



## Pātaka Whenua Step-By-Step Guides

# Submitting an application

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In the Pātaka Whenua portal, you can submit an application to the Māori Land Court regardless of whether you are a registered or guest user.

After logging in, registered users are able to save, close, and come back to the application submission at a later time. Guest users do not have this option and entered application details will not be saved when leaving the page.

## Accessing Pātaka Whenua

### Step 1

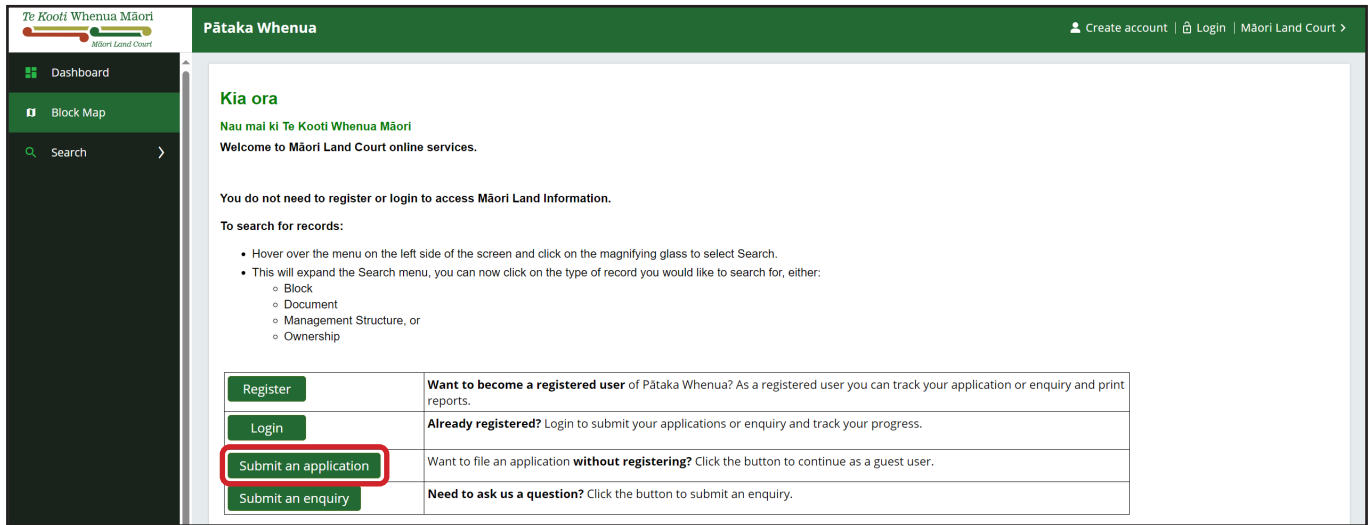
In your web browser, visit the Māori Land Court website [www.maorilandcourt.govt.nz](http://www.maorilandcourt.govt.nz) and click the green tab in the top right area labelled “Pātaka Whenua – our online portal”.

The screenshot shows the homepage of the Te Kōwhiri Whenua Māori website. The header includes the logo, search, home, and language options (English and Te Reo Māori). A red box highlights the 'Pātaka Whenua - our online portal' tab in the top right corner. Below the header is a navigation menu with dropdowns for Whenua, Ngā heke, Te pā whenua, Taonga tuku iho, Ngā pānui, and Whakapā mai. A large banner image features a mountain landscape with the text 'Te tūhonotanga o te tangata ki tōna whenua' and 'Connecting whānau to the whenua'. A 'Popular links' section is visible at the bottom right of the banner.

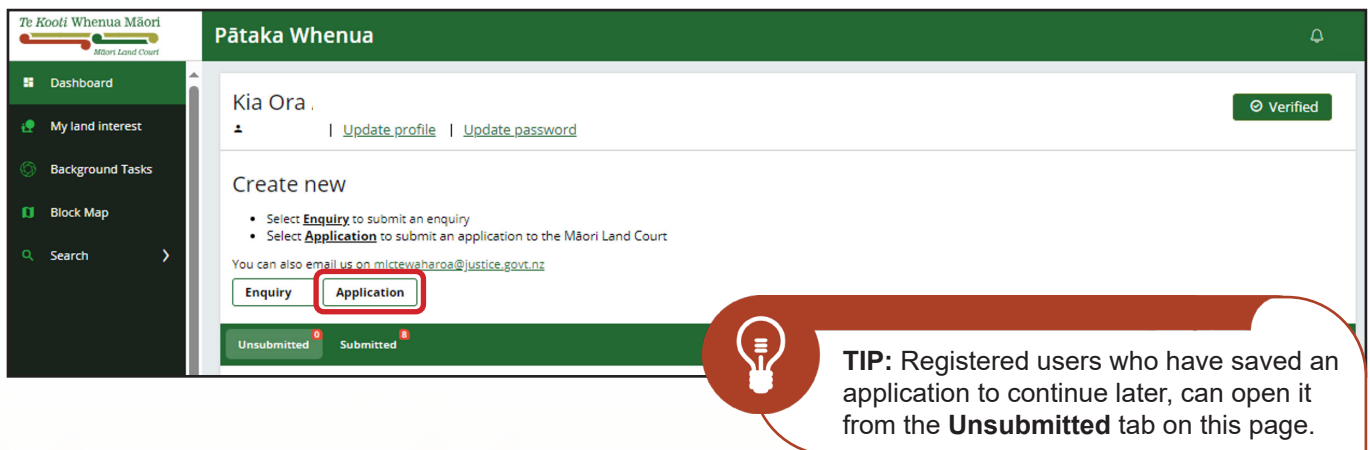
# Submitting an application

## Step 1

Guest users: Get started by clicking **“Submit an application”** on the Pātaka Whenua portal.

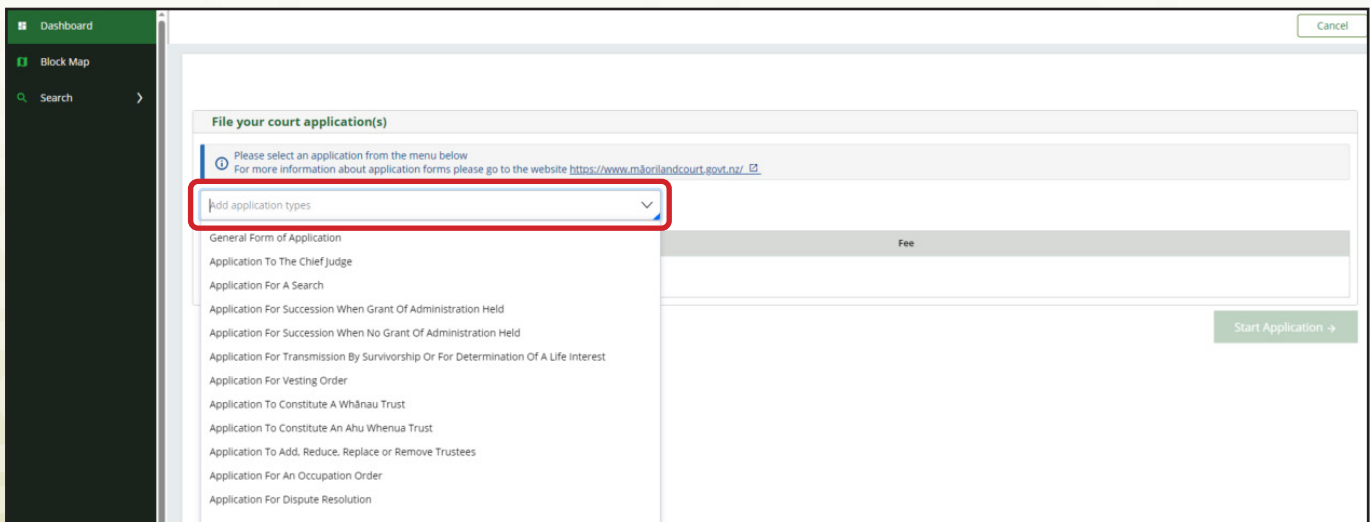


Registered users: After logging into Pātaka Whenua, click on **“Application”**.



## Step 2


To begin, use the drop-down box provided and select the type of application you would like to submit. Note there is the option to use the **General Form of Application** if your application does not fit the other types shown.



### Step 3

Once you have selected the application type, the name of the application will display underneath the drop-down box, along with the filing fee (for most options). Click **“Start Application”** to begin.

Application name	Fee
Application For Vesting Order	\$60.00

 **TIP:** If you selected the wrong application type, click the **red bin** icon to remove the selection before choosing again.

*If you selected a General Form of Application:* After pressing Start Application, you will have another drop-down box to select the appropriate application type for the General Form.

What type of application do you want to file? \*

- Select--
- Succession to further interests
- Review of trust
- Vary the terms of trust
- Terminate a trust
- Vesting of land in trustees
- Change your name in our records
- Enforcement of obligations of trust

**If your application type is not listed, you will need to complete a manual application form.** The forms are available to print via the [Māori Land Court website](#). A link to this is also provided in the banner shown above the selection box. Any applications completed outside of the Pātaka Whenua portal can be submitted to the Māori Land Court either in person, by post, or by email.

### Step 4

The application process can be slightly different depending on what application you have selected. Most follow this general order when working through the online portal submission:

- Introduction
- Applicant Details
- Application Details
- Hearing Schedule (if relevant or other application specific section)
- Upload Documents
- Application Summary
- Payment
- Confirmation

At the top of the screen is a progress bar. This helps you know how many sections of the application there are to complete and how far through the process you are. An example is shown below.

Pātaka Whenua Create account | Login | Māori Land Court >

Refresh Close

Introduction Applicant Details Application Details Hearing Details Upload Documents

Below the progress bar is the introduction information for your application, it includes:

- the application type,
- all the steps for this application,
- an indication of the fees,
- files or details you may need,
- fee waiver information.

### Step 5

When you are ready to proceed, scroll down and click **“Continue”** in the lower right corner.

As you continue through the form, you can use the progress bar to track where in the application process you are at. When a section of the application is completed, a tick icon will appear.


## Step 6

Your application submission will begin with the **Applicant details** section. Here you will need to fill in the requested details using the boxes provided.

You can add multiple applicants if needed by clicking the **“Add applicant”** button. If you have multiple applicants, make sure the **Primary applicant** box is ticked for the correct person. To remove an applicant, click the **red bin** icon.

After scrolling down to fill in all the required details, click **“Continue”** to move to the next section.

The screenshot shows the 'Applicant Details' section of a web form. At the top, there are four tabs: 'Introduction', 'Applicant Details' (active), 'Application Details', and 'Upload Documents'. Below the tabs, the title 'Applicant details' is displayed. A blue information icon and text state: 'You can add multiple applicants. However, you need to identify the primary applicant.' Below this is a red-bordered 'Add applicant' button. The main form area is titled '1 Applicant(s)' and includes a red-bordered trash icon. The form is divided into sections: 'Personal details' with fields for 'First name(s) \*', 'Middle name(s)', 'Last name(s) \*', 'Email \*', and 'Phone'. The 'Primary applicant?' checkbox is checked and highlighted with a red border. Below this is the 'Postal address' section with fields for 'Address line 1 \*', 'Suburb', and 'Town or City'. At the bottom, there are 'Back', 'Save', and 'Continue' buttons, with 'Continue' highlighted by a red border.

 **TIP:** Any fields with a red asterisk \* must be filled in.

## Step 7

Next in the **Application details** section, you will be asked to provide specific information relevant to the application type you are filing. The requested information will vary between application types. Below is an example only of this section for an application to *Amend a name in the court record*.

The screenshot shows the 'Application Details' section of a web form. At the top, there are four tabs: 'Introduction', 'Applicant Details', 'Application Details' (active), and 'Upload Documents'. Below the tabs, the title 'Application details' is displayed. A blue information icon and text state: 'Please provide all the variation(s) of your name which are incorrect in the court record. Include names of Māori incorporations if appropriate.' Below this are three text input fields: 'What is the name(s) you wish to change? \*', 'What do you want to change your name to? \*', and 'What land blocks are associated with your name? \*'. The form is set against a light green background with a pattern of white circles.

Once you have filled in the required details for your application type, scroll down and click **“Continue”** to move to the next section.

## Step 8

If your application has a **Hearing details** section, you can select the **District** and **Preferred place of hearing** using the drop-down boxes provided. An example is shown below.

The screenshot shows the 'Hearing details' section of the application form. At the top, there is a progress bar with five steps: Introduction, Applicant Details, Application Details, Hearing Details (highlighted), and Upload Documents. Below the progress bar, the 'Hearing details' section contains two informational messages and two dropdown menus. The first message says 'Please select the name of the Māori Land Court district in which you wish your application to be heard.' Below it is a dropdown menu labeled 'District' with 'Waiariki' selected. The second message says 'Based on your preferred district, please select the name of the Māori Land Court venue in which you wish your application to be heard.' Below it is a dropdown menu labeled 'Preferred place of hearing' with 'Rotorua' selected.

When you are ready, scroll down and click **“Continue”** again.

**Your application type may have other sections specifically relevant to it.** As before, fill in any requested details for these sections before clicking **“Continue”**.

## Step 9

Once you have reached the **Upload documents** section, you can upload relevant documents to the application. An example of this section is shown below. To add a document, click **“Upload document(s)”** in the box with the appropriate category for your file.

The screenshot shows the 'Upload documents' section of the application form. At the top, there is a progress bar with five steps: Introduction, Applicant Details, Application Details, Hearing Details, and Upload Documents (highlighted). Below the progress bar, the 'Upload documents' section contains an informational message: 'You can upload multiple documents.' Below this message are three categories of documents, each with an 'Upload document(s)' button. The first category is 'Death certificate or other evidence as to death', the second is 'Marriage certificate or evidence of civil union or de facto relationship (if applicable)', and the third is 'Other supporting evidence'. The 'Upload document(s)' button for the first category is highlighted with a red box. A red callout box with a lightbulb icon contains the text: 'TIP: Any category with a red asterisk \* requires a document to be uploaded.'

This will open a pop-up window, you can either drag and drop your file into the area at the top of the box, or click the **“Select file”** button to locate the file on your computer/device.

Once you are ready, click the **“Attach”** button to upload the file.

You are able to add multiple files to each category by selecting multiple files, dragging and dropping multiple files, or by repeating the upload process.

Once you have finished uploading your documents, scroll down and click **“Submit”**.

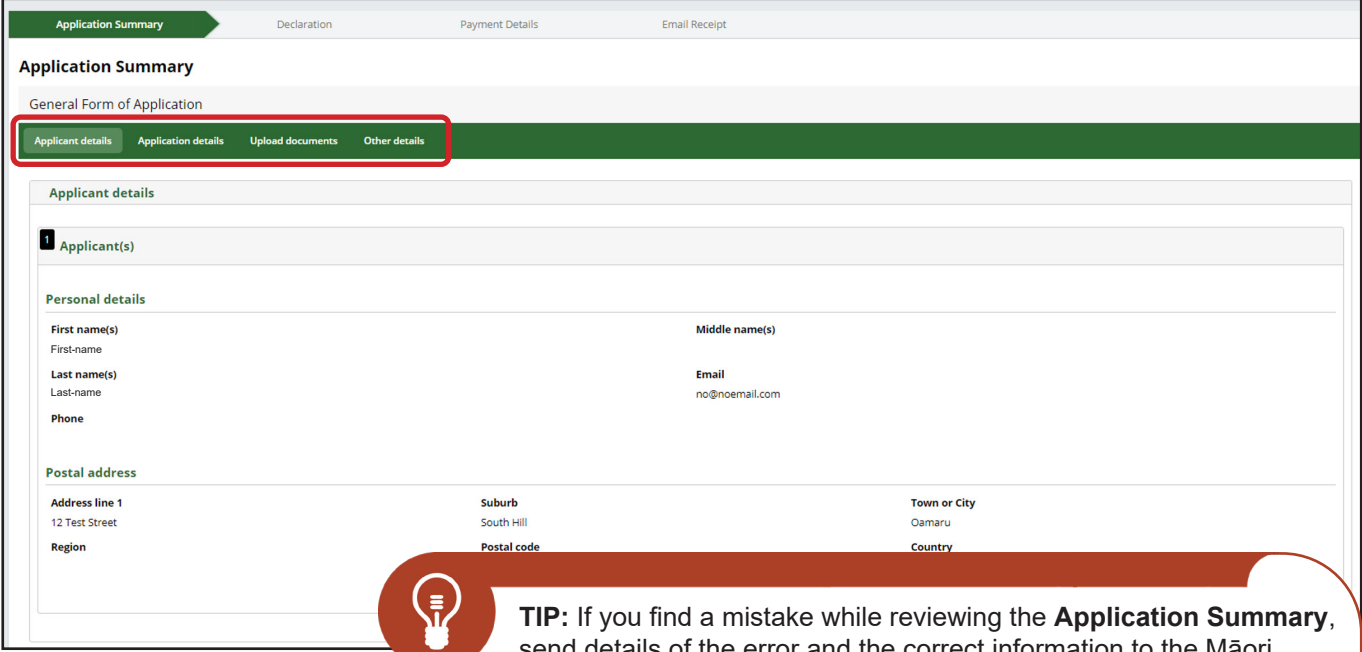
The screenshot shows the 'Attach file(s)' pop-up window. It has a title bar with 'Attach file(s)' and a close button. The main area contains a large dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this is the word 'or' and a green button labeled 'Select file(s)'. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Attach' button highlighted with a red box.

The screenshot shows the 'Name change evidence' category in the 'Upload documents' section. It has a title bar with 'Name change evidence' and a red asterisk. Below the title bar is an 'Upload document(s)' button. Below the button is a list of document types: 'Affidavit' (with a blue 'W' icon) and 'Driver's license' (with a red 'A' icon). Each item has a trash icon and a download icon to its right.

## Step 10

The online form will now display the **Application Summary** page where you can check the information you have entered. Use the tabs along the green bar to view all the information.

You will see that the top progress bar has updated to reflect the final steps needed to submit the application. Once you have reviewed the summary, scroll down and click **“Continue”**.



The screenshot shows the 'Application Summary' page with a progress bar at the top containing 'Application Summary', 'Declaration', 'Payment Details', and 'Email Receipt'. Below the progress bar, there are tabs for 'Applicant details', 'Application details', 'Upload documents', and 'Other details'. The 'Applicant details' section is expanded, showing fields for 'Personal details' (First name(s), Middle name(s), Last name(s), Email, Phone) and 'Postal address' (Address line 1, Suburb, Town or City, Region, Postal code, Country). A red box highlights the tabs. A red callout box with a lightbulb icon contains the following text:

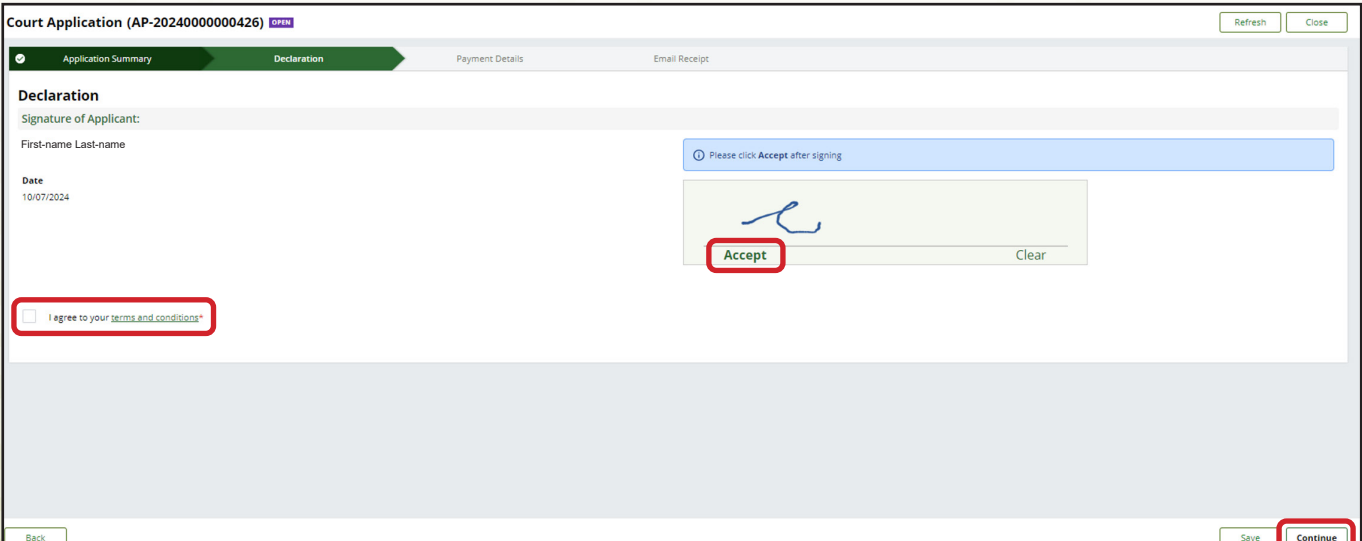
**TIP:** If you find a mistake while reviewing the **Application Summary**, send details of the error and the correct information to the Māori Land Court by email at [MLCTeWaharoa@justice.govt.nz](mailto:MLCTeWaharoa@justice.govt.nz).

## Step 11

Now on the **Declaration** page, you will need to provide a digital signature. Depending on your device/computer type, use either your mouse, finger, or electronic pen to sign your name in the pale green box.

When you add a signature in the box, the words **Accept** and **Clear** will appear. If you need to redo the signature, click the word **“Clear”** to reset the box. Once you are happy with the signature you have added, click the word **“Accept”**.

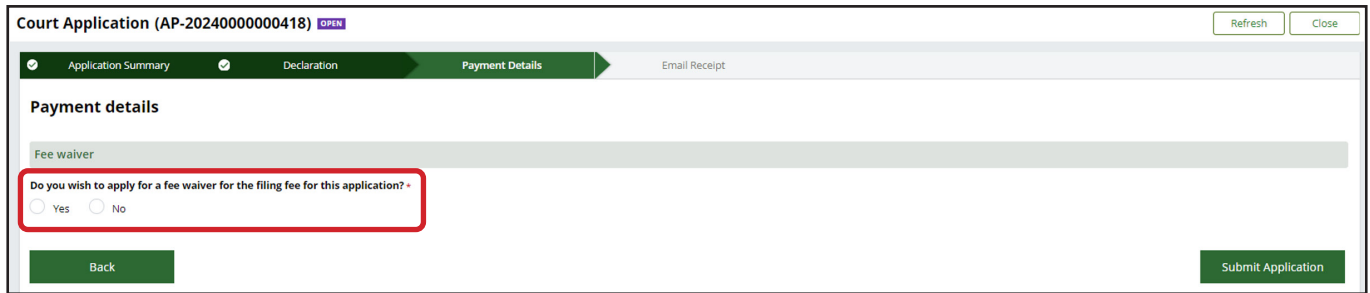
After accepting the signature, make sure to **tick the box** to agree to the terms and conditions, then click **“Continue”** in the lower right corner.



The screenshot shows the 'Declaration' page with a progress bar at the top containing 'Application Summary', 'Declaration', 'Payment Details', and 'Email Receipt'. The 'Signature of Applicant' section is visible, with a text input field for 'First-name Last-name' and a date field set to '10/07/2024'. A blue box contains the instruction 'Please click Accept after signing'. Below this is a pale green box for the signature, with a blue signature and the words 'Accept' and 'Clear' below it. A red box highlights the 'Accept' button. At the bottom left, there is a checkbox labeled 'I agree to your terms and conditions\*'. At the bottom right, there are 'Back', 'Save', and 'Continue' buttons, with 'Continue' highlighted by a red box.

## Step 12

Following this, the **Payment details** section will prompt you to indicate whether or not you wish to apply for a fee waiver for the application's filing fees .

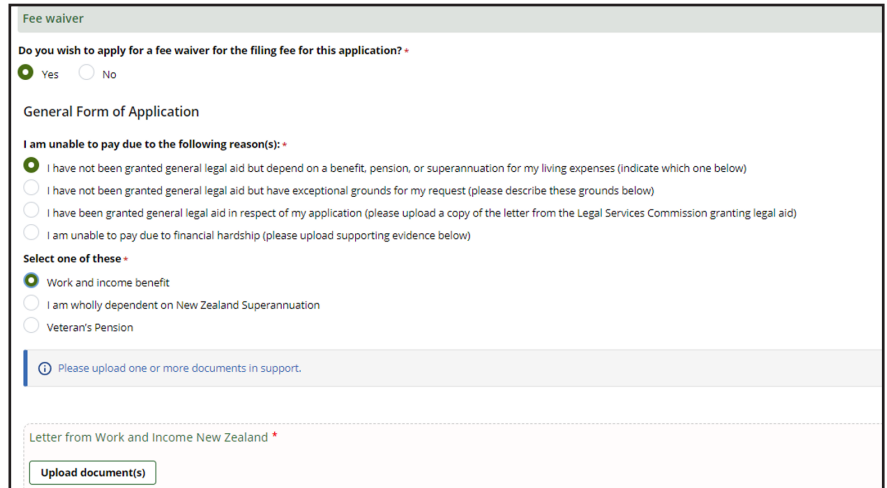


*If you select Yes:*

The page will display fields to fill in for the fee waiver application.

Applying for a fee waiver will require a supporting document to be uploaded.

Once you have completed the required fields for the fee waiver application, scroll down and click **“Submit Application”**.



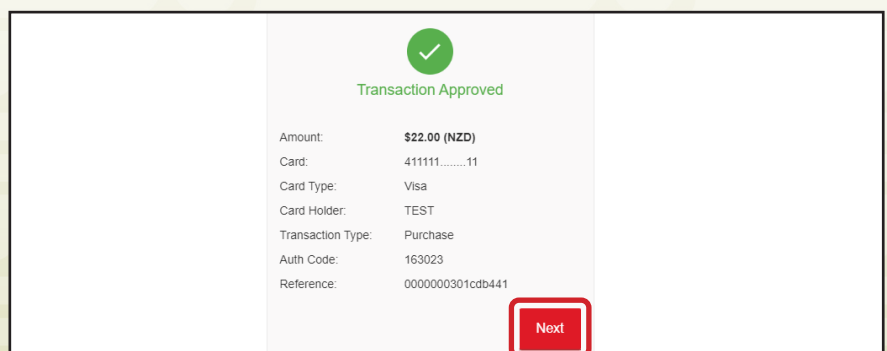
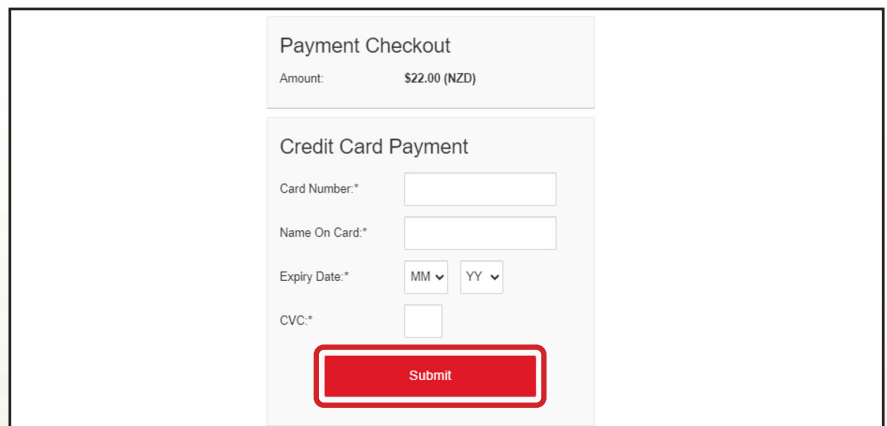
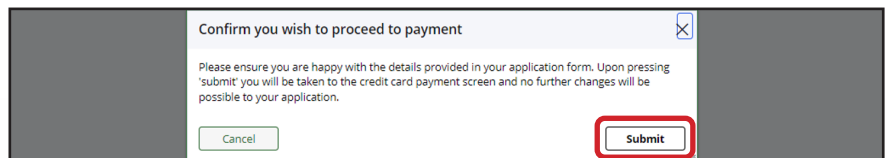
*If you select No:*

A pop-up box will ask you for confirmation that you are ready to proceed with the payment.

Selecting **“Submit”** will prompt the Payment Checkout area to display. Enter your payment details and press **“Submit”**.

Once the payment has been approved, click the red **“Next”** button.

*(Continued on next page.)*





(If you select **No**: Continued)

A green banner will display a confirmation that the transaction was successful. You can now click **“Submit Application”** in the lower right corner.

Payment Details

Transaction Successful. Thank you for your payment!

<b>Transaction ID</b> Pay-745946605	<b>Card Type</b> Visa
<b>Card Number</b> .....11	<b>Amount Paid</b> \$22.00
<b>Billing ID</b>	<b>Transaction Status</b> APPROVED
<b>Merchant Reference</b> MOJ-MLCPM-WORK AP-2024000000433	<b>Currency</b> NZD

Back Submit Application

On the final screen, check the name in the **Payment Made By** box is correct, you can change it if you need to. Select whether or not you would like to receive a copy of the receipt by email. If you select yes, enter your email address in the box provided. Once you are ready, click **“Submit”**.

Court Application (AP-2024000000433) OPEN Refresh Close

Application Summary Declaration Payment Details **Email Receipt**

<b>MOJ GST Number</b> 64 448 536	<b>Transaction Reference</b> Pay:745946605
<b>Application name</b> Application For A Search	<b>Payment Made By *</b> First-name Last-name
<b>Transaction Date</b> 17/07/2024	<b>Paid Amount</b> \$22.00

Do you wish to receive the copy of receipt over email ?  
 Yes  
 No

**Email \***  
no@noemail.com

Submit

### Step 13

After submitting the application, a green banner will confirm the submission and provide you with your application reference number.

Court Application (AP-2024000000433) INITIATE Refresh Close

Tēnā koe thank you for submitting your application. Your reference number for this application is AP-2024000000433. We will send you a confirmation email shortly.

**Application Details**

<b>Application ID :</b>	AP-2024000000433
<b>District :</b>	Waikato Maniapoto
<b>Status :</b>	Initiate
<b>Submitted DateTime :</b>	17/07/24 4:32 PM

**Summary of submitted application:**

Click the link below to view your court application document. Click the quick download button on the right to download a copy of your court application document.

Court\_Application 17-07-2024 1632.....

**What happens next?**

- The court will review your application and check your information against our records.
- You will receive a notification via email to inform you if your application has been accepted or refused by the court.
- We may need to get more information from you before we can accept your application. If we need more information, we will contact you via email.
- Please look on the [Website](#) for more information on the court procedures and what you should expect.

**Application Summary**

Application For A Search

Applicant details Application details Land Information Upload Documents Other details