

If you have already registered an account on the Portal and linked to your file, log in and follow Step 6 to Step 11.
If you have not registered and linked yourself to your file, follow Step 1 to Step 11.

To request access to your file, you will need the following:

1. Your File number: This information can be found at the top right hand corner of your Divorce Certificate.

2. Your Client number:

- Call +61 2 7809 1036; or
- Email: enquiries@fcfcoa.gov.au with your full name, date of birth and the name of the other party to the divorce; or
- Live Chat on Commonwealth Courts Portal



Step 1:

Go to www.comcourts.gov.au.

Step 2:

Register yourself as an individual.



Step 3:

Once you login, click on "Your Profile".



Your profile

Make changes to your details,
including requesting access to
files

or



on the top right hand corner.

Step 4:

Select "Request access to your file".

Options

Account

[Personal details](#)

Access to my files

[View my linked files](#)

[Request access to your file](#)

Organisations

[View associations](#)

[Register an organisation](#)

[Request access to another organisation's files](#)

Step 5:

Enter your File number and Client number (Please ensure that you do not put any space in both numbers and include the full year in the File number). Then select "Submit".

File number: ←

Client number: ←

←

Step 6:

Go to the Home page and search for your file number in "Search for file" section.



Step 7:

Click on the file number in red.

Step 8:

Click on the "+" sign before "Court Events and Orders".

Application

FMC DIVORCE filed by on 13-SEP-2011

- + **Court Events and Orders**
- + Documents Filed Add Document
- + Parties

Step 9:

Click on "View Orders" and make sure information on your Divorce Certificate is correct.

[-] Court Events and Orders

	Date	Time	Event Type	Presiding Officer(s)	Location	Outcome	Orders
+ <input type="text"/>		10:00	Hearing Divorce	Registrar <input type="text"/>	<input type="text"/>	Application/Decree/Nullity Granted	View Orders ←

Step 10:

After viewing the order, make sure to **log out** of the Portal.



Step 11:

Visit online booking website www.acghcmc.setmore.com to book an appointment for authenticating your Divorce Certificate. Appointments are available between 9:00AM – 12:30PM Monday to Friday.