

Family Court of Western Australia

How to obtain copies of Court Orders from 1 October 2018

The Family Court of Western Australia no longer posts Court Orders to clients and lawyers.

Court Orders will be signed and sealed electronically and available for clients to download from the [eCourts Portal](#) of Western Australia

Clients and lawyers will need to:

- Register on the portal at <https://ecourts.justice.wa.gov.au/eCourtsPortal/Registration/Full>
- Link to their file(s).

Clients and lawyers will have 24/7 access to their portal file(s).

If your court orders are not visible on the [eCourts Portal](#) of Western Australia, they will need to be requested from the Court using the *Request for Court Documents* form (see download below).


If you are experiencing problems viewing or opening your order on the [eCourts Portal](#) telephone the Call Centre on **08 9224 8222** or **1800 199 228** to report the problems.

Registering for the eCourts Portal – Existing matters with the Family Court of WA

1. Go to <https://ecourts.justice.wa.gov.au>
2. Click on REGISTER A NEW ACCOUNT

Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).



User Name
user@domain.com

Password

Log in

3. Register as an INDIVIDUAL



eCourts Portal of Western Australia

Register

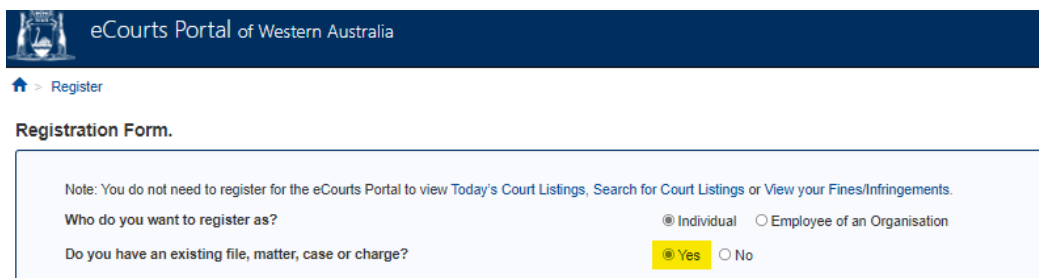
Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as? Individual Employee of an Organisation

Do you have an existing file, matter, case or charge? Yes No

4. Confirm that you have an existing file by selecting YES



eCourts Portal of Western Australia

Register

Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as? Individual Employee of an Organisation

Do you have an existing file, matter, case or charge? Yes No

5. You need to enter your file number and Person ID number. If you do not have these details, you will need to contact the Family Court of WA on (08) 9224 8222.
6. Enter your details, then click on SUBMIT

Registration Form.

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Proceedings/Engagements.

Who do you want to register as? Individual Employee of an Organisation

Do you have an existing file, matter, case or charge? Yes No

Note: If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents in. To link your account to the party's other matters contact the court.

Which Court or Tribunal do you wish to register with?

What are your file, matter, case or charge details?

Person/Organisation ID

If you cannot locate your Person/Organisation ID on any of your court documents contact the relevant court to obtain this information.

Enter your full legal name
Given Names

Surname

Email Address
An email address that is only ever used by yourself!

Mobile
Enter your personal or work mobile number

The mobile number will be used for SMS authentication to verify your registration and for password reset.

ES55RU

7. You will now receive:
 - a. A text message from COURTSWA which contains a SMS verification number
 - b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD
8. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD
9. Tick the box, then click AGREE
10. Create a new password
11. Confirm the password
12. Enter the SMS verification number
13. Click CREATE PASSWORD
14. You will receive a notification to confirm your password creation was successful.
15. You will now be able to login. Your username is the email address you used to register. Your password is the password you have created when during registration.

Log in.

Use your account details to log in. If you don't have an account, [Register a new account.](#)

User Name

Password

[Forgot your Password or Account Locked?](#)

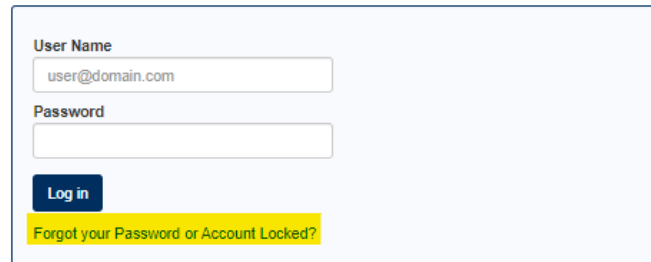
Forgotten your password?

If you have forgotten your password, or locked yourself out of your account:

1. Go to the eCourts Portal, and select the link FORGOT YOUR PASSWORD OR ACCOUNT LOCKED

Log in.

Use your account details to log in. If you don't have an account, [Register a new account](#).



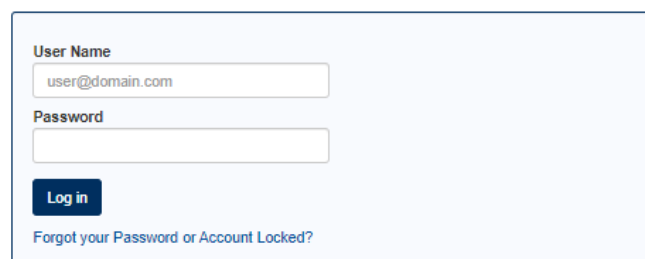
The screenshot shows a login form with the following elements:

- User Name:** A text input field containing "user@domain.com".
- Password:** A text input field.
- Log in:** A blue button.
- Forgot your Password or Account Locked?:** A link highlighted in yellow.

2. Enter your email address, then select REQUEST PASSWORD RESET
3. You will now receive:
 - a. A text message from COURTSWA which contains a SMS verification number
 - b. An email from CTGHelpdesk which contains the link MANAGE PASSWORD
4. Open your email from CTGHelpdesk, and select the link MANAGE PASSWORD
5. Tick the box, then click AGREE
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