

To improve our service and to protect your online payments, the File and Pay payment page has been updated to include a mandatory Email Address field. This means that, in addition to your File and Pay receipt email, you will also receive a separate credit card payment receipt by email as soon as the payment is made. If you encounter issues making your credit card payment then please contact your credit card issuing bank.

File and Pay

File and Pay cannot be used to pay fines. Fines can be paid online [here](#)¹.

File and Pay provides an online alternative to filing documents and paying fees in person at a courthouse

or by post.

Before using File and Pay, please check what filing and/or payment is required. If you are unsure, you can contact your local court for confirmation or call 0800 COURTS (0800 268 787).

Te Kooti Whenua Māori/Māori Land Court's new online portal, Pātaka Whenua, is now live. Filings and payments are now completed within [Pātaka Whenua](#)², rather than in File and Pay.

If you require a refund for a payment made through File and Pay, you can contact the court or tribunal to request the refund.

If you have already provided the document to the court, in person, by post or email, you will not be required to file a duplicate copy electronically.

Uses for File and Pay

You can use this service to:

- File documents and pay fees.
- File documents only (for example, if you are also applying for a fee waiver)
- Pay fees only (for example, if you are required to send a paper filing to the court).

Your application will not be accepted for filing until your documents are checked for compliance, and payment has been confirmed. We will contact you if we have any questions relating to your filing.

If you are required to send a physical copy of your filing to the court, please attach a copy of the receipt you will receive following successful payment.

What the process involves

1. Before you start, you will need
 - All applicable documentation for the filing type.
 - Allowed formats: DOC, XLS, IMG, PDF, PPT, Video formats
 - The maximum file size is 150MB.
 - Up to 10 files can be uploaded per filing.
 - The maximum total upload is 200MB per filing.
 - A debit card or credit card. **Please note payments must be made by debit or credit card only.**
 - Documentation to support non-payment, for example a fee waiver application, liquidator's certificate, or reference number from prior payment.
2. Complete the online form
 - Complete all form fields (unless marked as optional). ***
 - Select the relevant fee option (where required).
 - Add all relevant documents.
 - Click either Submit and pay to complete your filing or Add another filing to add another filing to your transaction (you can add up to 10 per transaction).
 - Follow the instructions on the Windcave Payment screen (if payment is required).
3. Receive your confirmation e-mail and receipt
 - Check your e-mail to ensure you have received your confirmation e-mail.
 - The e-mail will contain your receipt. Please keep this for your records.

- If you are required to send a physical copy of your filing to the court, please ensure that you attach a copy of the receipt as proof of payment.

4. Contact us if you have queries

- If you have any questions regarding your filing or your case, please contact your local [court](#)³.
- If you have any questions regarding the File and Pay service, please [contact us](#)⁴.

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Further information on Courts and Tribunals

You can find further information on the Courts and Tribunals, including the cost of filing fees through the links below:

[Family Court](#)⁵

[Civil](#)⁶

[High Court](#)⁷

[Employment Court](#)⁸

[Environment Court](#)⁹

[Court of Appeal](#)¹⁰

[Supreme Court](#)¹¹

[Youth Court](#)¹²

[Tribunals](#)¹³

Enforcing a Tenancy Tribunal Order

If you want to apply to enforce an order from the Tenancy Tribunal, please select the court type 'District Court Civil' and case type 'Civil Enforcement'. These requests should not be submitted to the Tenancy Tribunal, as this is a function of the District Court.

This includes applications for the recovery of debt, such as applications for attachment orders or warrants to seize property, or eviction warrants to return possession of a residential property to you. Further information on enforcing civil debt can be found here: [Collecting civil debt: information for creditors](#)¹⁴

Links

1. <https://justice.govt.nz/fines/pay-a-fine-online>
2. <https://xn--morilandcourt-wqb.govt.nz/>
3. <https://www.justice.govt.nz/contact-us/find-us>
4. <https://www.courtsofnz.govt.nz/contact-info/>
5. <https://www.justice.govt.nz/family/>
6. <https://www.justice.govt.nz/courts/civil/>
7. <https://www.justice.govt.nz/courts/high-court/>
8. <http://www.employmentcourt.govt.nz/>
9. <http://www.environmentcourt.govt.nz/>
10. <https://www.justice.govt.nz/courts/court-of-appeal/>
11. <https://www.justice.govt.nz/courts/supreme-court/>
12. <https://www.youthcourt.govt.nz/home-2/>
13. <https://www.justice.govt.nz/tribunals/>
14. <https://www.justice.govt.nz/fines/about-civil-debt/collect-civil-debt/>