**Basics of Getting Started and Going to Court**

**An overview**

<https://www.supremecourt.nsw.gov.au/help-and-support/representing-yourself.html>

The following is based on my knowledge and experience as a “Plaintiff”. What I have found in my own journey starting out regarding Noticing and the filing process of going to court and how I do it.

We need to take any perceived mystery out of it all. Lawful justice is available to Us All.

If we have been trespassed against and depending on the trespass (common sense applies), we can proceed by doing the following;

1. Write a correspondence. Should this fall on deaf ears....
2. We then start the 3 Notice Process to settle the matter in private (depending on the severity/urgency)-this is honourable, giving the opportunity for the other party to rebut or "do the right thing". After this, if no satisfactory response…
3. We file at a court and it becomes public.
4. To file an originating claim...you write an affidavit, statement of claim. Go to the court website...the process is outlined there.
5. The Court has the corresponding UCPR (Uniform Civil Procedure Rules) forms and you can simply download and fill them out on your computer or print and fill out in handwriting. These forms assist in processing…keeping files clear, straight forth and concise for filing…administration. (imagine if you were receiving voluminous amounts of paperwork everday!! (Order and process is required)
6. You then proceed to file your claim/paperwork at the court by either
7. Email
8. Using the court "portal"
9. Going in person to the courthouse
10. Filing by email or Portal-you email/upload your scanned claim/documents of your original paperwork and the court stamps/seals and sends you back the claim with the stamp/seal; (Ive not used the Portal- and note that payment is requested).
11. Going in Person-The court stamps “seals” your original documents (once stamped/sealed)…You keep the originals (stamped and sealed)….and the court makes and keeps a copy and obviously copies are needed for the other party the claim is against. (Ive never been into a court to do this process).
12. You then lawfully serve the other party/parties (the one you are making the claim against) and send copies of the affidavit/claim/summons, (stamped/sealed).

This is done in person by;

1. yourself, in person;
2. by email "By Way of Service" (but check they will consent);
3. by someone of your choice in person or paid professional server;
4. by registered post-making sure you keep evidence of the postal number;
5. You then file an "Affidavit of Service" form at the Court-they stamp/seal and file. This is evidence that the claim has been served to the other party/parties…a very important step;
6. The court will then email you to inform you of a hearing date and time to hear your matter with the other party present and you can do this presently by video link depending on various situations and the court;

**Notes**; I don’t generally show "their" "identification" such as a driver’s licence or passport etc when having my documents "witnessed". I have a minimum of 2 witnesses who have known me for over a year. Ive never had any issues, nor should I. This is also scriptural...in the presence of 2 or 3 witnesses;

**Preparation is Key**; Educate yourself…put in your due diligence.