The screenshot shows the 'eCourts Portal of Western Australia' interface. The page title is 'eLodgment'. On the left, there is a sidebar with 'Document details' including 'Type of Document', 'Matter Selection', 'Party Selection', 'Contact Details', and 'File Upload'. The main content area shows 'Document Selected' (Video Conference Request), 'Matter Selected' (SAT/PER/CC/), and 'File Upload'. A file upload area contains a 'Choose file' button (highlighted with a red box), a 'No file chosen' message, and an 'Upload Selected File' button (highlighted with a red box). Below the upload area are 'Save for later' and 'Delete document' buttons. At the bottom right are 'Back' and 'Next' buttons (the 'Next' button is highlighted with a red box). A red box labeled 'Step 11' points to the 'Next' button. A red arrow points from the 'Choose file' button to the 'Upload Selected File' button.

STEP 12: Select 'Lodge'

The screenshot shows the 'eCourts Portal of Western Australia' interface. The page title is 'eLodgment'. The main content area shows 'Batch details' with a 'Batch name' of 'New Batch from 10-Jun-2022 09:31 AM' and a 'Batch contents' table. The table has columns for 'Select', 'Type of Document', 'Title', and 'Status'. The first row shows a checkbox, 'Video Conference Request', 'SAT/PER/CC/', and 'Incomplete'. Below the table are 'Delete Selected' and 'Move Selected to another Batch' buttons. At the bottom right are 'Add another document...' and 'Lodge' buttons (the 'Lodge' button is highlighted with a red box). A red box labeled 'Step 12' points to the 'Lodge' button.

STEP 13: Select 'Confirm and Lodge'

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> eLodgment

Lodgment Confirmation

Items for submission:

Type of Document	Title
Affidavit of Video Conference Request	SAT/PER/CC/000/2022 BLOGGS v Company

Please confirm you wish to lodge this document with the State Administrative Tribunal.

[Return to previous page](#) [Confirm and Lodge](#) **Step 13**

STEP 14: The document is lodged.

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> eLodgment

Process Batch

Batch Processing in Progress

```
17 Aug 15:15:15 Batch Confirmation received with no payment necessary
17 Aug 15:15:15 Sending data for 1 Document(s):
17 Aug 15:15:15 Sending data for Video Conf Request - SAT/PER/CC/000/2022 BLOGGS v Company...
17 Aug 15:15:15 Data sent for Video Conf Request - SAT/PER/CC/000/2022 BLOGGS v Company.
17 Aug 15:15:15 Processing 1 Document(s):
17 Aug 15:15:15 Starting Video Conf Request - SAT/PER/CC/000/2022 BLOGGS v Company...
17 Aug 15:15:16 Initial processing finished on SAT/PER/CC/000/2022 (BLOGGS v Company)
17 Aug 15:15:17 Rendering documents for 1 Matter(s):
17 Aug 15:15:17 Rendering SAT/PER/CC/000/2022
17 Aug 15:15:17 Rendering finished on SAT/PER/CC/000/2022
17 Aug 15:15:17 Batch Complete
```

[View Completed Batch...](#)

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