



SOUTH
AUSTRALIAN
EMPLOYMENT
TRIBUNAL

Online Document Lodgement Guide



Online Document Lodgement

Lodging documents online

- This is an approved method to lodge documents to an existing SAET case.
- This online lodgement method uses the same platform as SAET's online forms.
- Submitting the uploaded documents only lodges them with SAET. When required by legislation and / or SAET's Rules, you are still required to serve the lodged documents on parties to the case.
- If you are not a party (or representing a party) to the case you are wanting to lodge a document against, please contact the Registry on (08) 8207 0999.
- Multiples of the same type of document (e.g. payslips) should be combined into a single file prior to uploading.

When completing your online lodgement of documents

You:

- may navigate using the 'Next' and 'Back' button.
- may save at any stage and complete it later. Selecting 'Save' will prompt you to provide an email address and password. Partially completed lodgements can be accessed using the 'Continue an online form' option on the SAET Forms webpage.
- must complete all mandatory fields indicated with a * .
- will have a PDF copy of your submitted lodgement (with reference to uploaded files) emailed to you for your records.
- should use the latest version of your web browser.
- note the [privacy and security statement](#) in relation to using this form. This includes the possibility that an incomplete lodgement may be deleted if it remains incomplete after 14 days of starting the form.

Visit www.saet.sa.gov.au or contact the SAET Registry on (08) 8207 0999 for more information.

Start

You can lodge your documents to an existing SAET case online using the same platform as SAET's online forms

You can lodge your own documents or a SAET PDF or MS Word form you have completed

To lodge documents online, you will need your:

1. SAET Case Number
2. documents saved on your device ready for uploading

If you have multiple of the same type of document (eg payslips) it is best to combine them into one file before submitting

You can save your incomplete lodgement and finish it later. See instructions on pages 9 and 10 of this Guide.

Make sure you read all 'Lodging documents online' and 'When completing your online lodgement of documents' before you select 'Start'

Online Document Lodgement

Case Number (enter complete case number)

ET-21-00036

SAET application type

RTW-03 - Reviewable decision

Initiating party

Jane Doe

Are you lodging these documents against more than one case?

- Yes
 No

Please provide all case numbers relevant to these documents

Save

Next

1

2

3

4

5

1 Enter in your complete / exact case number.

Refer to your SAET correspondence if you are unsure.

1

2 The application type and 'Initiating party' (eg Applicant's name) for the identified case will populate to help make sure you have the case number correct.

2

3

3 If SAET has not linked your case to another case but your documents do relate to more than one case, you can specify the additional case numbers for SAET.

4

4 If the case you have entered is 'closed' you will be asked to confirm that is the case you want to lodge against.

5

5 If the case you have entered is 'linked' to other cases but is not the lead case you will be asked to confirm that is the case you want to lodge against.

According to SAET this case is closed. Do you still want to continue?

- Yes
 No

This case is linked to a lead case in SAET. Are you sure you want to lodge a document against this case?

- Yes
 No



Online Document Lodgement

Lodgement Details

Urgency

We note that there is a conference or hearing scheduled in the next 4 calendar days for this case. This information has been passed on to the Tribunal Member.

Are any of the documents being lodged after the date permitted by the Tribunal?

Yes


No

Do any of the documents being lodged require immediate/urgent attention of SAET?

Yes

No

Lodging Party

* Party lodging these documents (or on behalf of) - select from list of parties 

1

There are some questions to determine the urgency of what you are lodging. This includes:

- Identifying if there is a conference or hearing scheduled in the next 4 calendar days
- If what is being lodged is in accordance with the timeframes set by the member
- General question regarding urgency

SAET aims to reduce the number of urgent lodgements.

2

Select yourself or the name of the party you are lodging on behalf of.

Upload document(s) for this case

Document

1 * Upload file or Drag & Drop on button below ?

+ Add files...

Maximum allowed size per file is 100.0 MB.

* Is this document a completed SAET form?

2 Yes

No

3 * Type of form

- P01 - Answer / Response
- P02 - Application for Adjournment
- P03 - Affidavit
- P05 - Application for Directions
- P06 - Notice of Party or Representative Details
- P07 - Offer to Settle
- P08 - Application to Withdraw
- P09 - List of Documents
- P10 - Request to Admit
- P12 - Notice of Alternate Contentions
- P13 - Statement of Issues and Contentions
- P15 - Application to Intervene
- P16 - Application to Waive Fee
- P20 - Application for Summons
- P30 - Application to Enlarge the Scope of Proceedings (Return to Work)
- P32 - Notice of Objection to Enlarge Scope of Proceedings
- P33 - Application for Consent Orders
- P36 - Referral to an Independent Medical Adviser
- P38 - Application to Extend Time for Reconsideration
- P39 - Result of Reconsideration (Return to Work)

* Date of document ?

4

5

1 Drag and drop or select the 'Add files...' button to browse for the document you would like to lodge.

You can only upload one document at a time

2 If the document is a completed SAET PDF or MS Word form, select 'Yes' and you can select from a list of forms to identify which form it is.

3 If it is not a completed form, you will be asked to provide a short description (eg "payslips" or "medical report")

4 'Date of document' is the date that the document was created (not the date you are uploading it).

If you have combined multiple documents into a single file (eg payslips) use the date of the earliest document.

5 Select 'Add another document' to upload additional documents and the same fields will apply.



Online Document Lodgement

I declare that:

- 1
 - I am legally authorised to lodge these documents
 - To the best of my knowledge, all information provided is true and correct
 - I understand a record of this lodgement and any uploaded documents, may be sent to others who may have a direct interest in the proceedings. The South Australian Tribunal Act 2014 governs what information is available to be viewed publicly

* I agree to the declaration

- 2
 - * I understand that submitting the uploaded documents only lodges them with SAET. When required by legislation and SAET's Rules, I have or will serve the lodged documents on parties to the case

* Name of person lodging these documents

- 3

- 4
 - * Your email address for a receipt and copy of the lodgement record

- 1 Read and agree to the declaration

- 2 Understand that any uploaded documents are only lodged with SAET. When required, the user will need to serve on parties to the case separately.

- 3 Enter the name of the person lodging the documents

- 4 Enter your email address (the email address where you would like a record of the submitted documents to be sent to)

Online Document Lodgement

Review lodgement details

Please review and confirm the details below and proceed to complete document lodgement

Lodging documents online

SAET application type RTW-03 - Reviewable decision

Initiating party Jane Doe

Are you lodging these documents against more than one case? No

Lodgement Details

Are any of the documents being lodged after the date permitted by the Tribunal? No

Do any of the documents being lodged require immediate/urgent attention of SAET? No

Urgent? (Visible only for testing purposes) Yes

Party lodging these documents (or on behalf of) - select from list of parties Applicant-Doe

Upload document(s) for this case

Upload file TEST DOCUMENT.docx

Is this document a completed SAET form? No

Short description Document for Guide

Date of document 30/11/2021

I agree to the declaration I agree

I understand that submitting the uploaded documents only lodges them with SAET. When required by legislation and SAET's Rules, I have or will serve the lodged documents on parties to the case

Name of person lodging these documents

Your email address for a receipt and copy of the lodgement record

Back

Submit

Case Details

Lodgement Details

Declaration

Lodgement

Review lodgement details

Receipt

1

Review the details of the form you are submitting

2

If all details are true and correct, click 'submit' to lodge the form and attachments

3

Once submitted, you will receive a receipt number and an option to download a record of your lodgement

A PDF of your submitted form (without the uploaded attachments) will be sent to the email address you have nominated

This has only been lodged with SAET, you will need to serve or provide copies to the other parties to the case in accordance with legislation and the Rules

You do not need to email SAET a copy of this form

3

Online Document Lodgement

Receipt

Thank you for submitting documents in relation to Case ET-21-00036.

The receipt number for this lodgement is **10157339**.

Please click [here](#) to download your document

[Summons] Lodged documents - ET-22-00071 - John Smith (10179705)

NR no-reply@forms.sa.gov.au
To DTF:SAET CaseVision Support

Reply Reply All Forward

Mon 30/05/2022 10:16 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Lodged Documents ET-22-00071 (10179705).pdf
99 KB

This is an automatic system generated response.

DO NOT reply to this email or email SAET a copy of this receipt or any of the attachments.

Your lodgement has been received by the South Australian Employment Tribunal (SAET) along with any attachments uploaded.

A record of your lodgement is attached for your records.

Submitting the uploaded documents only lodges them with SAET. When required by legislation and SAET's Rules, you are still required to serve the lodged documents on parties to the case.

Online Document Lodgement number: **10179705**

SAET Case Number - Applicant: **ET-22-00071 - John Smith**

Applies to multiple cases: **No**

Lodged on behalf of: **John Smith**

Lodged by: **John Smith**
saet.casevisionsupport@sa.gov.au

Lodgement Details

Upload document(s) for this case

Document	P20 - Application for Summons
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An email from no-reply@forms.sa.gov.au with a PDF record of the documents being lodged will be sent to your nominated email address

Saving your incomplete form

A horizontal navigation bar with four buttons: 'Back' (purple), 'Print' (purple), 'Save' (green), and 'Next' (purple). A circled '1' is positioned above the 'Save' button.

A 'Login Required' form with two input fields: 'Email address' and 'Password'. Below the fields is the text 'New User' and 'Login with Existing Account'. At the bottom are two buttons: 'Cancel' (purple) and 'Create' (green). A circled '2' is next to the 'Email address' field, and a circled '3' is next to the 'Login with Existing Account' text. A circled '5' is next to the 'Create' button.

A 'Login Required' form with two input fields: 'Email address' and 'Password'. Below the fields is the text 'Forgotten your password?' and 'New User' and 'Login with Existing Account'. At the bottom are two buttons: 'Cancel' (purple) and 'Login' (green). A circled '4' is next to the 'Login' button.

1 To save your partially completed form to return to it later, click the 'Save' button at the bottom of the page.

2 **Existing users** – enter your email and password.

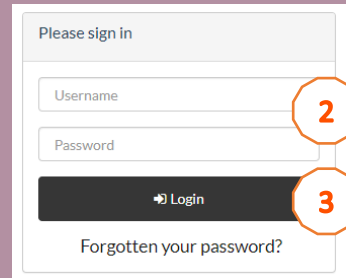
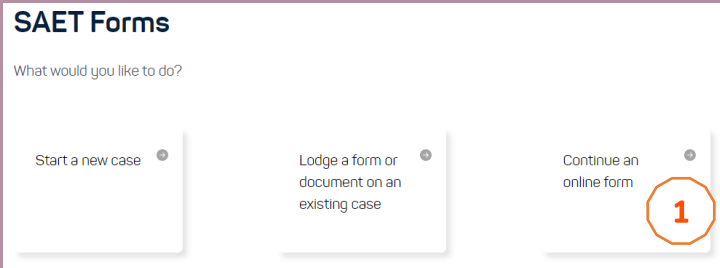
3 Then click 'Login with Existing Account'.

4 On the next screen, click 'Login'.

2 **New users** – enter your email and a password for this account.

5 Then click 'Create'.

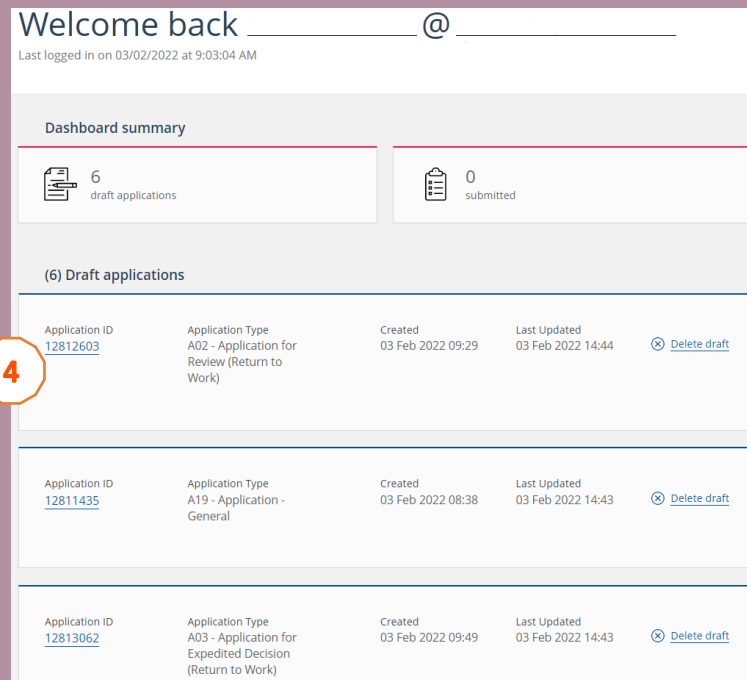
Retrieving a saved form



1 Go to the [SAET Forms](#) page and click 'Continue an online form'.

2 Enter your email and password.

3 Then click 'Login'.



4 Your Dashboard will display a list of your applications. Click the 'Application ID' of the one you wish to continue.