

# Commonwealth Courts Portal



---

FEDERAL COURT  
OF AUSTRALIA



---

FAMILY COURT  
OF AUSTRALIA



---

FEDERAL MAGISTRATES  
COURT OF AUSTRALIA

[www.comcourts.gov.au](http://www.comcourts.gov.au)

# Welcome to the Commonwealth Courts Portal



The Commonwealth Courts Portal (CCP) is an initiative of the Family Court of Australia, the Federal Court of Australia and the Federal Magistrates Court of Australia. It provides secure web-based access to information about cases that are before these courts.

Through this service, lawyers can:

- keep track of their cases
- identify documents that have been filed
- view future courts dates
- electronically file family law supplementary documents, and
- view outcomes and any orders that have been made.

In the future, the CCP will help to deliver a range of other integrated e-services.



## How does the CCP work?

The CCP is a central system that enables a lawyer to log on using a single user ID and password and access information from multiple jurisdictions.

The relevant data is drawn from the courts' electronic case management system, *Casetrack*, which contains case-related information from all three courts.

The fact that all three courts now use *Casetrack* and share the infrastructure upon which the system is based, has enabled the vision for an integrated Commonwealth Courts Portal to become a reality.

*The Portal allows me to confirm events in the Court diary, together with the contact details of other parties, and has become the primary means by which I access that information. The ability to call up an accurate and comprehensive summary of each proceeding, together with details about future Court events, ensures I am in a position to provide information at the touch of a button.*

**Adrian Stone**

Accredited Family Law Specialist



## What services does the CCP provide?

Currently the CCP provides a range of services including:

- a view of court information designed specifically to suit the needs of the user
- the ability to search for relevant information held by the three courts
- access for lawyers to case information from the convenience of their own office
- control of this access by the law firm in which they work.

## What services are planned for the future?

Services planned for future implementation include:

- secure access to information for self represented litigants
- the ability to lodge federal and family law applications
- the ability to attend hearings electronically.

## What benefits does the CCP offer?

The CCP is a gateway to a broad range of services and information available from all three courts. It is designed to maximise efficiency for the user by establishing a common technological framework.

Benefits include:

- streamlined and integrated delivery of Commonwealth court services
- single sign on for multiple services in multiple jurisdictions
- single sign on for streamlined help desk and administration support
- improved information management and consistent reporting
- improved service delivery through feedback.

## Where is the CCP located?

The CCP can be accessed at [www.comcourts.gov.au](http://www.comcourts.gov.au) or from any one of the following sites:

- [www.familycourt.gov.au](http://www.familycourt.gov.au)
- [www.federalcourt.gov.au](http://www.federalcourt.gov.au)
- [www.fmc.gov.au](http://www.fmc.gov.au)
- [www.familylawcourts.gov.au](http://www.familylawcourts.gov.au)

## Privacy and security

Lawyers and law firms registering for the CCP are required to agree to the Terms and Conditions of Use, which outline the responsibilities of users with access to court data. This includes protecting the security of your own account and ensuring your nominated email account is secure.

The courts will ensure that only registered individuals with a legitimate right to access the information on a file are given permission to do so (except in the case of an organisation, where the organisation administrator agrees to assume that responsibility).

## Further information and help

WEB [www.comcourts.gov.au](http://www.comcourts.gov.au)

EMAIL [support@comcourts.gov.au](mailto:support@comcourts.gov.au)

PHONE 1300 352 000



# Commonwealth Courts Portal

[www.comcourts.gov.au](http://www.comcourts.gov.au)

## Request for Commonwealth Courts Portal Administrator Access

I, \_\_\_\_\_  
(name of administrator applicant), am the designated Commonwealth Courts Portal administrator for

\_\_\_\_\_  
(name of organisation).

I have registered \_\_\_\_\_

\_\_\_\_\_  
(name of organisation) for the Commonwealth Courts Portal, and wish to apply to have all appropriate records in the Courts' databases linked to the organisation's Portal identity.

The organisation short name I have registered is

\_\_\_\_\_  
The organisation's ABN is \_\_\_\_\_

The business address(es) for this organisation are:

1) \_\_\_\_\_  
\_\_\_\_\_

Ph: \_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

Ph: \_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

Ph: \_\_\_\_\_

(If more than three addresses, attach an extra page with all details)

What is your CCP user ID? \_\_\_\_\_

To gain CCP administrator access, you first need a CCP user ID. To obtain a CCP user ID go to [www.comcourts.gov.au](http://www.comcourts.gov.au)

## Information for Organisation Administrators

Organisation administrators need to register the organisation and then complete the form below. Upon notification from the Court that access has been granted, you will then be able to link employees to your organisation's files.

Previous addresses that may appear on Court records include:

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

**(If more than three addresses, attach an extra page with all details)**

I have been authorised to perform the function of Portal administrator for my organisation. I attach correspondence verifying that authority\*. I undertake to abide by the Terms & Conditions of Use that I agreed to when registering for the Commonwealth Courts Portal.

Administrator name:

\_\_\_\_\_

Ph: \_\_\_\_\_

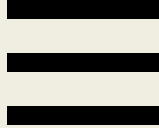
Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\* You must attach to this application a letter (on organisational letterhead) from a Senior Partner, Departmental Section Head, or other individual with responsibility for the administration of your organisation, authorising the courts to grant you administrator privileges for your organisation's Portal Identity. Independent verification of this authority will be established by the Courts prior to granting administrator access.

No stamp required  
if posted in Australia



**Delivery Address:**

Locked Bag cc10  
PARRAMATTA NSW 2123



Commonwealth Courts Portal  
Reply Paid 84611  
PARRAMATTA NSW 2123