



NCAT
NSW Civil &
Administrative
Tribunal



How To: Add Yourself to a Case

Quick Reference Guide

Add Yourself to a Case

Link a Case

1. From the dashboard, select **Link a Case**

The screenshot shows the NCAT Online Services dashboard. At the top, there is a navigation bar with the NCAT logo and the text 'NCAT Online Services NSW Civil and Administrative Tribunal'. Below this is a menu with 'My cases', 'Manage forms', 'New case', and 'Help'. The main heading is 'Welcome to NCAT Online Services'. A sub-heading reads: 'From here you can access case management services including starting a new case, viewing your case information, and filing secondary forms against your cases.' There are four service cards: 'Start new case', 'My cases', 'Manage forms', and 'Link a case'. The 'Link a case' card is highlighted with a red border and has a red callout box with the number '1' next to it. The text for 'Link a case' is: 'To add yourself to an existing case'.

2. Complete the following fields:

- Case number
- Document barcode

NOTE: These details can be found in the **Application Notice** document you received via email

3. Click **Search**

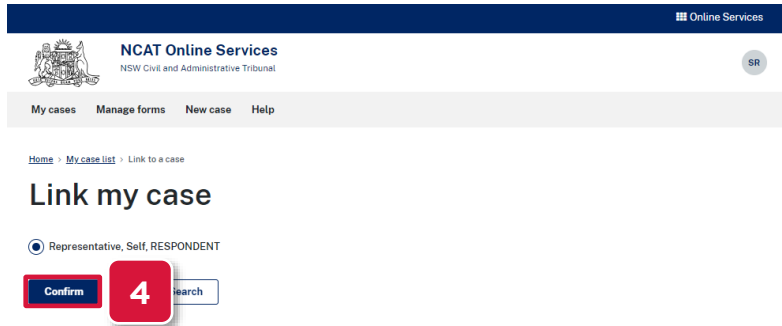
The screenshot shows the 'Link my case' page in the NCAT Online Services dashboard. At the top, there is a navigation bar with the NCAT logo and the text 'NCAT Online Services NSW Civil and Administrative Tribunal'. Below this is a menu with 'My cases', 'Manage forms', 'New case', and 'Help'. The breadcrumb trail is 'Home > My case list > Link to a case'. The main heading is 'Link my case'. A sub-heading reads: 'To be able to view your case, you need to be a party to the case.' There are two input fields: 'Case number*' and 'Document barcode*'. The 'Case number*' field has two input boxes separated by a slash. The 'Document barcode*' field has a note: 'Enter the barcode found on the first page of the court document for the case below. If there is no barcode, contact us.' Below the input fields is a 'Search' button. There is a red callout box with the number '2' next to the input fields and another red callout box with the number '3' next to the 'Search' button.

Add Yourself to a Case

Link a Case (cont')

4. Click **Confirm**

IMPORTANT: The **First Name** and **Last Name** on the case must match your name in your NCAT Online Services account to be able to add yourself to the case



5. A confirmation message appears at the top

6. Select **My cases** to view the case

