Pātaka Whenua Step-By-Step Guides

Submitting an enquiry
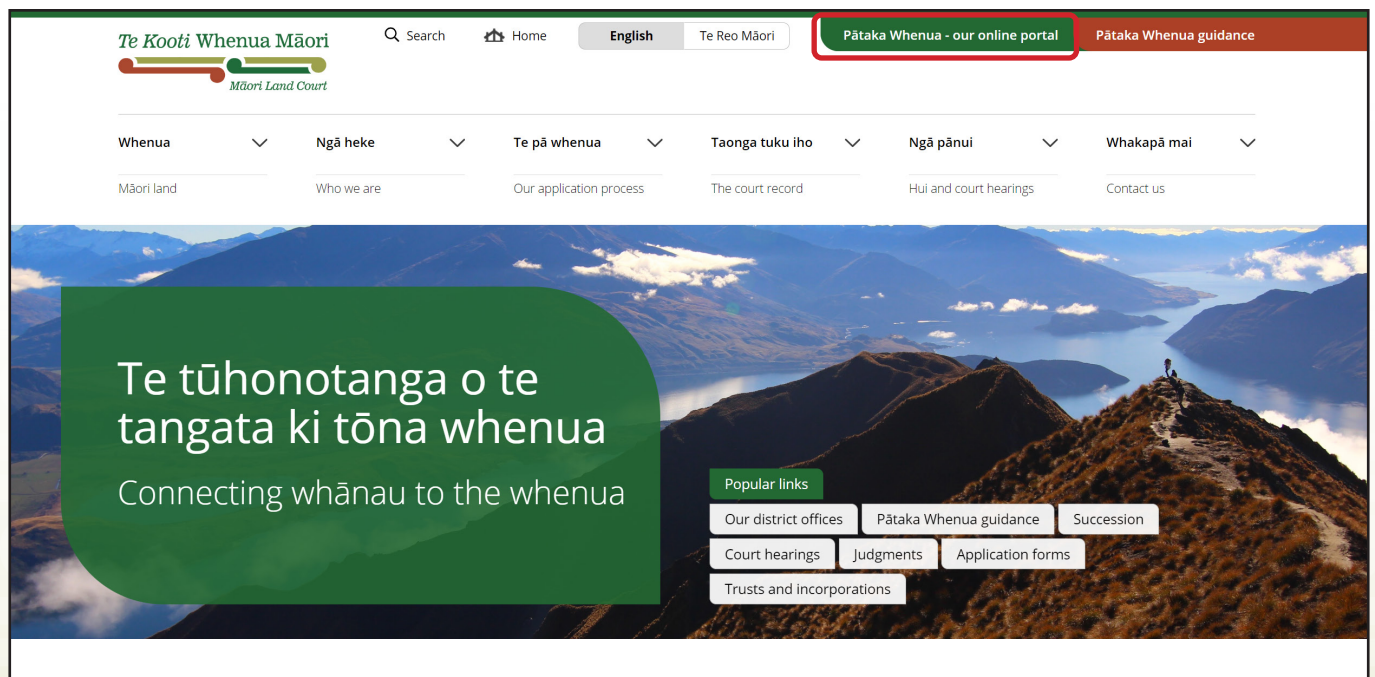
Date produced: 25 July 2024
Last modified: 25 July 2024

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

After logging in, registered users are able to save, close, and come back to the enquiry submission at a later time. Guest users do not have this option and entered enquiry 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.māorilandcourt.govt.nz** and click the green tab in the top right area labelled *"Pātaka Whenua – our online portal"*.

Submitting an enquiry

Step 1
Guest users: Get started by clicking *"Submit an enquiry"* on the Pātaka Whenua portal.

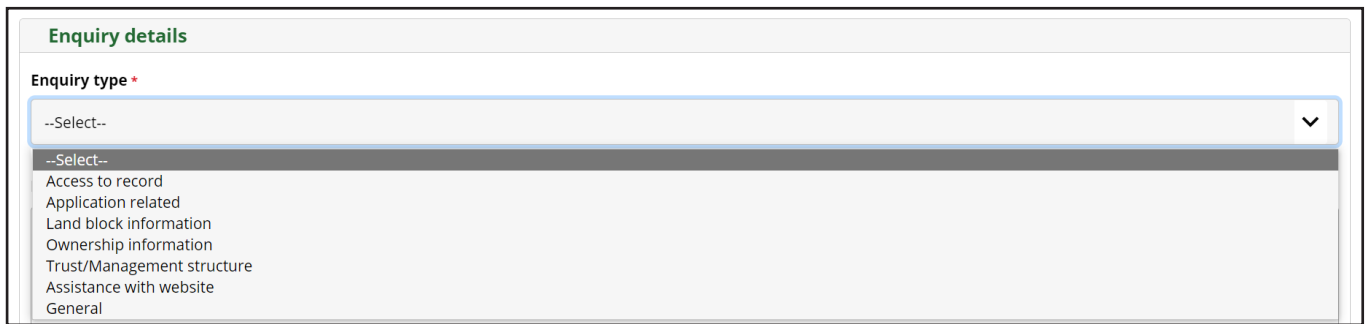*Registered users:* After logging into Pātaka Whenua, click on *"Enquiry"*.

Step 2
Using the boxes provided, fill in the requested personal and address details. If needed, you can use the *"Reset Enquiry Form"* and *"Refresh"* buttons in the top right corner to clear the boxes.

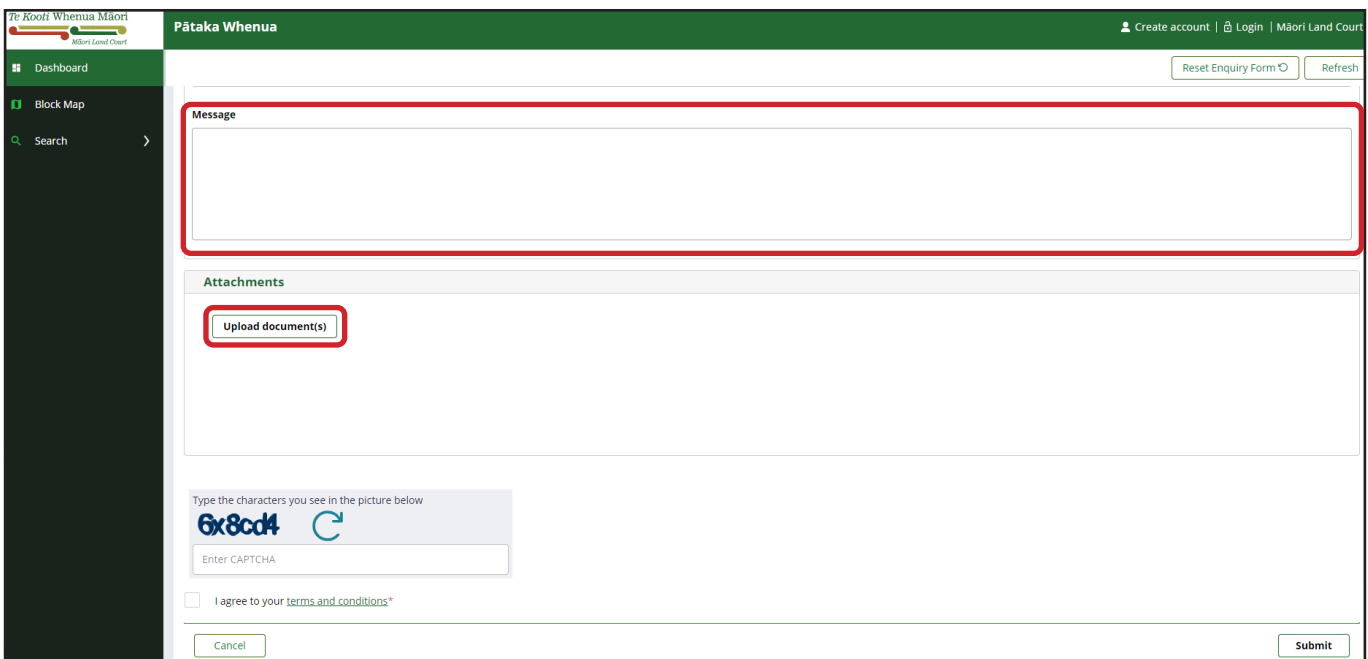**TIP:** Any fields with a red asterisk * must be filled in.

Step 3

Next, scrolling down the page, you will see the **Enquiry details** section. Using the drop-down box, select your **Enquiry type** from the available options.

Step 4

After selecting your enquiry type, you can use the **Message** box to write in the details and information relating to your enquiry. Below this, in the **Attachments** section, you can use the *"Upload document(s)"* button if you have any relevant files you would like to add.
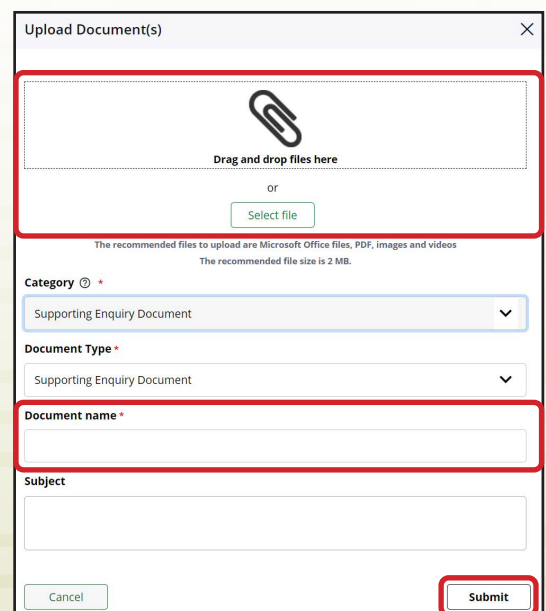

Step 5

Clicking *"Upload documents"* 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.

Below this, the **Category** and **Document Type** fields are automatically set to **Supporting Enquiry Document**.

You will need to enter the **Document name** into the box provided. Optionally, you can also type in any additional information about the file into the **Subject** box.

Once you are ready, click the *"Submit"* button to upload the file. You are able to add multiple files to your enquiry by repeating this process.
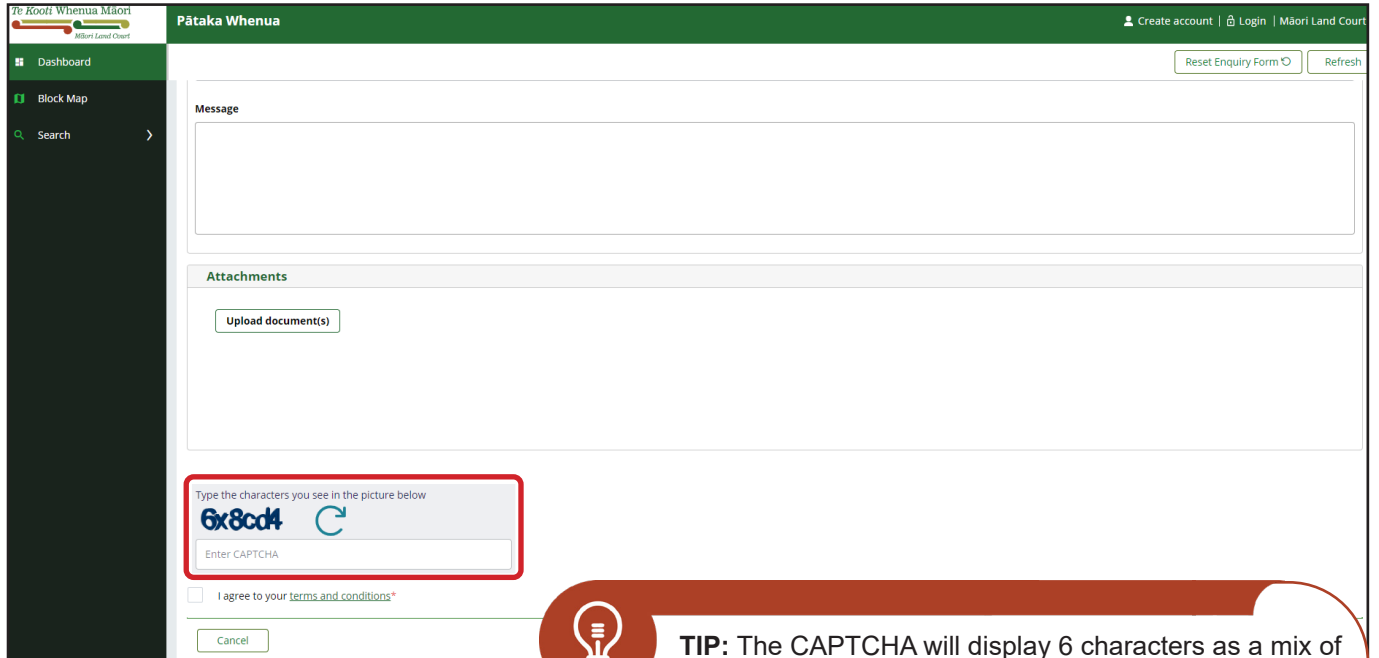
Step 6
Now that you have filled in the fields and added any files, you are ready to submit your enquiry.

Guest users: Before you can continue, you will need to complete the CAPTCHA by copying the displayed characters into the box provided.

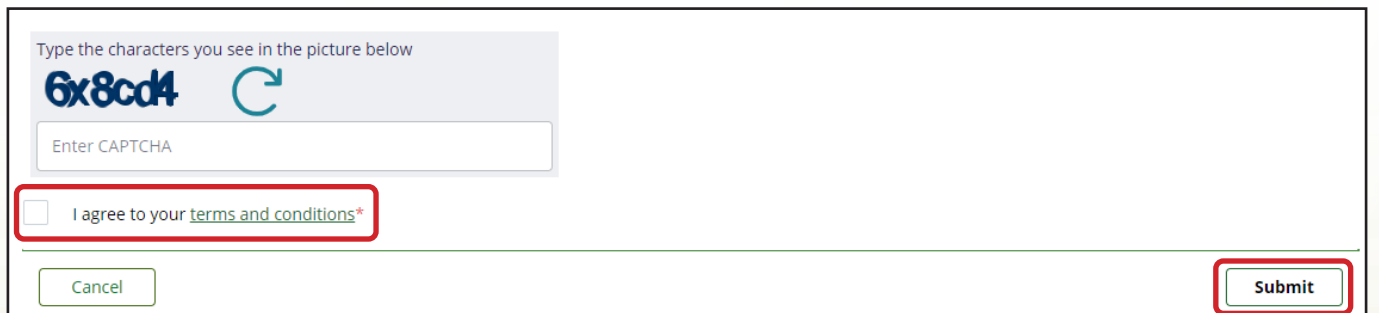*Registered users:* You do not need to complete a CAPTCHA and it will not appear on your screen.

TIP: The CAPTCHA will display 6 characters as a mix of letters and numbers. If the sequence is difficult to read you can click the circular arrow to generate a new one.

Step 7
Once you are ready, make sure to **tick the box** to agree to the terms and conditions, then click *"Submit"* to send your enquiry to the Māori Land Court.