

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

▶ ERN School Enrolment
▶ Registration
▶ Student Enquiry
▶ Data Harvest
▶ Place Management
▶ Extract Share Student
▶ My School
▶ Collegiate Transition
▶ Court Order Maintenance
▶ Suspension Maintenance
▶ Reports
▶ Data Change Logs
▶ Maintain EAL/D
▶ Personalised Learning & Support
▶ Access Request
▶ Disability Adjustments
▶ Online Enrolment
▶ Curriculum Reference Data
General Functions
▶ My Reports
▶ My Profile
▶ Log off

2 Select Court Orders by Contact.

By Contact **By Student**
Court Orders By Contact

3 Enter the relevant search criteria and then select Go

By Contact **By Student**
 Court Orders By Contact

Court Orders - Search Criteria

School Name (lookup if more than one) : Court Order Type : All

Show students with : Active Registrations Show Historical :

Scholastic Year : ALL

Cancel Go

Note: Court orders matching the search criteria will be displayed

4 Select the relevant student to display court order information

Court Order Details - FAR - (P)SYC436/2011

School : Moorebank High School

Court Order Type : Family Court Order * Title : Family Court Order Case Id : 123456789

* Start Date : * Review Date : End Date :

**** These Notes MUST be read in conjunction with the Order Documents ****

* School Notes :
 Relevant school notes will appear here
 263/2048

Order Notes :
 Relevant order notes will appear here
 166/2048

Parent/Carer/Contact associated with this court order* **Select**

Remove Parent/Contact Edit Contact

Students associated with this court order* **Select**

(Rel)Students that have a relationship with the selected contact

Remove Student

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

Remove Document Edit Document's


Cancel Save Save & Exit End Date

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




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



Select Add Document


Court Order Documents   


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

No Court Order Documents uploaded

Populate the required fields and select Choose File

New Document

Document Name : 

Notes : 

*** Document Category :** ▾

*** Document Sub Category :** ▾

*** Upload Document :**

*Indicates mandatory field.

4 Locate the file and then select Open

5 Select Save or 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