Search for a Court Order

Lead Paragraph

This guide shows how to search for and view details of a court order and upload a new document in ERN

Background information

ERN Court Order Maintenance is a new menu option to allow court order data to be recorded in ERN for students at your school.

Court Orders are called Family Law and Court Orders. They are categorised into different types:

- Family Court Order (FAR)
- Court Order – Other (COO)
- Apprehended Violence Order (AVO)

Before you start

Users must be provisioned with access to Student Administration via ERN in AMU

Detailed Instructions

1 Select Court Order Maintenance

2 Select Court Orders by Contact.

3 Enter the relevant search criteria and then select Go

Note: Court orders matching the search criteria will be displayed

4 Select the relevant student to display court order information

5 Select Cancel, Save or Save & Exit to return to the search page

| Cancel | Save | Save & Exit | End Date |

START Show Hide – Add a document

Select the Looking Glass icon to upload a new document

Documents associated with this court order   **Upload New Documents**

| Remove Document | Edit Document's |

Select Add Document

Court Order Documents

Existing Court Order Documents (Please select the corresponding document to update if any)

No Court Order Documents uploaded

| Cancel | Add Document |

Populate the required fields and select Choose File

New Document

Document Name :

0/254

Notes :

0/1000

*Document Category :   Choose Document Category ⌄

*Document Sub Category :   Choose Sub Document Category ⌄

*Upload Document :   Choose File   No file chosen

| Cancel | Save | Save & Exit |

*Indicates mandatory field.

4 Locate the file and then select Open

5 Select Save or Save & Exit

Cancel   Save   Save & Exit

END Show Hide

Related resources

https://my.education.nsw.gov.au/help/platoapps/home/ern/ern-help-index

Document History and Version Control Table				
Version	**Purpose / Change**	**Author**	**Authorised by**	**Date**