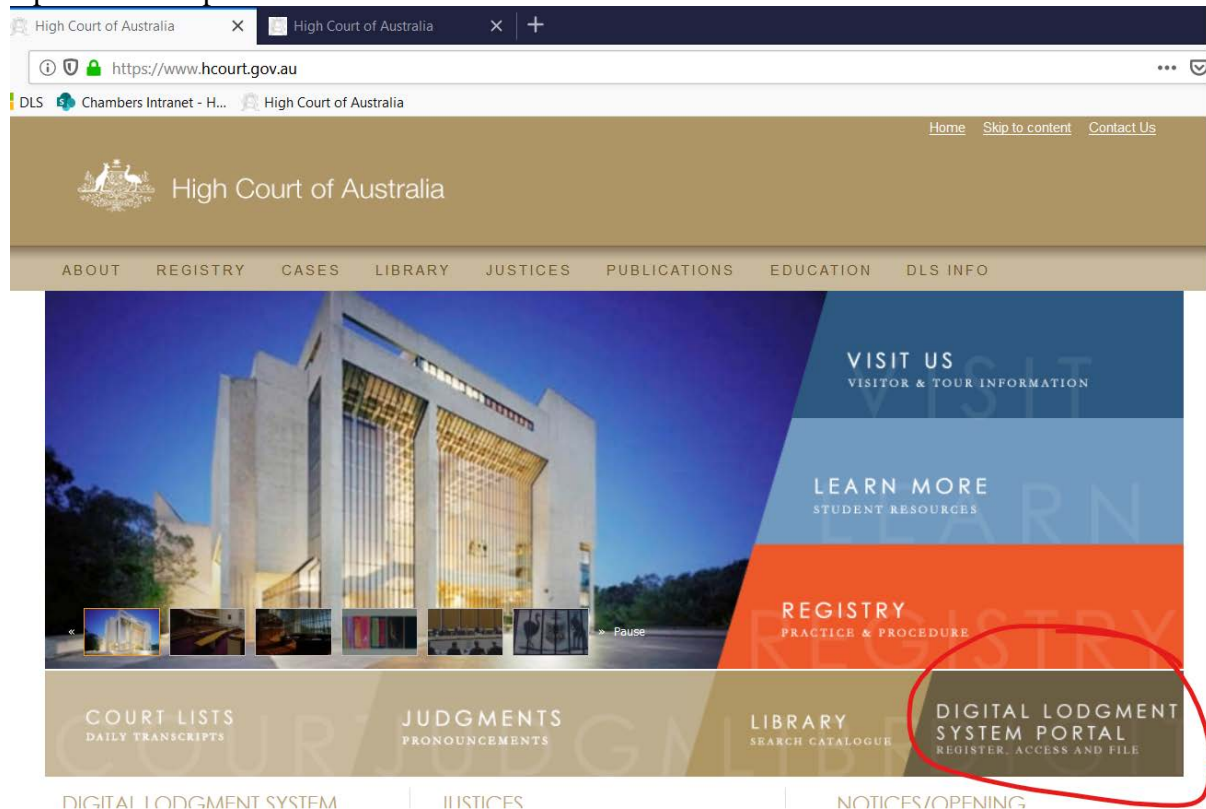




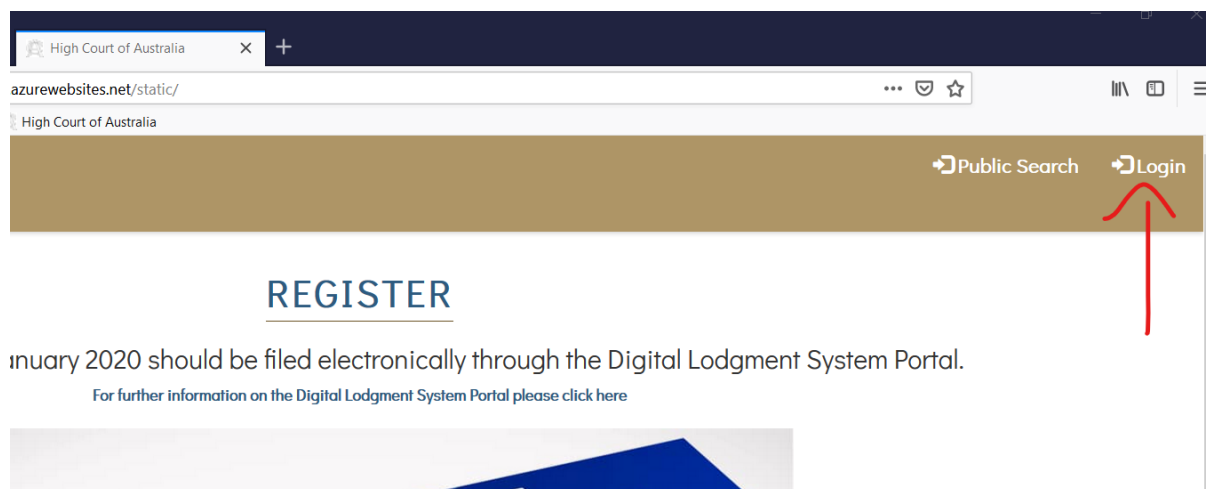
# HIGH COURT OF AUSTRALIA

## To create a new User Registration in the HCA DLS Portal

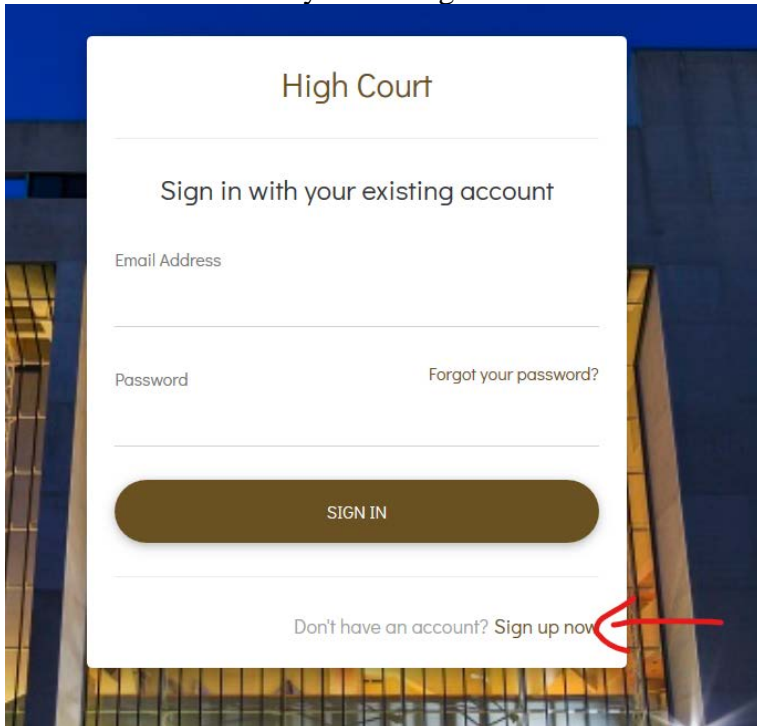
Open the DLS portal:



You can either click the word “Register” or the login button at the top of the screen.



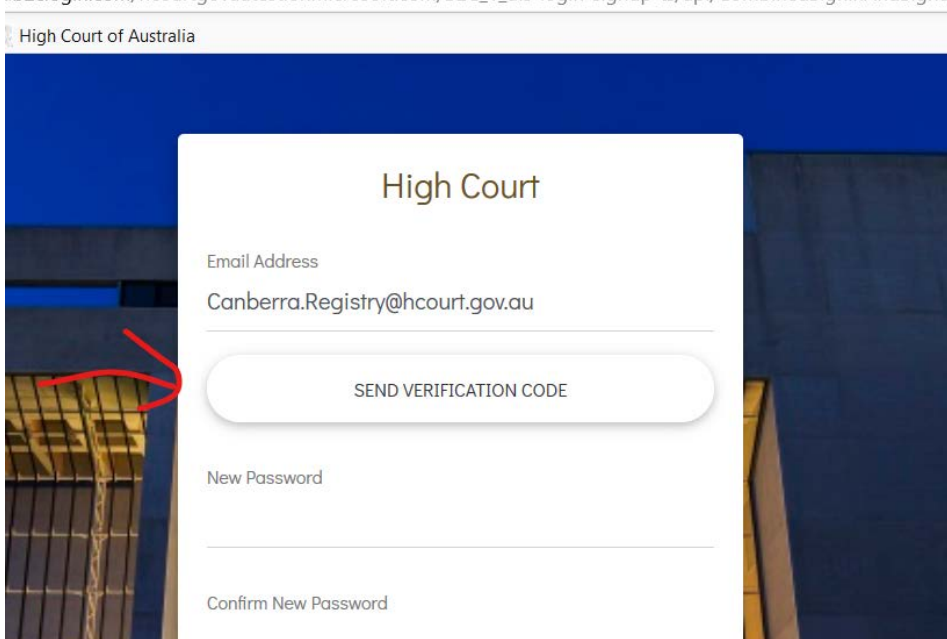
Both of these will take you to a login screen:



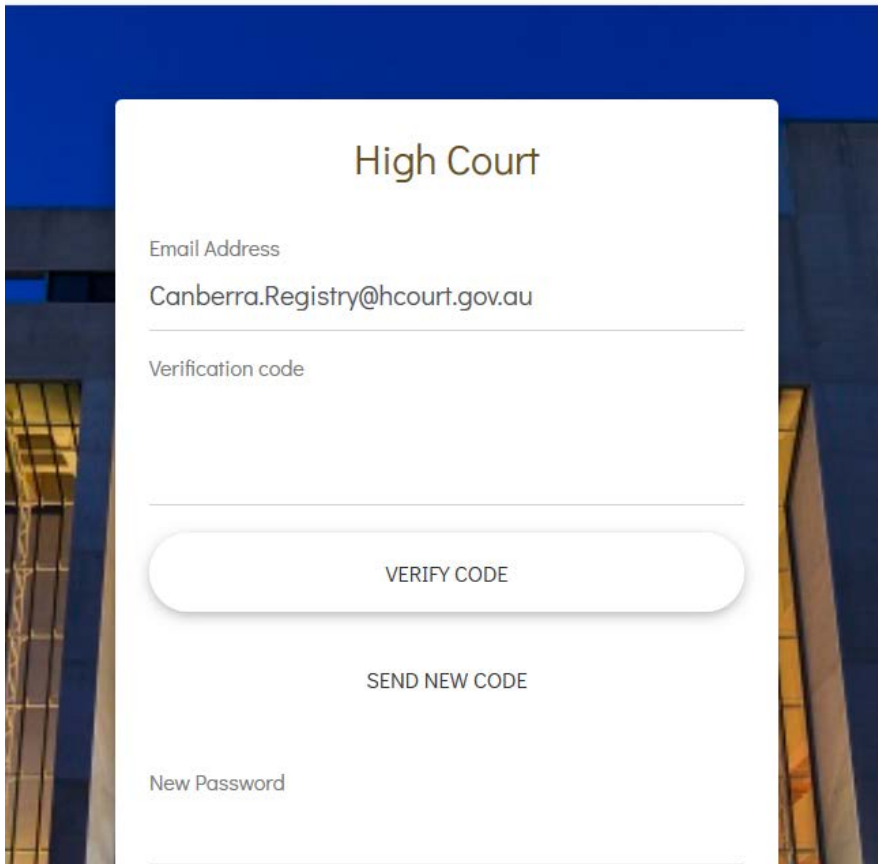
If you are creating a new registration click the “sign up now”

Enter your email address and click the ‘send verification code’ button. This will send a code to your email address you can use to continue with your registration.

Please note that the DLS Portal doesn’t recognise certain special characters in a username, such as apostrophes, quotes, brackets and ampersands. So, if your email address has one of these characters in it the registration will not create the user account properly. These characters are not recognised by the underlying Microsoft infrastructure and the Court cannot make the system accept them. If your email address is issued by a firm, you may be able to request an alias from your IT area so that you can register with the DLS Portal.

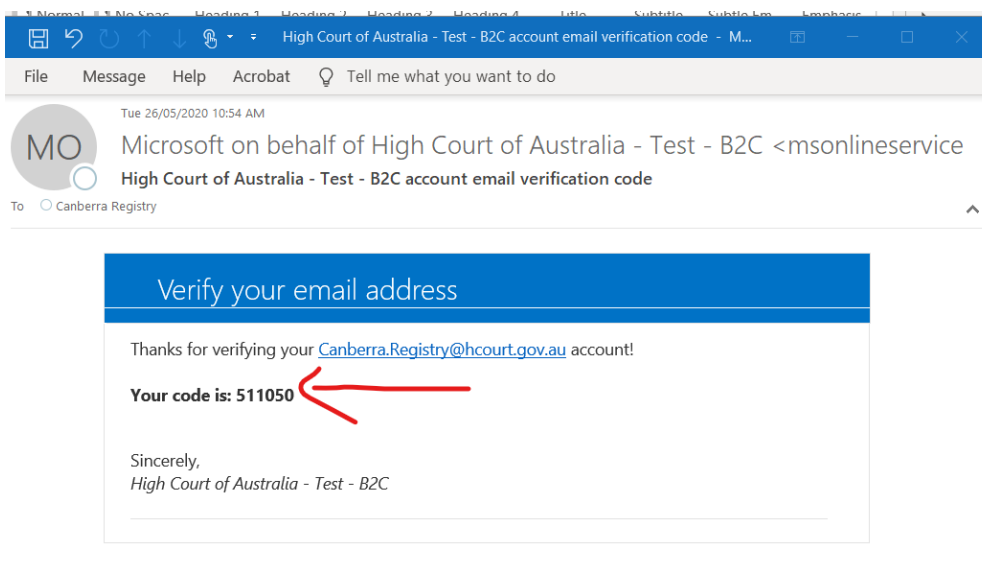


Once you have clicked the button a new field to enter the verification code will appear. Without closing the registration screen open the email you will have received.



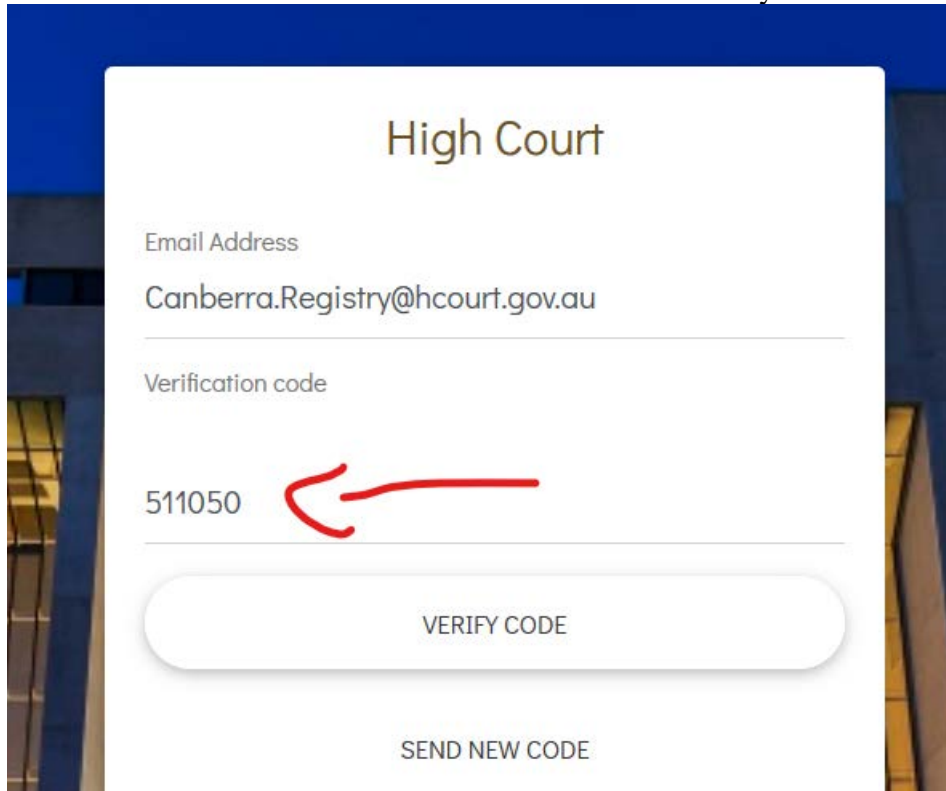
The screenshot shows a registration verification screen for the High Court. At the top, it says "High Court". Below that, there is a field for "Email Address" with the value "Canberra.Registry@hcourt.gov.au". Underneath is a "Verification code" field, which is currently empty. Below the code field are two buttons: "VERIFY CODE" and "SEND NEW CODE". At the bottom, there is a "New Password" field.

It should appear quickly and look like this:



If you do not get an email check if it has been caught in your junk mail filter. You cannot proceed without the verification code.

Enter the verification code into the field and click the verify code button:



High Court

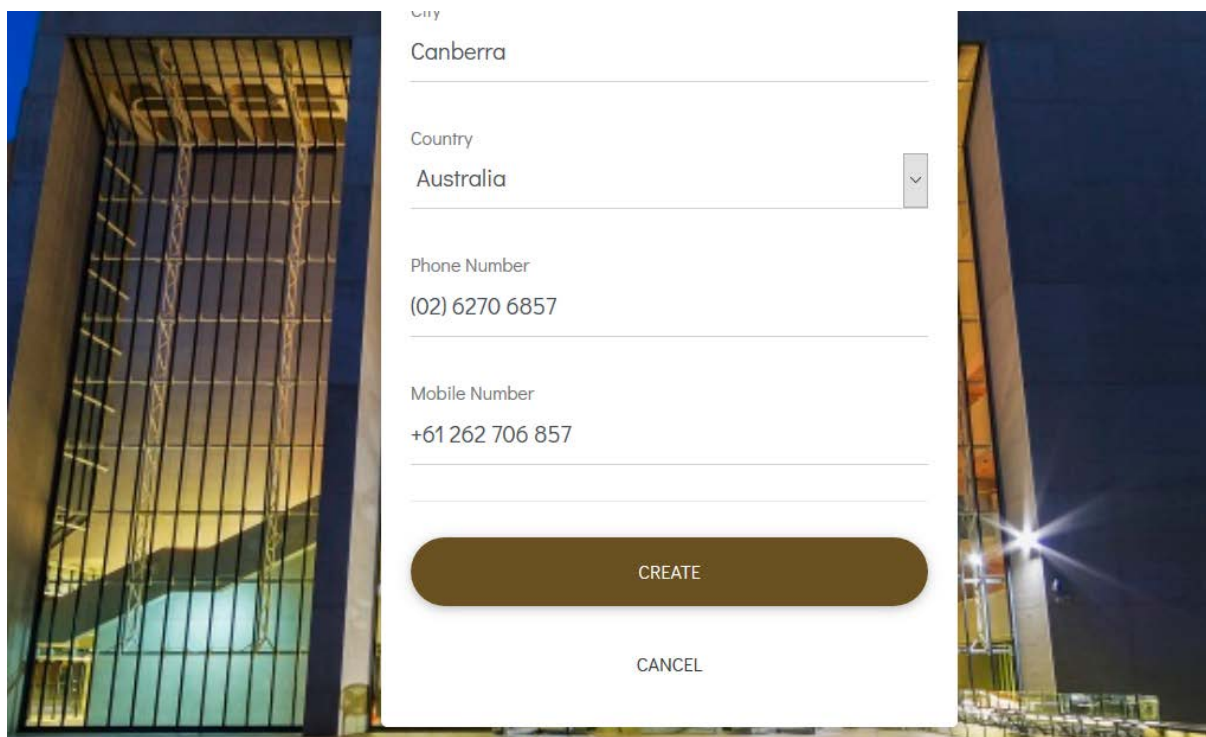
Email Address  
Canberra.Registry@hcourt.gov.au

Verification code  
511050

VERIFY CODE

SEND NEW CODE

Enter the rest of the details and click the create button. When you create your password it must include an uppercase letter, a lowercase letter, a special character and a number. It must be at least 13 characters long. An error message will display until you have a password which satisfies all of those criteria. Make sure you remember your password as you will need it to log into the system in future.



City  
Canberra

Country  
Australia

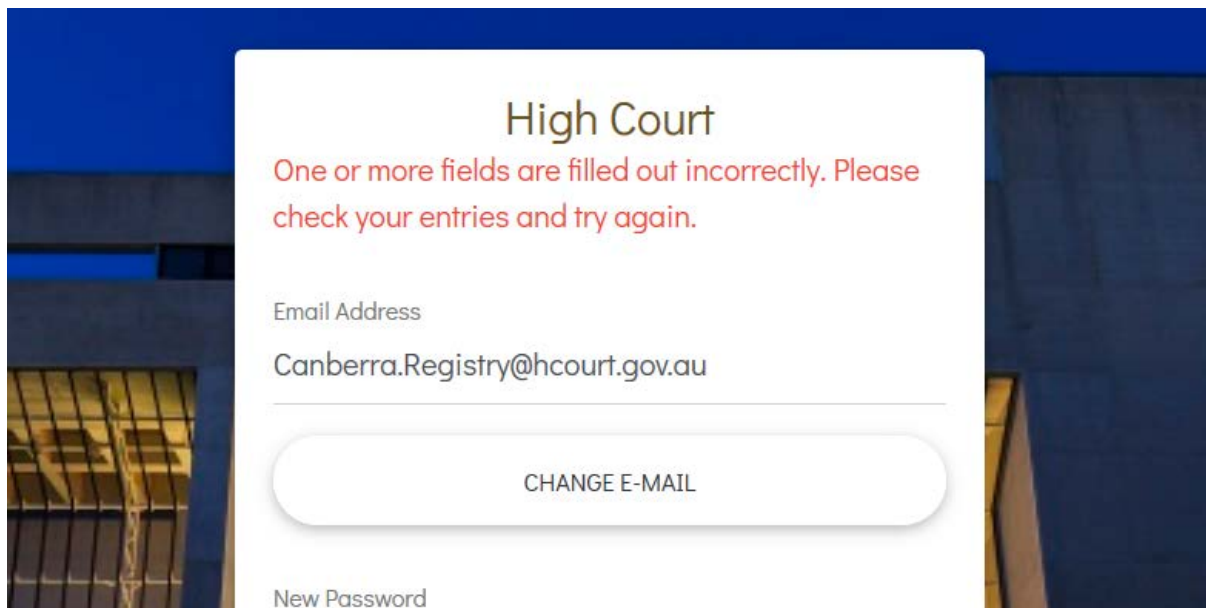
Phone Number  
(02) 6270 6857

Mobile Number  
+61 262 706 857

CREATE

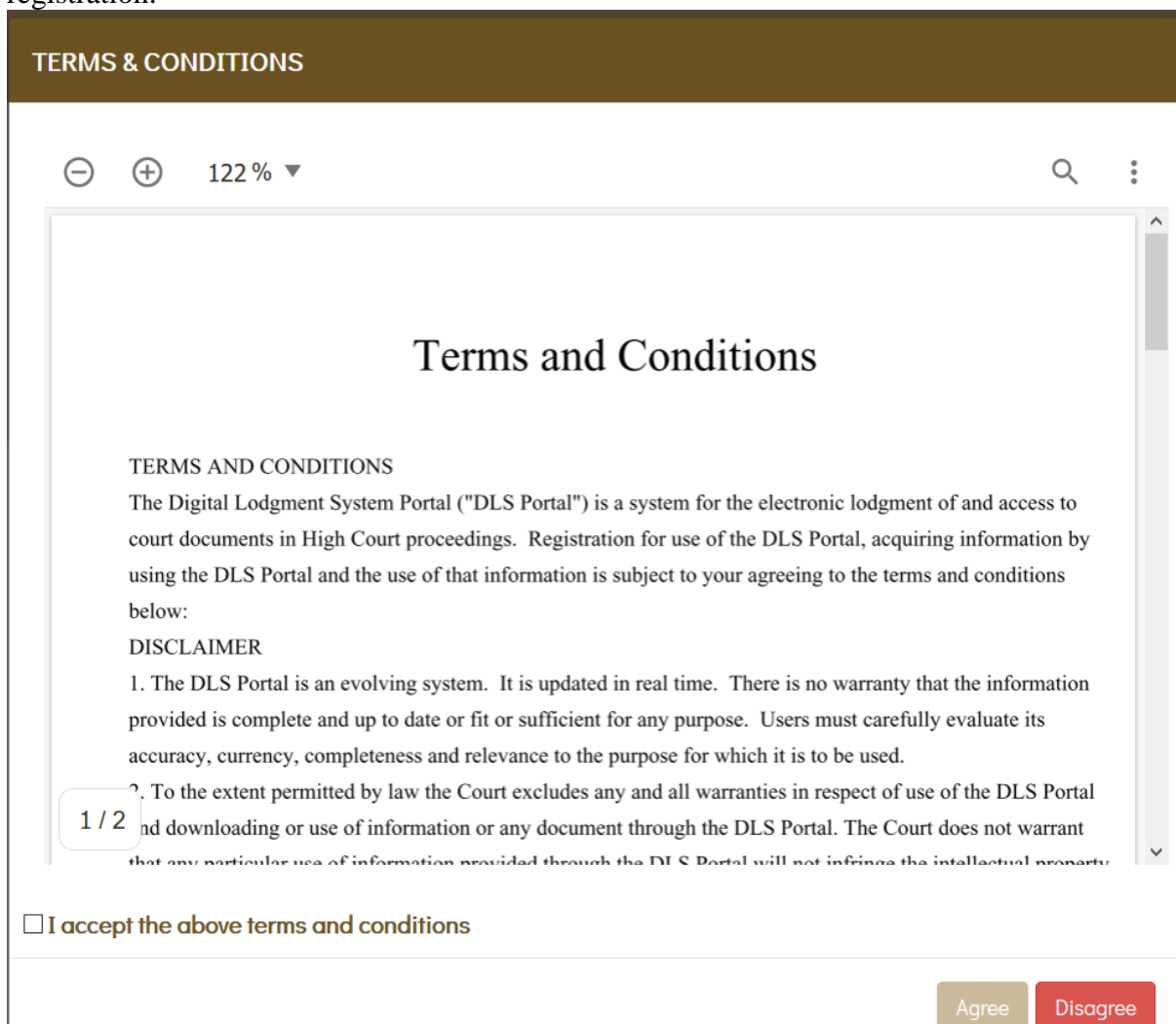
CANCEL

If you have missed anything you will get an error message at the head of the form:



The screenshot shows a registration form for the High Court. At the top, the text "High Court" is displayed in a large, dark font. Below it, a red error message reads: "One or more fields are filled out incorrectly. Please check your entries and try again." The form includes an "Email Address" field with the text "Canberra.Registry@hcourt.gov.au" entered. Below the email field is a button labeled "CHANGE E-MAIL". At the bottom of the form, the text "New Password" is visible, but the password field itself is not shown.

If you have managed to create successfully you will be asked to agree to the terms and conditions of using the Court's DLS Portal. If you do not agree the system will not create the registration.



The screenshot displays the "TERMS & CONDITIONS" page for the DLS Portal. The page is viewed in a browser window with a zoom level of 122%. The main heading is "Terms and Conditions". Below the heading, the text reads: "TERMS AND CONDITIONS The Digital Lodgment System Portal ("DLS Portal") is a system for the electronic lodgment of and access to court documents in High Court proceedings. Registration for use of the DLS Portal, acquiring information by using the DLS Portal and the use of that information is subject to your agreeing to the terms and conditions below: DISCLAIMER 1. The DLS Portal is an evolving system. It is updated in real time. There is no warranty that the information provided is complete and up to date or fit or sufficient for any purpose. Users must carefully evaluate its accuracy, currency, completeness and relevance to the purpose for which it is to be used. 2. To the extent permitted by law the Court excludes any and all warranties in respect of use of the DLS Portal and downloading or use of information or any document through the DLS Portal. The Court does not warrant that any particular use of information provided through the DLS Portal will not infringe the intellectual property of any third party." At the bottom of the page, there is a checkbox labeled "I accept the above terms and conditions". Below the checkbox are two buttons: "Agree" and "Disagree".