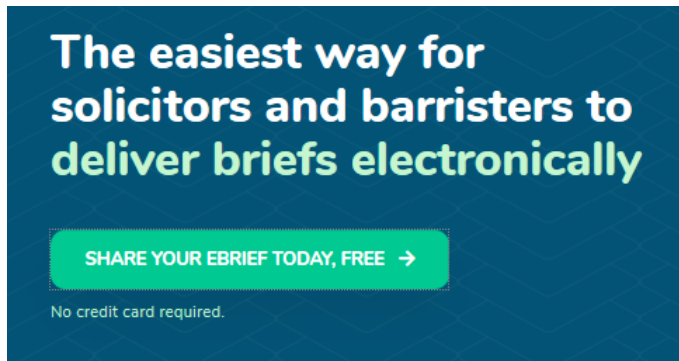


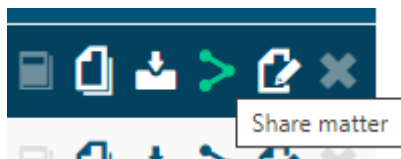
Please navigate to <https://www.ebriefready.com.au>

Once on the page, please click on this link below to register your details.

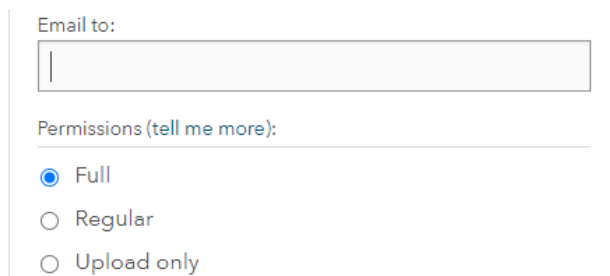


Once logged in, create a "new matter", you can upload documents from there (pdf only).

Once prepared (or at any stage really) you share the document to counsel (or anyone with an email you wish to view/download the documents).



Please allow "full" permission if possible, this allows counsel to download the documents.

A screenshot of a web form. At the top is a label "Email to:" followed by an empty text input field. Below this is a label "Permissions (tell me more):" followed by three radio button options: "Full" (which is selected), "Regular", and "Upload only".

**The eBrief system looks to see if there are any documents uploaded for the matter and informs the users involved in that matter. There is a delay of 30 minutes to allow multiple documents to be uploaded to save multiple notifications, the user is informed about a batch of documents which have been uploaded.

If a solicitor shares a matter with a barrister, the barrister will also be notified that they now can access that matter.

A barrister will always be notified when new documents are loaded on the system or they have been given access to a matter.