

Quick Reference Guide Filing Court documents

Filing Court documents by File and Pay or email

This guide explains how to file court documents if required by File and Pay (an online portal) or by email, rather than in person or by post. Requirements for filing, including payment of fees will be included in the court protocols on the [Courts of New Zealand website](#).

Filing by File and Pay or email

During an event that triggers the Ministry of Justice's Business Continuity Plan (BCP), Remote Courts may be activated with court proceedings delivered using remote technology solutions.

If BCP Remote Courts is activated, this may mean documents are required to be filed in electronic format, so they can be shared with judicial officers and other parties. There may be limited Court staff available to receive documents filed in person.

How do I file court documents electronically?

If your filing requires a payment, use the File and Pay website at: <https://www.courtsofnz.govt.nz/file-and-pay/>. Your documents will be passed to the registry.

If you are not required to make a payment, send documents by email. Find the email address for each court on the Ministry's website at: <https://www.justice.govt.nz/contact-us/find-us>

When filing by email include the contact details (email and cell phone) for all parties.

The document is considered as filed when it has been accepted by a Court Registry Officer (CRO). You will receive email confirmation when this has happened.

Where will my documents be stored?

BCP Remote Courts may require documents relevant for hearings to be stored electronically in Australia. This is so that judicial officers and registry staff can access the documents for the purposes of the hearing. Those documents may include documents filed for the purpose of the hearing, and other relevant documents already on the court file.

What if I don't want my court documents stored offshore?

You can object to the storing of your court information offshore.

If you object, please contact the court to advise the court registry at the time of filing or at the earliest opportunity before a hearing is scheduled. Provide the reason for your objection and the documents to which it relates. This will enable the court registry to put alternative arrangements in place.

What if the court is closed?

If the filing court is closed and you are using File and Pay, your documents will be sent to available staff who are processing applications for that court.

If you are using email, send your documents to that court's email address. Staff from other courts will monitor and process applications.

What about in-person filing?

The Chief Justice will determine whether in person filing or filing by post can occur and under what circumstances. Information will be available on the Courts of New Zealand website.

<https://www.courtsofnz.govt.nz/publications/>

What if I have to pay a filing fee?

If you must pay a filing fee, use the File and Pay website at: <https://www.courtsofnz.govt.nz/file-and-pay/>

If you cannot pay the fee using File and Pay, call the courts contact centre on 0800 COURTS (0800 268 787) to discuss your options.

When do documents need to be filed by?

You must continue to meet the deadlines from the judicial officer, or the timeframes given in the relevant court rules or legislation. The only change is that documents should now be filed electronically rather than in person and in paper. The original paper may not be required when you have filed the documents electronically.

What if I need to file a without notice application in the Family Court?

In some circumstances, individual arrangements may be needed for without notice (urgent) applications to the Family Court. Call the Ministry of Justice Contact Centre 0800 COURTS (0800 268 787) to discuss filing without notice applications.

What about filing documents that would normally be given in a hearing?

Documents that are usually handed to the judge during a hearing must be filed by email at least two days prior to a Remote Courts hearing if the hearing is via VMR or teleconference.

If they are not received three days ahead you must email them to the court, for forwarding to the judicial officer.