



Communities
& Justice

Local Court - Small Claims Self-Represented Parties User Guide Online Court

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This document is uncontrolled when printed

About

This Guide has been developed for **self-represented users of the Online Court, in the Small Claims Division of the Local Court.**

If you have started a case or are defending a case in court and you don't have a lawyer, you may be able to have case management orders made online.

Here is a quick overview of Online Court and what you'll find in this guide:



Why wait in line when you can go online?

New online court service Local Court Small Claims

onlineregistry.lawlink.nsw.gov.au

What is Online Court?

The Online Court is a digital service that reduces the need to go to court. Online Court lets you manage your case online.

Why use Online Court?

You can save time and money by filing documents electronically and getting orders made online. Instead of going to court.

What can be done online?

- Start a monetary claim
- Defend a claim
- Send a message to other parties and the decision maker
- File documents
- Make consent requests and counter proposals
- Receive notifications
- Monitor a case (parties only)

Who can use Online Court?

Online Court is available for anyone involved in a Small Claims matter at a participating Local Court. To use Online Court all parties must be registered (regardless of whether or not they are represented by a lawyer).

Participating Local Courts

Albion Park	Kiama	Port Kembla
Bankstown	Liverpool	Raymond Terrace
Belmont	Maitland	Sutherland
Blacktown	Manly	Sydney Civil
Burwood	Newcastle	Toronto
Campbelltown	Newtown	Waverley
Cessnock	Nowra	Windsor
Fairfield	Parramatta	Wollongong
Gosford	Penrith	Woy Woy
Hornsby	Picton	Wyong
Katoomba		

Helpful links

Help with Online Court services:
onlineregistry_support@agd.nsw.gov.au

Need legal help?
 LawAccess NSW is a free government service that provides legal information, referrals and advice. Call 1300 888 529 for more information or visit:
<http://www.lawaccess.nsw.gov.au/Pages/representing/Representing-yourself.asp>

To Register for online services:

- Go to onlineregistry.lawlink.nsw.gov.au
- Enter your details – make sure to select the option 'None of the above (e.g. representing yourself)'
- Provide two forms of ID
- Log in to find and manage your case

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Note that screens and processes documented in this guide are accurate at the time of publishing. However, due to regular changes and updates that occur to the NSW Online Court, processes set out in this guide may look different to those on the site.

Overview of the Online Court

What is the NSW Online Court

Online Court is a digital service provided by the NSW Department of Communities and Justice. It allows legal practitioners, litigants and decision makers to manage cases without needing to enter the courtroom.

Once a case is in the Online Court list you can proceed with your case online, just as you would in court.

Who manages Online Court cases

A decision maker (a registrar, magistrate or judge) from the court will manage the cases in the Online Court. When the decision maker deals with requests in the Online Court they will usually adjourn the case and vacate the 'in-person listing'. This means that the parties will not need to physically attend on the date they would have had to go to court except for hearings. Hearings must be attended in person.

The decision maker can also deal with requests immediately; so many waiting periods (for example, the 28 day listing timeframe for pre-trial reviews) won't apply for Online Court matters.

Who can use the Online Court

Self-represented litigants can use the Online Court if their case is 'eligible' for the Online Court.

Cases are **eligible** for the Online Court if:

- ✓ A defence is lodged in one of these Local Court listings:
 - Pre-trial review (motor vehicle)
 - Pre-trial review

- ✓ The case is listed for an in-person appearance at one of these Local Court locations:

○ Albion Park	○ Katoomba	○ Port Kembla
○ Bankstown	○ Kiama	○ Raymond Terrace
○ Belmont	○ Liverpool	○ Sutherland
○ Blacktown	○ Maitland	○ Sydney Civil
○ Burwood	○ Manly	○ Toronto
○ Campbelltown	○ Newcastle	○ Waverley
○ Cessnock	○ Newtown	○ Windsor
○ Fairfield	○ Nowra	○ Wollongong
○ Gosford	○ Parramatta	○ Woy Woy
○ Hornsby	○ Penrith	○ Wyong
	○ Picton	

- ✓ All active parties, or their legal representatives, are registered for the Online Registry website.

How to Access the Online Court

Access

Online Court can be accessed via the [NSW Online Registry website](http://www.onlineregistry.lawlink.nsw.gov.au) (ORW), web address www.onlineregistry.lawlink.nsw.gov.au.

If you have previously used ORW just select the Login tab at the top of the page.

If this is the first time you are using ORW you will need to register and add the case to your profile.

Registering for the NSW Online Registry

To register go to the [NSW Online Registry website](http://www.onlineregistry.lawlink.nsw.gov.au) and select the tab **Representing yourself**.

From this page you can view the *Steps to Register* and you can also *Register an account*.

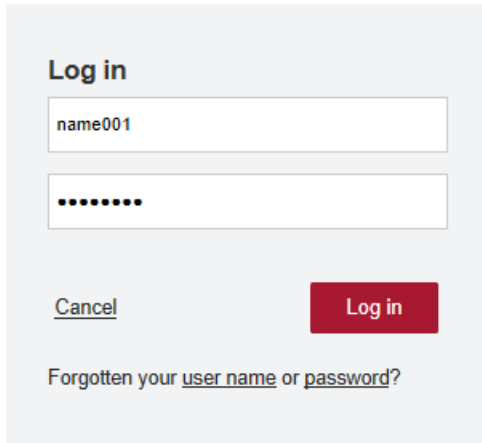
The screenshot shows the NSW Online Registry website interface. At the top, there is a navigation bar with the NSW Online Registry logo and the text 'Courts and Tribunals'. A red box highlights the 'Representing yourself' tab in the navigation menu. Below the navigation bar, the main content area is titled 'Representing yourself? What to consider before you start'. This section includes text about the costs and stress of going to court, and lists services that require an account, such as appealing a car licence or rego decision, defending a small claim, and managing a case in the Supreme Court Possession List. A red box highlights a button that says 'Need an account? Register Now'. Below this, a section titled 'Steps to register to represent yourself in court' shows a five-step process: Step 1: Enter Details, Step 2: Verify account, Step 3: Login, Step 4: ID check, and Step 5: Confirmation. A red box highlights this entire step-by-step process. On the right side of the page, there is a video player titled 'How to register an Online Registry account' and a 'Quick links' section with links for 'Taking the first step in probate' and 'Court forms online'.

Note: you will need to provide two forms of identification (such as an Australian Drivers licence and Medicare card) to Register an account with the Online Registry.

Log in

When you have registered, you will be presented with the login screen. You can also log in by selecting the Login tab on the top right of the [NSW Online Registry website](#) homepage.

Enter your username and password and select **Log in**

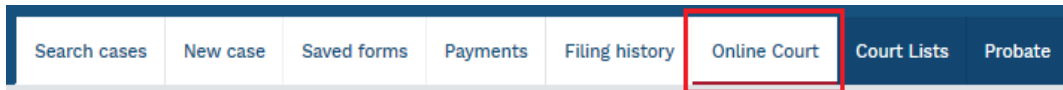


The screenshot shows a login form with the following elements:

- Log in** header
- Username input field containing "name001"
- Password input field with masked characters "*****"
- Cancel link
- Log in** button
- Link: "Forgotten your user name or password?"

Online Court Dashboard

Once you have logged into ORW you'll be presented with the [NSW Online Registry website](#) homepage, click on the **Online Court** tab to find your eligible Online Court cases.

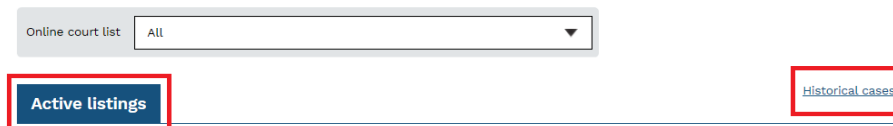


You will be presented with the **Online Court** dashboard.

The dashboard has two tabs:

- Active listings
- Historical cases

Online Court ?



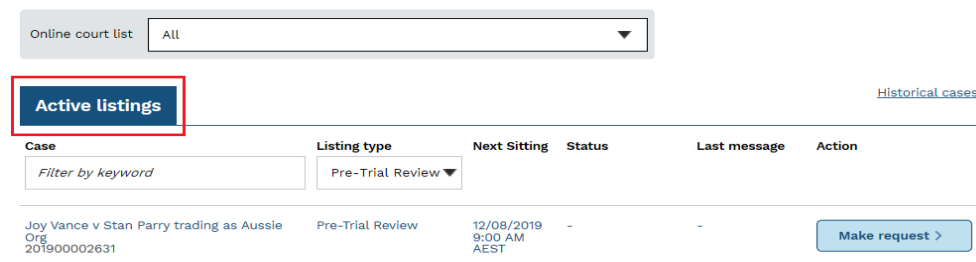
Active listings

Your case that is eligible for the Online Court is shown here.

This screen will show the:

- *name* of the case and the *case number*
- current in-person *Listing* type - for example a pre-trial review.
- current date and time for the in-person *Listing* - this is the date the case is next listed for an in-person appearance.
- *Status* of the case – for example, waiting for consent from the other party or an order from the registrar
- name of the party who most recently sent a *message* through the Online Registry
- *Action* that can be taken on the case
 - Make request
 - Consent or counter a request

Online Court ?



If your case is not displayed on this screen, or if your case appears but includes the status 'not eligible' please refer to the [Case list](#) section of this document.

Historical cases

This section only applies if you have had previous cases in Online Court. If this is your first case this section will be blank.

If this isn't your first case in Online Court, the Historical Cases tab will show any previous cases that have had orders made and have been finalised in the Online Court.



For previous cases you can view the:

- Online Court record for that case - this is a record of the Online Court transactions (requests, consents, counters, orders, messages) and does not show case information.
- Online Registry case - if you click on this link it will open a new tab and show the case information in the NSW Online Registry.

Online Court

Jurisdiction

Historical cases [Active listings](#)

Case	Listing type	Last activity	View
Stan Parry v COUNTRY FRIED CHICKEN PTY LTD 201700057638	Pre-Trial Review	5/10/2018 12:00 AM AEST	Online court record  Online Registry case 

<< 1 >>

Case list

In order to access your case in Online Court, your case will have to be eligible and listed in Online Court.

Eligibility

Eligibility rules are in the [Who can use the Online Court](#) section of this document.

From the Online Court dashboard if your case includes the status 'not eligible' you cannot progress via the Online Court.

You will be required to attend the in-person listing of the matter. For further information you can contact LawAccess NSW for legal help on 1300 888 529.

Active listings [Historical cases](#)

Case	Listing type	Next Sitting	Status	Last message	Action
<input type="text" value="Filter by keyword"/>	<input type="text" value="All"/>				
Xavier David v Nancy David 20190002911	Pre-Trial Review (Motor Vehicle)	25/07/2019 10:00 AM AEST	Not eligible	-	-

No active listing

If your Online Court dashboard does not display your case, the Active Listings will state that there are no results.

Active listings [Historical cases](#)

Case Listing type Next Sitting Status Last message Action

No results
You do not have any active or eligible cases in Online Court.

You will need to search for and add your case to your case list so that it appears in the Online Court.

The **Search cases** is a tab on the [NSW Online Registry website](#) homepage.

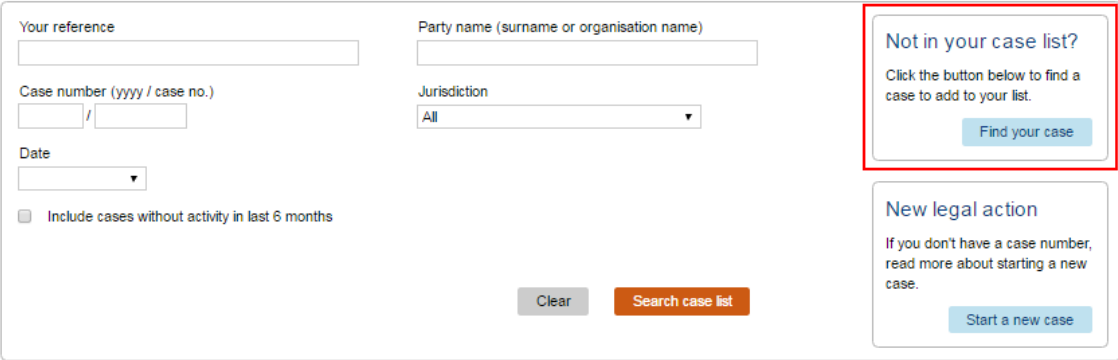
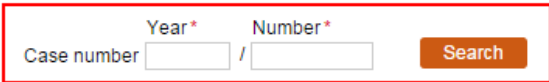
The Find your case button is available from the Search cases screen and allows you to add cases to your list. Once added, you will be able to view case details and file forms (such as a defence).




The process for adding a case is outlined below.

Search cases | New case | Saved forms | Payments | Filing history | Online Court | Court Lists | Probate

Add case process

You can add a case to your profile directly through the Search cases screen. You may need to do this to file a defence or view case details to which you are a party.

Step	Action
1	<p>From the Search cases screen click the Find your case button</p> 
1	<p>The <i>Add a case</i> screen will display.</p> <p>Enter the case number then click Search</p> <p>Find your case</p> <p>* Mandatory field</p> <p>Step 1 of 2</p> <p>To be able to view your case, you need to be a party to the case. Enter the case details below to find your case.</p> 

Step	Action
2	<p>The <i>document barcode</i> field will display.</p> <p>Enter the barcode from any court form associated with the case then click Enter</p> <p>Find your case</p> <p><small>* Mandatory field</small></p> <p>Step 2 of 2</p> <p>Enter the barcode found on the first page of the court document for the case below. If there is no barcode, contact us</p> <p>Case number 2016/00002538</p> <p>Document barcode * <input type="text"/> <input type="button" value="Enter"/></p> <p><input type="button" value="Search again"/></p>
	<p>If you do not have a copy of a court document with a barcode and case number, you will need to contact the Courts Service Centre (by phone), or your local registry (in person), and answer a series of questions to prove your identity. Once identity is established you should be provided with a relevant barcode and case number.</p>
3	<p>The <i>Confirmation of your case</i> screen displays the name associated with the case.</p> <p>Check the name on the case is correct then click Confirm.</p> <p>Confirmation of your case</p> <p><small>* Mandatory field</small></p> <p>Your search has returned the following case details. Click 'Confirm' to add the case to your case list.</p> <p>Case number 2016/00002538 Document barcode D0000GGBV1</p> <p>Your name on the case Jane Spencer, Defendant</p> <p><input type="button" value="Search again"/> <input type="button" value="Confirm"/></p> <p><small>If your name is not on the list, click 'Search again' to find your case.</small></p>
	<p>If the name is not correct, click Search again</p> <p>The name of the party on the case (as per the court document) is matched to the surname of the logged in user. If the party name and logged in user name do not match, an error will display. If there are multiple parties with the same surname, you will need to select the correct person from the list.</p>
4	<p>The case has now been added to your case list</p> <p>Search case list</p> <p><input type="button" value="i"/> Your case 201600002538 Ingrid Taylor v Jane Spencer has now been added to your case list.</p> <p>Your reference <input type="text"/></p> <p>Case number (yyyy / case no.) <input type="text"/> / <input type="text"/></p> <p>Date <input type="text"/></p> <p><input type="checkbox"/> Include cases without activity in last 6 months</p> <p>Party name (surname or organisation name) <input type="text"/></p> <p>Jurisdiction <input type="text" value="All"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Search case list"/></p> <p>Add a case</p> <p><small>If you can't find your case, you may need to add it to your case list.</small></p> <p><input type="button" value="Add a case"/></p>
	<p>If you cannot find or add your case you can contact LawAccess NSW for legal help on 1300 888 529.</p>

Make a Request

Types of requests

The type of requests you can make as a self represented party are in relation to Pre-Trial Review and Pre-Trial Review (Motor Vehicle) listings.

For matters in the	Request type	Additional orders sought
Pre-Trial Review and Pre-Trial Review (Motor Vehicle) List	<ul style="list-style-type: none"> • Adjourn for further Pre-trial review • Adjourn for hearing 	<ul style="list-style-type: none"> • Standard Single Expert Direction – cost of repairs • Standard Single Expert Direction – pre-accident value • Leave for each party to rely on own expert evidence IT loss of use claim • Leave for each party to rely on own expert evidence IT liability/accident reconstruction is an issue • Leave from Registrar to issue Subpoena • Non-standard case management directions • Direction for oral cross examination of witness • Other

The requests that you can make are:

- Adjourn for further pre-trial review – this request applies when the matter is not ready to be listed for hearing. An example would be where the parties are still exploring settlement options.
- Adjourn for hearing – this request applies where settlement negotiations have been exhausted and the matter is ready to proceed to a small claims hearing in court.

When you make a request you can also ask the court to make additional orders such as:

- Standard Single Expert Direction – cost of repairs
- Standard Single Expert Direction – pre-accident value
- Leave for each party to rely on own expert evidence IT loss of use claim
- Leave for each party to rely on own expert evidence IT liability/accident reconstruction is an issue
- Leave from Registrar to issue Subpoena
- Non-standard case management directions
- Direction for oral cross examination of witness
- Other

If you are representing yourself and you are unsure about what request to make you can contact LawAccess NSW for legal help on **1300 888 529**.

Additional documents and messages

You can attach documents to any request or message. The other parties and the court will be able to view the attached documents.

If you need to formally file documents you should do so on the Online Registry Website and not the Online Court.

The other parties will be automatically notified by email when:

- you make a request, and
- the decision maker makes an order.

Deadlines for requests

The deadline for submitting a request in the Online Court will be **12 noon** the day before the in-person listing. You won't be able to make a request after this time and the case may go ahead as an in-person listing, or you will receive an email advising of any orders made.

The deadline to consent to a request is **3pm** the day before the in-person listing.

Termination of requests

The decision maker may terminate (end) a request at any time and decide the case should be dealt with in-court.

You will be required to attend court in person on the date and time specified in the listing.

To Consent or Counter a Request

When you submit a request in the Online Court it will automatically be sent to the opposing parties.

They can then:

- consent to the request, or
- if they wish to propose a different request or orders - counter the request.

An automatic email will be sent to the opposing party each time a consent or counter request is submitted.

Requests that are waiting for a response or have been countered will have a status of 'Consent pending' until all parties have consented.

When all parties have consented to a request the request status will change to 'Orders pending' and will be ready for the registrar to deal with.

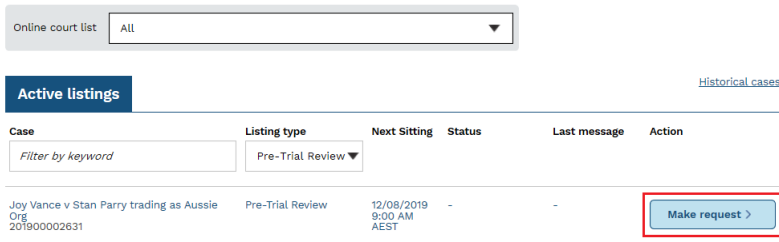
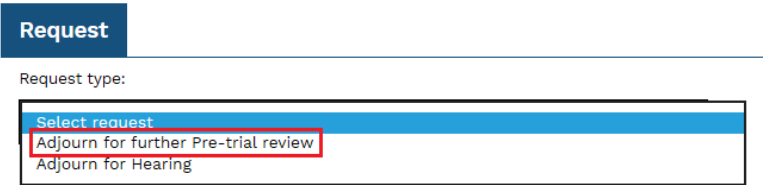
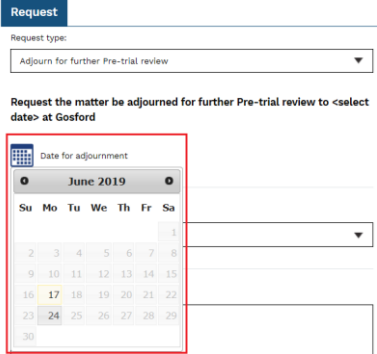
Parties should try to communicate with each other and agree about the orders that they will ask for before they submit a request in the Online Court. The opposing party will then be in a position to quickly deal with the request by consenting to it.

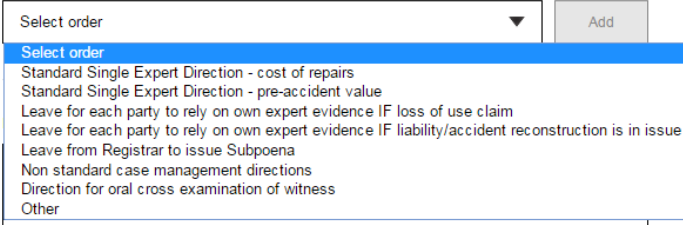

The parties should include any terms they agree to as orders they ask for in the online request.

Local Court Requests Process

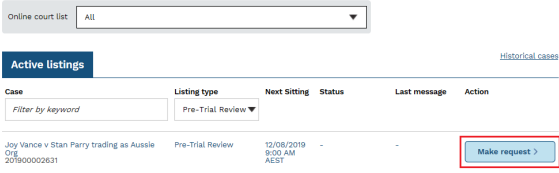
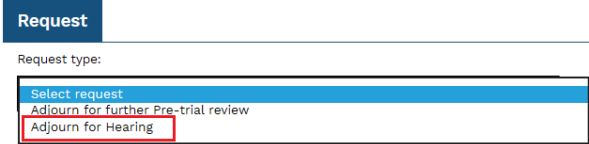
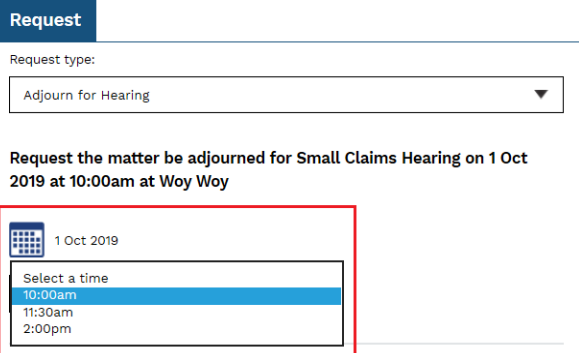
The following pages show you the steps you need to take to make specific types of requests in the Local Court.



Request adjournment for further pre-trial review

Step	Action																																																	
1	<p>From the dashboard, click Make request.</p> <p>Online Court ⓘ</p>  <p>Online court list: All</p> <p>Active listings Historical cases</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Joy Vance v Stan Parry trading as Aussie Org 201900002631</td> <td>Pre-Trial Review</td> <td>12/08/2019 9:00 AM AEST</td> <td>-</td> <td>-</td> <td>Make request ></td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	Joy Vance v Stan Parry trading as Aussie Org 201900002631	Pre-Trial Review	12/08/2019 9:00 AM AEST	-	-	Make request >																																					
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3	<p>Click the calendar icon to select the date for the adjournment.</p> <p>The date you selected will be pre-populated.</p>  <p>Request</p> <p>Request type: Adjourn for further Pre-trial review</p> <p>Request the matter be adjourned for further Pre-trial review to <select date> at Gosford</p> <p>Date for adjournment</p> <p>June 2019</p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Step	Action
4	<p>Select any additional orders sought and click Add.</p> <p>Additional orders sought:</p> 
7	<p>Enter the Reasons for submitting this request.</p> <p>You can attach any PDF documents by clicking Attach file.</p> <p>Click Submit request.</p> <p>Reasons for submitting this request:</p> 
8	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p>

Request adjournment for hearing

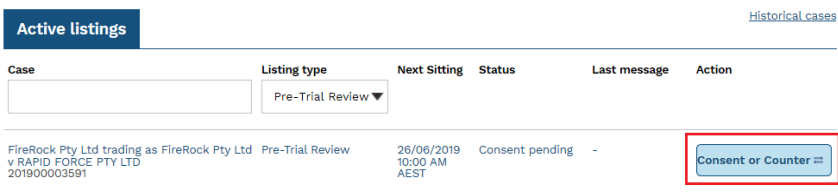
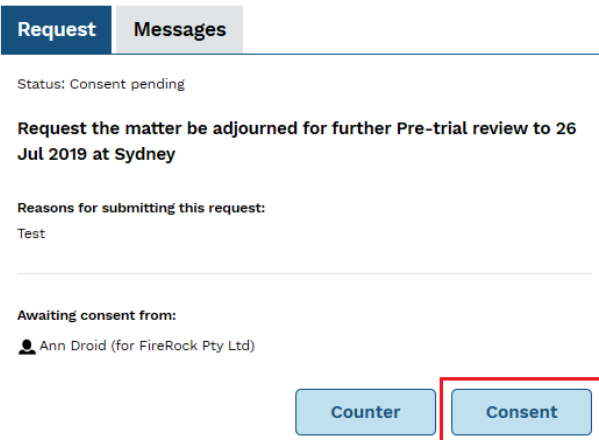
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Joy Vance v Stan Parry trading as Aussie Dig 20190002631	Pre-Trial Review	12/06/2019 9:00 AM AEST	-	-	Make request >								
2	<p>The <i>Request</i> screen displays.</p> <p>From the Request type drop down list select Adjourn for Hearing.</p>  <p>Request</p> <p>Request type:</p> <ul style="list-style-type: none"> Select request Adjourn for further Pre-trial review Adjourn for Hearing 												
3	<p>Click the calendar icon to select the date for the adjournment.</p> <p>The first available time on the date you selected will be pre-populated in the time drop down box. You will be given a date between 4 to 18 weeks from the date the case is currently listed for pre-trial review.</p> <p>Click the time box to select an alternate time</p>  <p>Request</p> <p>Request type:</p> <p>Adjourn for Hearing</p> <p>Request the matter be adjourned for Small Claims Hearing on 1 Oct 2019 at 10:00am at Woy Woy</p> <p>1 Oct 2019</p> <ul style="list-style-type: none"> Select a time 10:00am 11:30am 2:00pm 												

Step	Action
4	<p>Click the checkbox to confirm that the parties have had settlement discussions. If this has not happened the case cannot continue to be listed for hearing.</p> <p>Select the issues in the dispute (select all that apply).</p> <p>Settlement discussions:</p> <p><input checked="" type="checkbox"/> All genuine attempts have been made to settle this dispute by settlement discussions/negotiation which have taken place since the lodgement of the defence.</p> <p>Please indicate (multi-select) issues in dispute:</p> <p><input type="checkbox"/> Ownership</p> <p><input type="checkbox"/> Liability</p> <p><input type="checkbox"/> Agency</p> <p><input checked="" type="checkbox"/> Quantum</p> <p>Have proof of lost documents been supplied/received?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Has an offer of settlement been made?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="checkbox"/> Demurrage</p> <p><input type="checkbox"/> Loss of use</p>
	<p>If you are unsure about how to complete this section, you can contact LawAccess NSW for legal help on 1300 888 529.</p>
5	<p>Complete the pre-trial information by entering information in the Summary, Witnesses and Other material boxes.</p> <p>Pre-trial informaton:</p> <p>Summary of case: (max. 300 characters)</p> <div data-bbox="269 1059 817 1144" style="border: 1px solid black; height: 38px;"></div> <p>Documentary evidence intended to be relied upon- name of witness(s) and material relied upon:</p> <p>Witnesses: (name and capacity)</p> <div data-bbox="269 1223 817 1308" style="border: 1px solid black; height: 38px;"></div> <p>Other material: (e.g. photographs, sketches, videos, CCTV)</p> <div data-bbox="269 1346 817 1431" style="border: 1px solid black; height: 38px;"></div>
	<p>The opposing party or parties will need to enter their pre-trial information in their consent or counter</p>
6	<p>Select any additional orders sought and click Add.</p> <p>Additional orders sought:</p> <div data-bbox="269 1693 903 1899" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; flex-grow: 1;">Select order ▼</div> <div style="border: 1px solid black; padding: 2px; margin-left: 5px;">Add</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <p>Select order</p> <p>Standard Single Expert Direction - cost of repairs</p> <p>Standard Single Expert Direction - pre-accident value</p> <p>Leave for each party to rely on own expert evidence IF loss of use claim</p> <p>Leave for each party to rely on own expert evidence IF liability/accident reconstruction is in issue</p> <p>Leave from Registrar to issue Subpoena</p> <p>Non standard case management directions</p> <p>Direction for oral cross examination of witness</p> <p>Other</p> </div> </div>

Step	Action
7	<p>Enter the Reasons for submitting this request. You can attach any PDF documents by clicking Attach file. Click Submit request.</p> 
8	<p>The request has been sent and is now waiting for consent (or a counter) from the opposing party.</p>

Consent to a request

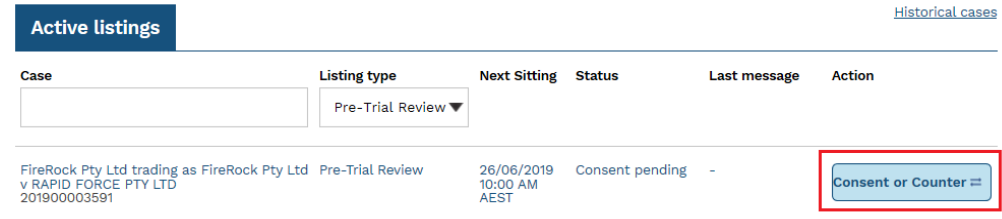
The steps below show how to consent to a request to adjourn for pre-trial review. The steps to consent to a request are the same for each request type.

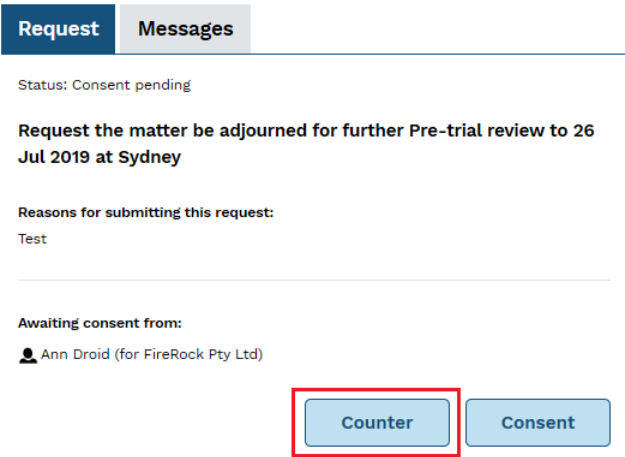
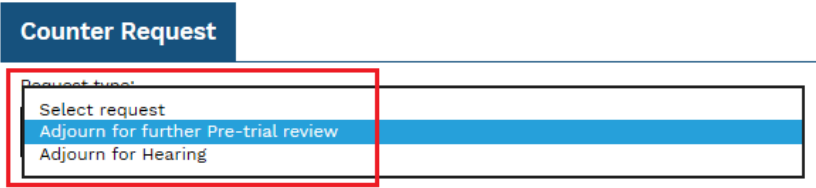


Step	Action
1	<p>From the dashboard, locate the matter then click Consent or Counter.</p> 
2	<p>Review the request that the opposing party made. If you agree to the request click Consent.</p> 

Step	Action
3	<p>Select Confirm to consent to the request.</p> <p>The case can then be reviewed by the Registrar who will make appropriate orders.</p> 
4	<p>The consent request has been submitted and the opposing party will be notified by email that you have consented to the request.</p> <p>The case will now have the status of 'Orders pending' and is waiting for the decision maker to consider and make orders.</p> 
	<p>Cases in the Online Court may be reviewed by the Registrar immediately. The usual 28 day time period does not apply to Online Court matters.</p>

Counter a request

The steps below show how to counter a request to adjourn for pre-trial review. The steps to counter a request are the same for each request type.

Step	Action
1	<p>Click Consent or Counter.</p> 

Step	Action												
2	<p>Review the request made by the opposing party. If you do not agree with the request you have the opportunity to counter the request Click Counter.</p>  <p>The screenshot shows a 'Request' tab selected. The status is 'Consent pending'. The request is for the matter to be adjourned for further Pre-trial review to 26 Jul 2019 at Sydney. The reasons for submitting the request are 'Test'. The request is awaiting consent from Ann Droid (for FireRock Pty Ltd). Two buttons, 'Counter' and 'Consent', are visible at the bottom, with the 'Counter' button highlighted by a red rectangular box.</p>												
3	<p>The <i>Request</i> screen displays.</p>  <p>The screenshot shows a 'Counter Request' dropdown menu. The options are 'Select request', 'Adjourn for further Pre-trial review', and 'Adjourn for Hearing'. The 'Adjourn for further Pre-trial review' option is selected and highlighted with a blue background. The entire dropdown menu is enclosed in a red rectangular box.</p> <p>Change the Request Type, the additional orders sought, and the free text field as required. Add additional orders if you want to. Refer to the Make request section of this guide for further instructions.</p>												
4	<p>The counter request has been submitted and the opposing party will be notified by email that you have made the counter request. The case will now have the status of 'Consent pending' and is waiting for the opposing party to either consent to your request or counter it.</p>  <p>The screenshot shows the 'Active listings' section. It contains a table with columns: Case, Listing type, Next Sitting, Status, Last message, and Action. The 'Status' column for the first row is 'Consent pending', which is highlighted with a red rectangular box.</p> <table border="1" data-bbox="268 1608 1259 1771"> <thead> <tr> <th>Case</th> <th>Listing type</th> <th>Next Sitting</th> <th>Status</th> <th>Last message</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD 201900003591</td> <td>Pre-Trial Review</td> <td>26/06/2019 10:00 AM AEST</td> <td>Consent pending</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Case	Listing type	Next Sitting	Status	Last message	Action	FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD 201900003591	Pre-Trial Review	26/06/2019 10:00 AM AEST	Consent pending	-	-
Case	Listing type	Next Sitting	Status	Last message	Action								
FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD 201900003591	Pre-Trial Review	26/06/2019 10:00 AM AEST	Consent pending	-	-								
	<p>There is no limit to the number of times a request can be countered. Online Court matters may be reviewed by the Registrar as soon as consent is given.</p>												

Orders

When the decision maker deals with requests in the Online Court the case will usually be adjourned and the current in-person listing will be vacated. This will mean that the parties will not need to physically attend court on that vacated listing date, except for hearings. Hearings must be attended in person.

When the decision maker makes an order in the Online Court an automatic email will be sent to all active parties on the record to notify them that an order has been made.

Any orders made in the Online Court will be visible in the Online Court Record and in the Online Registry Website case information screen (when you select Search cases)

Online Court Record

The screenshot shows the 'Online Court Record' section of a user interface. At the top right, there are links for 'Manage profile' and 'XML filing'. The main heading is 'Online Court' with an information icon. Below it is a link 'back to active listings' and the case name 'Bray King v Owen Moore'. Case details include: Case number: 201900002073; Nature of Claim: Mercantile Law - Other - Rent Due and Owing; Sitting date: 19/07/2019, 10:00 AM AEST; Listing: Small Claims Hearing; Location: Newcastle. There are two tabs: 'Request' (selected) and 'Messages'. Under 'Request', it says 'No current request.' and there is a 'Make request' button. A red box highlights the 'Online Court Record' section, which contains the heading 'Orders recorded by olctest01' and a list of orders: 'This matter is listed for Small Claims Hearing on 19 July 2019 10:00 AM before the Local Court-Civil at Newcastle'; 'Parties to file written statements and documentary material via the Online Registry Website and serve by no later than 5 July 2019'; 'Case Management Order made in accordance with Practice Note Civil - Small Claims Division Case Management Orders'; and 'Vacate existing Pre-Trial Review on 21 May 2019 9:30 AM'. The timestamp '9/05/2019, 9:43 AM AEST' is at the bottom of the list.

Online Registry Website

Your case information

FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD - OPEN (2019/00003591)

The screenshot shows the 'Judgments & orders' tab selected in the Online Registry Website. The case name is 'FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD - OPEN (2019/00003591)'. There are tabs for 'File form', 'Proceedings', 'Filed documents', 'Court dates', 'Judgments & orders' (selected), and 'Subpoenaed items list'. A 'Request copy of judgment/order' button is visible. The table below has columns for 'Date', 'Listing for', 'Presiding officer', and 'Heard at'. The first row shows the date '09 May 19'. A red box highlights the 'Order summary' section, which includes a link 'View full orders' and the text: '2019/00003591-001 Statement of Claim: FireRock Pty Ltd trading as FireRock Pty Ltd v RAPID FORCE PTY LTD Adjourned/Relisted (general) no status change Adj. 26 June 2019 at Sydney Pre-Trial Review.'

Sending Messages in the Online Court

Any party may send a message to the decision maker at any time.


The decision maker may also send a message to the parties if they think there are case management issues that need to be resolved.

To send a message select the Message tab from the case screen. Type your message and include and files as a PDF. Select **Send message**.

Request **Messages**

New message to presiding officer

Enter message text

 [Attach file \(PDF, < 5MB\)](#)

Note: Messages and attachments are visible to all parties


[Clear](#) **Send message**

Note: All parties will be able to see all messages in the Online Court Record.

Request **Messages**

New message to presiding officer

Enter message text

 [Attach file \(PDF, < 5MB\)](#)

Please make sure the file name does not contain single quote (').

Note: Messages and attachments are visible to all parties

[Clear](#) **Send message**

Message sent by Ann Droid (for FireRock Pty Ltd - Plaintiff 1 [001])

I am not available on 26 July, 2019 and have requested 31 July, 2019 as this is the next available date.

17/06/2019, 12:16 PM AEST

Message sent by Registrar

This matter has been activated for Online Court. A request should be submitted as soon as possible and no later than 12 noon Tuesday 25/06/2019. Once a request has been lodged, the opposing party must consent or counter the request no later than 3pm Tuesday 25/06/2019. Unless this matter is settled prior, failure to lodge a request may result in the matter being adjourned for another Callover/Pre Trial Review, dismissed, struckout or referred to a Directions hearing before the Magistrate/Assessor.

16/05/2019, 4:01 AM AEST

Online Court Record

Message sent by Ann Droid (for FireRock Pty Ltd - Plaintiff 1 [001])

I am not available on 26 July, 2019 and have requested 31 July, 2019 as this is the next available date.

17/06/2019, 12:16 PM AEST

Counter submitted by Ann Droid (for FireRock Pty Ltd - Plaintiff 1 [001])

Request the matter be adjourned for further Pre-trial review to 31 Jul 2019 at Sydney

Reasons for submitting this request:

Test

17/06/2019, 12:07 PM AEST

Request submitted by Michael Myers (for RAPID FORCE PTY LTD - Defendant 1 [001])

Request the matter be adjourned for further Pre-trial review to 26 Jul 2019 at Sydney

Reasons for submitting this request:

Test

17/06/2019, 11:46 AM AEST

Message sent by Registrar

This matter has been activated for Online

The Online Court Record

All activity in the Online Court, such as requests, consent, counter requests and messages, will be recorded in the Online Court Record. All parties and the decision maker will be able to see them.

Any person may ask the decision maker for a printed copy of the Online Court Record. The printed copy may be provided unless there is a suppression order or other restriction that applies to the case.

Online Court Record

Orders recorded by Registrar Test Account 01

- This matter is listed for Pre-Trial Review on 31 July 2019 10:00 AM at Sydney
- Vacate existing Pre-Trial Review on 26 June 2019 10:00 AM

17/06/2019, 12:20 PM AEST

Finalised - Orders created

17/06/2019, 12:20 PM AEST

Message sent by Ann Droid (for FireRock Pty Ltd - Plaintiff 1 [001])

I am not available on 26 July, 2019 and have requested 31 July, 2019 as this is the next available date.

17/06/2019, 12:16 PM AEST

Counter submitted by Ann Droid (for FireRock Pty Ltd - Plaintiff 1 [001])

Request the matter be adjourned for further Pre-trial review to 31 Jul 2019 at Sydney

Reasons for submitting this request:

Test

17/06/2019, 12:07 PM AEST

Request submitted by Michael Myers (for RAPID FORCE PTY LTD - Defendant 1 [001])

Request the matter be adjourned for further Pre-trial review to 26 Jul 2019 at Sydney

Reasons for submitting this request:

Test

17/06/2019, 11:46 AM AEST

Help and Support

What to do if you miss the deadlines in the Online Court?

If you have missed the cut off times for the Online Court you won't be able to continue online and you will have to attend court in person.

However, if you have only just missed the deadline click the case name and send a message to the decision maker to ask them to relist the case. It will then become available again on the Online Court. Email us at onlineregistry-support@justice.nsw.gov.au or contact the relevant Local Court registry.

Help using Online Court services

For further support when using Online Court use the following methods:

- Call: **1300 679 272** (Mon-Fri 8.30am-4.30pm)
- Email: onlineregistry-support@justice.nsw.gov.au
- System Demonstrations Videos are available on the [NSW Online Registry YouTube Channel](#).
- Also refer to the [Help Section of the Online Registry](#) for a summary of court or online processes.

Information about court processes

Please see the website of the relevant court:

- [Local Court website](#)
- [District Court website](#)
- [Supreme Court website](#)
- [Land and Environment Court website](#)

Legal help

Call [LawAccess NSW](#) on **1300 888 529**.

Feedback about the Online Court website and services

Email: onlineregistry-support@justice.nsw.gov.au