

# This instruction notice must be attached to and served with the Subpoena, Summons or Request

## Lodging a Requested Item Online:

1. Prepare the electronic versions of requested items:
  - Upload all items in one submission if possible (up to 500 files).
  - If the item is an original, or it cannot be lodged electronically for another reason, then it must be lodged manually (refer to relevant Court / Tribunal Rules or Practice Directions for other methods).
  - Ensure that file names are appropriately labelled and within a 100-character limit.
  - Ensure each electronic file is under 400MB; split larger files if possible, or submit manually.
  - Separate any objected to items (refer to step 10 for objections).
  - If redactions are required on the requested items, refer to step 11.
2. Go to the eCourts Portal website: <https://ecourts.justice.wa.gov.au/eCourtsPortal/>
3. Click on the link: 'Upload Requested Items'
4. Enter the matter number.
5. Enter the document number.
6. Enter the 'Captcha' Code and click 'Next.'
7. Confirm your full name / organisation name.
8. Confirm whether you have any items matching the request served to you.
  - If 'No': please upload a single file to inform the relevant Court / Tribunal of no documents, then click 'Lodge.'
9. Upload the requested evidentiary item:
  - The maximum number of attachments that can be uploaded is 500. If you wish to upload more than 500 then lodge the first 500, click Lodge again and repeat this process for the remaining attachments.
  - The maximum size limit per attachment is 400MB.
  - Upload formats:
    - Documents:** .docx; .doc; .docm; .rtf; .pdf; .txt; .html
    - Spread Sheets:** .xls; .xlsx; .xlsb; csv
    - Music/Videos:** .mp3; .mp4; .wma; .f4v; .wmv; .vob; .mts; .mov; .m4v; .avi
    - Images:** .bmp; .gif; .tif; .tiff; .jpg; .jpeg; .png
    - Power Points:** .ppt; .pptx
    - Emails:** .msg
10. If seeking to object to the production of requested evidentiary items, you must:
  - Enter the reason for the objection in the 'Objection Reason' field.

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- **NOTE:** For any item you are objecting to, you **MUST** enter the reason into that objection reason field. If you do not object to a particular item, do **NOT** enter any text into that Objection Reason field.
  - You may also choose to upload a **Document outlining objection reasons** if applicable or required by the relevant jurisdiction.
11. If seeking to produce requested evidentiary item with redactions, you must:
- Redact documents prior to uploading (Court/Tribunal staff will not redact this information).
  - Label the Redacted document/s appropriately (e.g. 'Redacted documents').
  - Include reason for Redactions (if applicable).
12. Click 'Lodge'.
- **NOTE:** Do not exit out of the browser until lodgment has been completed.

### Releasing of electronically lodged requested items:

On finalisation of the matter and on any applying release waiting periods, the requested items that were uploaded electronically will be disposed of according to the jurisdiction's policy.