



## HIGH COURT OF AUSTRALIA

### **Information regarding filing a writ of summons**

To assist you, please find enclosed a copy of some notes, precedent documents and the *High Court Rules 2004* in relation to a Writ of Summons.

There are no printed forms and a plaintiff must prepare his or her own documents in accordance with the Rules. A copy of Rule 1.08 is also enclosed. This Rule sets out the requirements with respect to the preparation of documents.

### **Filing the documents**

1. All documents are to be filed using the High Court's Digital Lodgement System Portal which is available at [dls.hcourt.gov.au](https://dls.hcourt.gov.au).
2. You will need to register, using a valid email address, so that you may file your application.
3. The Court will communicate with you using the email address you use to register.
4. Information on how to file is available through the Digital Lodgement System Portal once you have registered.
5. When filing a writ it must be accompanied by the relevant filing fees (or application for fee exemption or for fee reduction based on financial hardship). If the matter is listed for hearing a hearing fee may be collected. The current filing fee is \$3,480 (or \$1,160 for hardship), and a hearing fee of \$655 (or \$215 for hardship) may also be collected if the matters is heard.
6. The grounds for fee exemption include the applicant holding a current Commonwealth concession card, being in receipt of a grant of legal aid, being in prison or being under the age of 18 years.

### **Serving the documents**

Once your writ has been accepted for filing, you must serve it (along with a copy of the accompanying documents) on each defendant within 7 days of it being filed.

Encl. Part 27, Rule 1.08