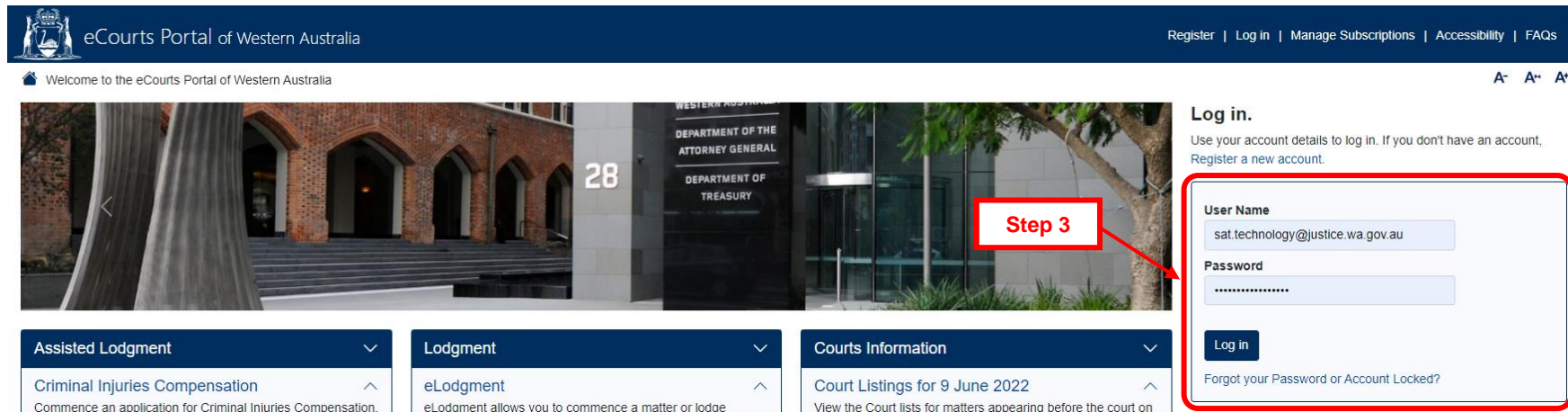


Help Card #5

eCourts - How do I view a document?

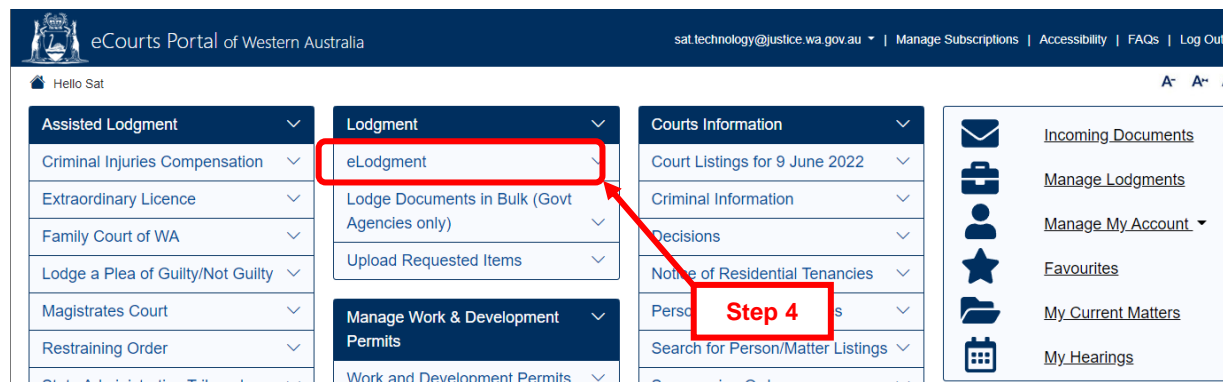
STEP 2: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

STEP 3: 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 homepage. At the top right, there is a 'Log in.' section with a text input for 'User Name' (containing 'sat.technology@justice.wa.gov.au') and a password input field. A red box highlights this login form, with an arrow pointing to it from a red box labeled 'Step 3'. Below the login form are 'Assisted Lodgment', 'Lodgment', and 'Courts Information' sections. The 'Lodgment' section is expanded to show 'eLodgment' as an option.

STEP 4: Select 'eLodgment' under the 'Lodgment' section of eCourts.



The screenshot shows the eCourts Portal of Western Australia homepage after logging in. The user is identified as 'Hello Sat'. The 'Lodgment' section is expanded, and 'eLodgment' is highlighted with a red box, with an arrow pointing to it from a red box labeled 'Step 4'. Other sections include 'Assisted Lodgment', 'Courts Information', and a sidebar with 'Incoming Documents', 'Manage Lodgments', 'Manage My Account', 'Favourites', 'My Current Matters', and 'My Hearings'.

STEP 5: Complete the 'Jurisdiction', 'Division' & 'Location' as indicated, enter the matter number of the matter you wish to view documents and click 'Search'

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

> eLodgment

eLodgment Home - 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 Jessica SAVILL](#) | View Documents previously lodged by Jessica SAVILL

Search for Matters

Quick Matter Search

Jurisdiction: SAT | **Division:** SAT | **Location:** Perth

Matter or File Ref: CC | 000 | / | 2022

OR

Party Name: (Enter the full Company name or full Surname)

[Search](#)

Step 5

STEP 6: Select 'View' on the matter.

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

> eLodgment > Find Matter

Find Matter

Jurisdiction: SAT | **Division:** SAT | **Location:** Perth

Matter or File Ref: CC | 0000 | / | 2022

Party Name: (Enter the full Company name or full Surname)

[Search](#)

The maximum number of records that will be displayed is 500. To enhance your search, please use the search filters provided.

Type	Index	Year	Title	Status	Status Reason	View Matter
CC	0000	2022	BLOGGS v Company	Lodged on 1/02/2022		View...

Step 6

STEP 7: Select 'View Document List'.

TIP
Click this star if you would like to add this matter to your 'favourites' section on

Step 7

View Document List

Role	Name	Representative
Applicant	Joe Bloggs	
Respondent	Company	

eLodged	Title	Doc Type	Lodged By	Lodgment Date
<input type="checkbox"/>	1st Applicant - 30 June 2022	Other Document	Joe Bloggs	30 Jun 2022
<input type="checkbox"/>	Respondent - 28 Jun 2022	Other Document	Company	28 Jun 2022

STEP 8: Select 'View' next to the document in the list you wish to view. The document will download.

Step 8

View

Description	Lodged By	Contact Reference	Lodgment Date
2 - Other Document 1st Applicant - 30 June 2022	Joe Bloggs		30 Jun 2022
1 - Other Document Respondent - 28 Jun 2022	Company		28 Jun 2022