



Ferrall & Co. Lawyers

Caloundra | Sunshine Coast




Checklist for filing a divorce online



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Checklist for Online Divorce Application

Step 1: Preparing for Your Application

- **Determine the type of application:** Sole or joint.

If separated under one roof:

- Prepare an affidavit explaining the situation.
- For joint applications, both parties and a third party familiar with your circumstances should fill out an affidavit.

Married less than two years:

- Attend counselling and obtain a counselling certificate.

Marriage certificate:

- If married overseas and the certificate is in a foreign language, get it translated by an accredited translator.

Step 2: Register on the Commonwealth Courts Portal

- Visit **[Commonwealth Courts Portal](#)**.
- Select "New Users Can Register Now".
- Set a username and password.
- Receive and follow the instructions from the email to complete registration.

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Step 3: Begin the Application

- Select "Start a new file".
 - Confirm eFiling obligations.
 - Select "Application for Divorce" from the dropdown menu.
 - Choose the relevant court (e.g., Family Court of Western Australia for WA citizens).
 - Provide a title and description for the application.
 - Confirm and continue.
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Step 4: Complete the Application

- Complete parts A – F of the application form.
 - Ensure each section has a green tick and save each page.
 - Review the information and upload required documents (affidavits, certificates).
 - Select "Lock and Continue" to finalize.
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Step 5: Finalise the Application

- Print the application.

Sign the Affidavit for eFiling (Divorce):

- Sole applicants: Sign before a Justice of the Peace (JP) or lawyer.
 - Joint applicants: Both must sign before a JP or lawyer.
 - Upload the signed affidavit.
 - Submit the application and pay the filing fee (\$1060, or \$350 if eligible for financial hardship).
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Step 6: The Court Hearing

- All divorces are listed in court.

Attend the hearing if:

- Sole applicant with children under 18.
 - Married less than two years.
 - Applied for substituted service.
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Checklist for Online Divorce Application

Step 7: Serving Divorce Documents

Sole applicants must serve the divorce papers on their former spouse:

- Use a third party over 18 or post.
 - Apply for substituted service if the spouse cannot be located.
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Step 8: The Divorce Order

- The court will review and, if all steps are satisfied, grant the divorce order.
 - The order takes effect one month and one day after it is granted.
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Conclusion

Applying for an online divorce can seem daunting, but by following these eight comprehensive steps, you can navigate the process with confidence. From initial preparation to the final divorce order, each step ensures you meet all legal requirements and complete your application efficiently.

If you encounter any difficulties or uncertainties, don't hesitate to seek Ferrall & Co. Remember, thorough preparation and attention to detail are critical to a smooth and successful online divorce application.

What Our Clients Say



Highly professional, wonderful team that always greet you as if they were just waiting to hear your voice. Rowena is an absolute powerhouse that goes in to battle for you, regardless of the misconduct from OP.

Gemma Parry-Jones



Rowena and Layla were outstanding in their level of service for our family during an extremely difficult time. Rowena not only fought hard for a better outcome than what was initially proposed to us but the compassion shown to my father (and family) during the process impressed us all. The fixed fee component made the costs easier to manage too as we weren't concerned about getting charged every time we needed them. I can't recommend Rowena enough to anyone requiring her services.

Trevor Morrison

For personalised assistance, take advantage of our Free 30-minute Family Law Consultation. Our experienced legal team is here to provide the support and guidance you need during this challenging time.

Let Ferrall & Co. Lawyers help you achieve a smooth and hassle-free divorce.

[Contact us today!](#)