

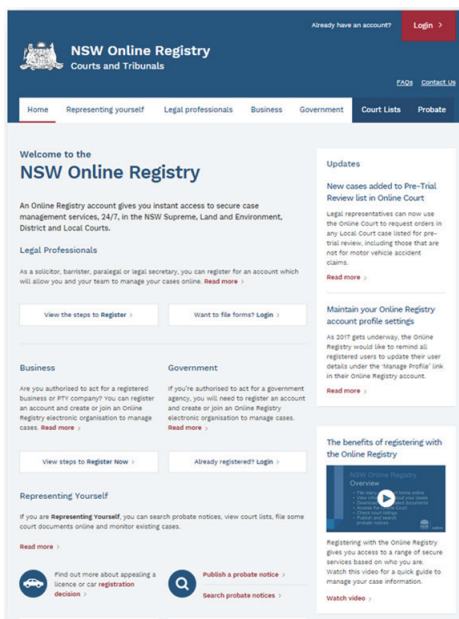
# Land and Environment Court: Online Services Overview

The LEC provides online services which include *Online Registry* and *Online Court*:

- *Online Registry* gives you access to case information and allows documents to be filed online
- *Online Court* allows you to make requests for orders to be made online (available for Classes 1-4, 8 only).

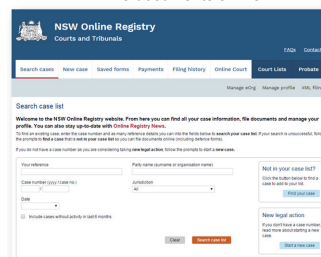
## Online Registry

<https://onlineregistry.lawlink.nsw.gov.au/content/>  
External website for court services  
Used by legal practitioners  
Also accessed by self litigants and public



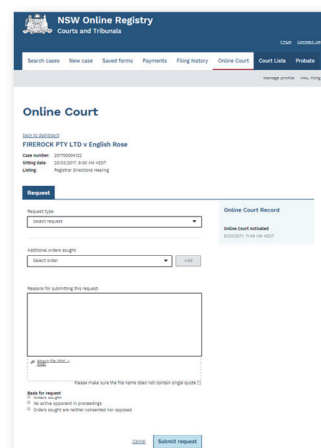
Within the Online Registry Website:  
Examples:

- View case information
- File documents online



## Online Court

[onlineregistry.lawlink.nsw.gov.au/content/online-court](https://onlineregistry.lawlink.nsw.gov.au/content/online-court)  
Enables parties to make requests  
for orders to be made online



## Key contacts

<b>For help and assistance:</b>	Call the Registry on 9113 8200 or email <a href="mailto:lecourt@justice.nsw.gov.au">lecourt@justice.nsw.gov.au</a>
<b>For registration and technical support:</b>	Email <a href="mailto:onlineregistry_support@justice.nsw.gov.au">onlineregistry_support@justice.nsw.gov.au</a>
<b>If you want a demonstration of Online Services :</b>	Email <a href="mailto:lecourt@justice.nsw.gov.au">lecourt@justice.nsw.gov.au</a>

## Links to websites

- **Online Registry:** <https://onlineregistry.lawlink.nsw.gov.au/content/>
- **Online Court (civil cases only):** <https://onlineregistry.lawlink.nsw.gov.au/content/online-court>

## Useful Information

Key benefits	<ul style="list-style-type: none"> <li>Access to case information at any time of day or night for each court file for both solicitors and barristers, including documents filed, future listings and details of orders made.</li> <li>Simple process for filing documents online, requesting sealed copies of orders, and for seeking court orders online.</li> </ul>
You must be registered to use the Online Registry Website and Online Court	<ul style="list-style-type: none"> <li>If you already have a log-in, you will have immediate access to LEC cases.</li> <li>If you are not registered: <ul style="list-style-type: none"> <li>follow the steps on the website</li> <li>ask for support by calling 1300 679 272 or emailing <a href="mailto:onlineregistry_support@justice.nsw.gov.au">onlineregistry_support@justice.nsw.gov.au</a></li> </ul> </li> </ul>
Cut-off time and date (applicable to Online Court only)	<ul style="list-style-type: none"> <li>In Online Court, requests can be made at <u>any time of day or night</u>, as long as it is before the cut-off.</li> <li>The cut-off for court listings is 12pm the business day prior to the listing.</li> <li>If the listing type is "Online Court – Request Required" the cut-off is 12pm the day of the listing.</li> </ul>
Keep up to date with Online Court and notifications sent by the registry	<ul style="list-style-type: none"> <li>Ensure you are registered as the <i>Solicitor on record</i> or <i>Contact solicitor</i> to receive email notifications whenever an Online Court event occurs.</li> <li>If you are a delegate of the <i>Solicitor on record</i>, either: <ul style="list-style-type: none"> <li>set up automatic forwarding so that emails to the <i>Solicitor on record</i> sent from system addresses <a href="mailto:nswonlinecourt@justice.nsw.gov.au">nswonlinecourt@justice.nsw.gov.au</a> and <a href="mailto:lecourtmail@justice.nsw.gov.au">lecourtmail@justice.nsw.gov.au</a> are automatically forwarded to all members of your practice group.</li> <li>use a generic email address for the solicitor on the record that is either managed by someone who can forward emails to the appropriate delegate, can be accessed by everyone who is a delegate, or is automatically forwarded to all delegates.</li> </ul> </li> </ul>

## Frequently Asked Questions

- 1. Are there any cut-off times for filing documents online via the Online Registry Website?**

No, the cut-off times only apply to Online Court. You can file documents online anytime.
- 2. Can I use Online Court to list my matter for Hearing or for a conciliation conference?**

Yes, this is one of the requests that can be made in Online Court. Instead of coming to the directions hearing to get a hearing date or a date for a conciliation conference, you can make a request in Online Court.
- 3. The range of available dates for the hearing or conciliation conference in Online Court is different to the range of available dates on the top of the court list, which dates should I use?**

Use the range of available dates on the top of the court list. However, in your request you will need to select a 'dummy' date in the available date range in Online Court. Please then specify the actual dates sought in the 'reasons for request'.
- 4. What do I do if I have missed the cut-off for Online Court e.g. making a request?**

If you miss the cut-off, use the Message function and let the Registrar know what the current status of the matter is. The Registrar will determine the next course of action. However, if it is after 4:30pm on the day that the cut-off applies or you miss the day of the cut-off entirely, you will need to request to re-list the matter for an Online Court request by emailing [lecourt@justice.nsw.gov.au](mailto:lecourt@justice.nsw.gov.au)
- 5. I need to communicate with the Commissioner or Registrar or notify the Court of slippage in the timetable, but I am not seeking any orders to be made. Do I still use Online Court?**

No, you can email [lecourt@justice.nsw.gov.au](mailto:lecourt@justice.nsw.gov.au)
- 6. My case is complex. Should I attend the directions hearing in court to ensure the outcome my client wants?**

Anything that you can do in-person at a directions hearing, you can do online. If you are seeking orders that are complex, you can attach short minutes of order to either your request or counter response. If you are seeking something out of the ordinary, ensure that you explain the background and your reasoning when you make your request.

You can make an Online Court request in ALL civil cases online and if the Registrar determines that the matter is not appropriate for Online Court, the matter will be listed in court.
- 7. When and what should I use the Messages function (in Online Court) for?**

The Messages tab is not to be used as a means to make a request or send a notification to the Court. However, you can use messages: (1) When you have missed the cut-off time; or (2) when a request has already been lodged and you need to communicate about the request, such as providing information not included in the original request.