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

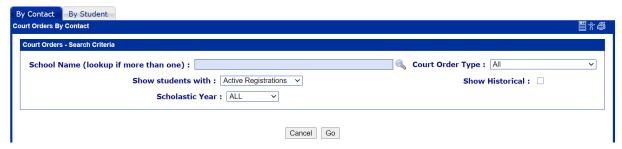
1 Select Court Order Maintenance



2 Select Court Orders by Contact.

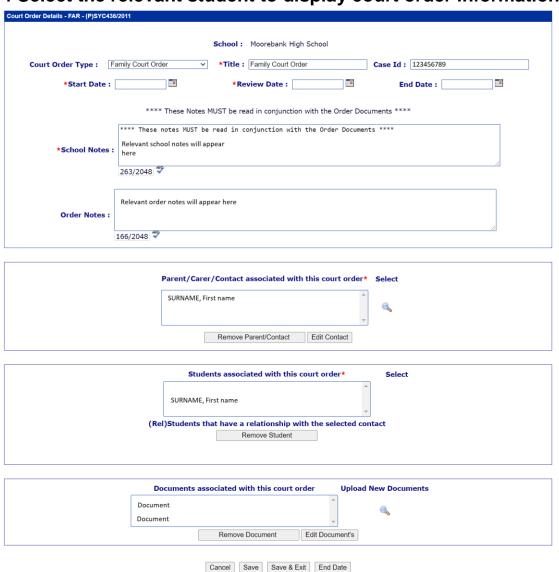


3 Enter the relevant search criteria and then select Go



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

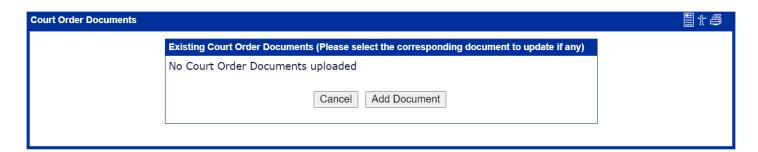


START Show Hide - Add a document

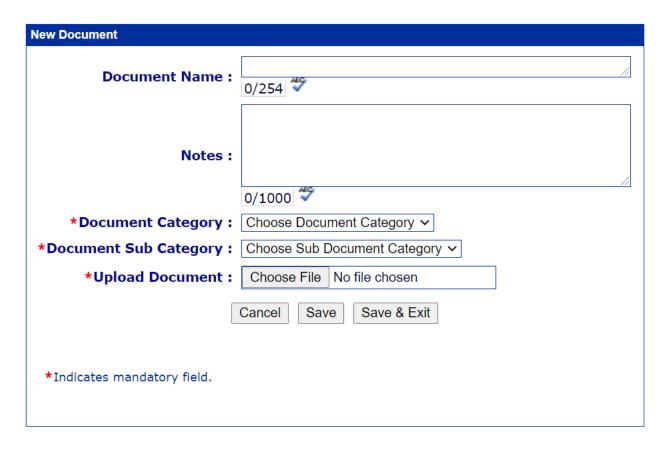
Select the Looking Glass icon to upload a new document



Select Add Document



Populate the required fields and select Choose File



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					