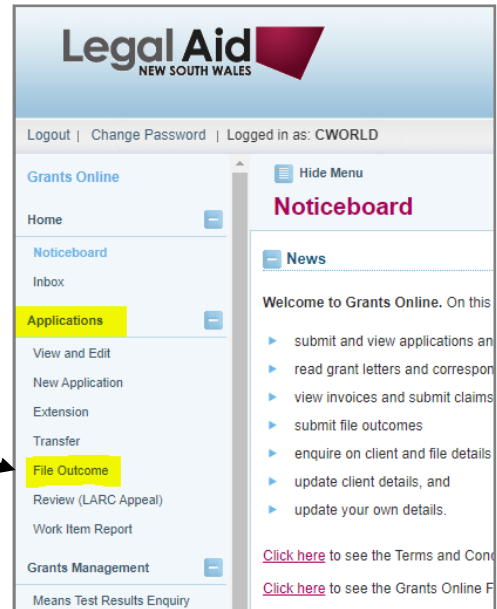


# How to submit a file outcome form (closing off a file in Grants Online)

Log in to Grants Online using your username and password.

Under the sub-heading 'Applications' click on 'File Outcome'

Enter the file reference number, select 'Open' under 'File Status' and click on 'Search'



Hide Menu

**Create File Outcome** Search Clear

Please contact the Legal Aid NSW Service Desk on (02) 9219 5999 if you have any questions about using Grants Online or completing any of the web forms

Search for File

File ID: 20F000208  
 File Status: OPEN  
 Submitted Date between: [ ] and [ ]  
 Client (First Name / Surname): [ ] [ ]  
 Assigned Practitioner (First Name / Surname): [ ] [ ]  
 Assigned Office: [ ]

Law Type: [ ]  
 Court Type: [ ]  
 Court Location: [ ]  
 Court Proceedings Number: [ ]  
 Application Service Type: [ ]

Click on the file reference number (hyperlink)

Hide Menu

**Create File Outcome** Search Clear

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Search for File

File ID: 20F000208  
 File Status: OPEN  
 Submitted Date between: [ ] and [ ]  
 Client (First Name / Surname): [ ] [ ]  
 Assigned Practitioner (First Name / Surname): [ ] [ ]  
 Assigned Office: [ ]

Law Type: [ ]  
 Court Type: [ ]  
 Court Location: [ ]  
 Court Proceedings Number: [ ]  
 Application Service Type: [ ]

Search Results

File ID	Status	Client ID	Client Name	Law Type	Primary Matter	Assigned Office	Assigned Practitioner	Court Type	Court Location	Application Service Type	CJEP/CAN
20F000208	OPEN	7206156	CHILD CARE	FAMILY LAW	PRMY CR & PRTCTN ORD	WORLD LAWYERS	WORLD, CONOR	CHILDRENS COURT	SURRY HILLS	GRANTS	

Select most appropriate finalisation stage and settlement/decision' (from pick list) and answer yes or no to awarded costs and settlement monies.

Click on 'Next'

Hide Menu

**Create File Outcome** Save Submit Delete Print View as PDF

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File Outcome Family Law Version 1

File ID: 20F000208 CARE CHILD Status: DRAFT  
 Extension: 0 Submitted by:

File Outcome Family Law

Submit Submitted

Please complete details regarding the outcome of the matter. If your client received any monies or costs, please attach details and copies of relevant orders.

At what stage was this matter finalised?: AT HEARING  
 Settlement or Decision?: FINAL ORDERS - CONSENT  
 Was your client awarded costs?: NO  
 Did your client receive settlement monies?: NO

Next

Click on 'Submit' to continue the file outcome process

If there are **no documents to attach** to the file closure (e.g. final orders, costs agreement etc.) click on 'Continue' to finalise the file outcome

**★ TIP**  
You can provide more details regarding the outcome of a matter using the 'Add Note' function before clicking 'Continue'.

If there **are documents to attach** to the file closure (e.g. final orders, costs agreement etc.)

Click on 'Show File Upload Area'

Click on 'Browse' to locate the document you want to attach, select the document and click on 'Upload File(s)'

Click on 'Continue' to finalise the file outcome.