



# Pātaka Whenua Step-By-Step Guides

## Submitting an application

Date produced: 25 July 2024

Last modified: 16 December 2024

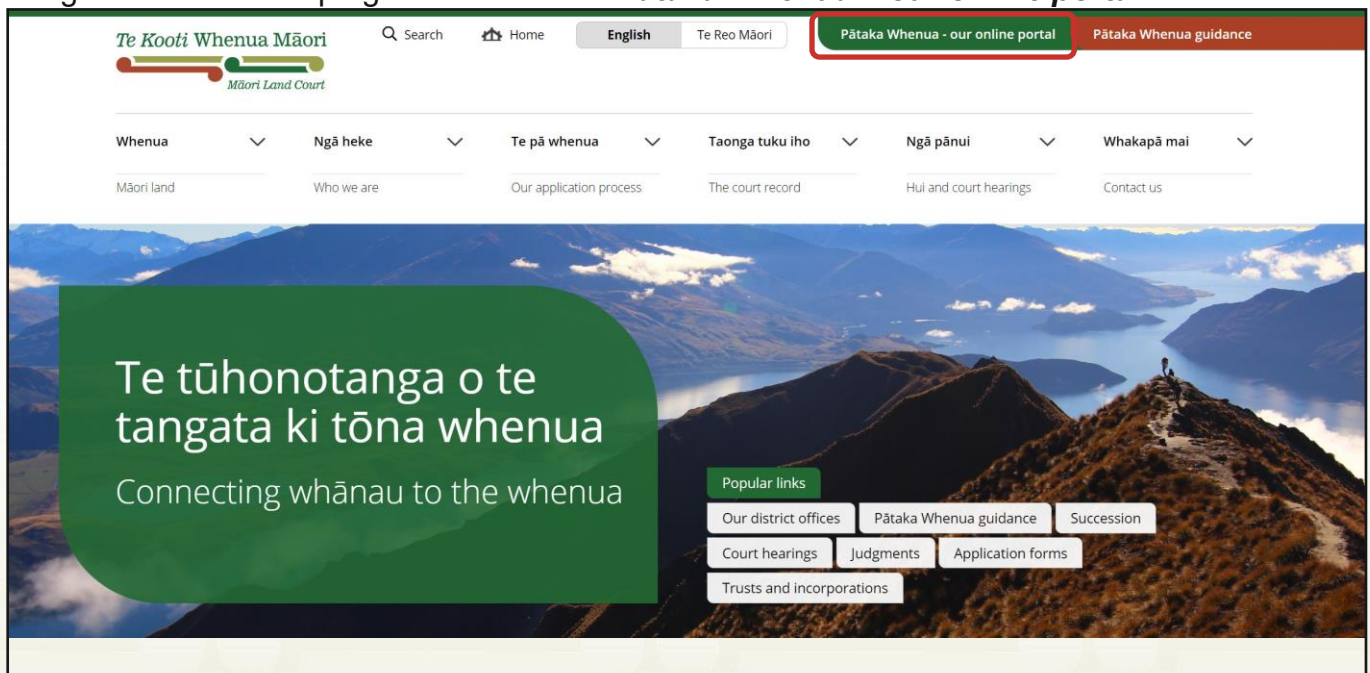
In the Pātaka Whenua portal, you can submit an application to the Māori Land Court regardless of whether you are a registered or guest user.

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**”.



## Submitting an application

### Step 1

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

The screenshot shows the Pātaka Whenua portal for guest users. The left sidebar contains links for Dashboard, Block Map, and Search. The main content area has a green header with the Pātaka Whenua logo and navigation links for Create account, Login, and Māori Land Court. Below the header, there is a 'Kia ora' greeting and a welcome message. A section titled 'You do not need to register or login to access Māori Land Information.' provides instructions on how to search for records. At the bottom, there is a table with four buttons: Register, Login, Submit an application (highlighted with a red box), and Submit an enquiry. Each button has a corresponding description of its function.

Register	Want to become a <b>registered user</b> of Pātaka Whenua? As a registered user you can track your application or enquiry and print reports.
Login	<b>Already registered?</b> Login to submit your applications or enquiry and track your progress.
Submit an application	Want to file an application <b>without registering</b> ? Click the button to continue as a guest user.
Submit an enquiry	<b>Need to ask us a question?</b> Click the button to submit an enquiry.

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

The screenshot shows the Pātaka Whenua portal for registered users. The left sidebar contains links for Dashboard, My land interest, Background Tasks, Block Map, and Search. The main content area has a green header with the Pātaka Whenua logo and a 'Verified' status. Below the header, there is a 'Kia Ora' greeting and links for Update profile and Update password. A section titled 'Create new' provides instructions on how to submit an enquiry or application. At the bottom, there is a table with two buttons: Enquiry and Application (highlighted with a red box). Below the table, there are tabs for Unsubmitted and Submitted. A red callout box with a lightbulb icon contains a tip: 'TIP: Registered users who have saved an application to continue later, can open it from the **Unsubmitted** tab on this page.'

Enquiry	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.

The screenshot shows the 'File your court application(s)' form. The left sidebar contains links for Dashboard, Block Map, and Search. The main content area has a green header with the Pātaka Whenua logo. Below the header, there is a section titled 'File your court application(s)' with a dropdown menu for 'Add application types' (highlighted with a red box). The dropdown menu lists various application types, including 'General Form of Application'. To the right of the dropdown menu, there is a 'Fee' field and a 'Start Application' button.

### 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.

**File your court application(s)**

Please select an application from the menu below  
For more information about application forms please go to the website <https://www.maorilandcourt.govt.nz/>

Application For Vesting Order

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.

**Start Application ->**

*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.

If your matter is not related to one of the Form 1 options available, you will need to complete the [General Form 1 application](#)

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

--Select--

- 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.

**Introduction** Applicant Details Application Details Hearing Details Upload Documents

ⓘ If your matter is not related to one of the Form 1 options available, you will need to complete the [General Form 1 Application](#).

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

Change your name in our records

**AMEND A NAME IN THE COURT RECORD**

Te Ture Whenua Māori Act 1993  
Section 87

**Get started**

Amend a name in the Court record

**Step 1** | Introduction > **Step 2** | Applicant Details > **Step 3** | Application Details > **Step 4** | Upload Documents > **Step 5** | Application Summary > **Step 6** | Payment > **Step 7** | Confirmation

Complete this application if you need to amend your name in our Court record.

**Before you start:**

Have you registered to use Māori Land Court online services?

If not, [Create an account](#) or [Login](#) if you're already registered

**Fees**

Application name	Fee
Amend a name in the court record	\$20.00

**To complete this application, you may need:**

Documents to upload

Name change evidence

Whakapapa information ( [click here](#) for template )

**Fee waiver**

ⓘ You may be eligible for a fee waiver. You will need to provide one of the following as evidence if you apply:

- ☒ Work and Income (WINZ) benefit
- ☒ New Zealand superannuation
- ☒ Veteran's pension
- ☒ Letter from legal aid
- ☒ Community Services Card
- ☒ Statement of financial means
- ☒ Letter from registered budget adviser

Cancel

## Step 5

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

Cancel Save **Continue**

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.

**Pātaka Whenua** Create account | Login | Māori Land Court >

Refresh Close

☒ Introduction **Applicant Details** Application Details Upload Documents

**Continue**

## 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' (which is active and highlighted in green), 'Application Details', and 'Upload Documents'. Below the tabs, the section is titled 'Applicant details'. A blue information icon with a question mark is followed by the text: 'You can add multiple applicants. However, you need to identify the primary applicant.' Below this, there is a red-bordered button labeled 'Add applicant'. The main content area is titled '1 Applicant(s)' and has a red-bordered trash bin icon in the top right corner. Under the heading 'Personal details', there are four input fields: 'First name(s) \*', 'Middle name(s)', 'Last name(s) \*', and 'Email \*'. Each of these fields has a red error message below it: 'Value cannot be blank'. There is also a 'Phone' input field. To the right of the 'Phone' field is a checkbox labeled 'Primary applicant?' which is checked with a green tick. Below the personal details, there is a section for 'Postal address' with three input fields: 'Address line 1 \*', 'Suburb', and 'Town or City'. At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Continue' (which is highlighted with 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' (which is active and highlighted in green), and 'Upload Documents'. Below the tabs, the section is titled 'Application details'. A blue information icon with a question mark is followed by the text: '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, there are two input fields: 'What is the name(s) you wish to change? \*' and 'What do you want to change your name to? \*'. Below these, there is a third input field: 'What land blocks are associated with your name? \*'.

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. It includes a progress bar at the top with steps: Introduction, Applicant Details, Application Details, Hearing Details (current), and Upload Documents. Below the progress bar, there is a heading 'Hearing details' and an information icon with the text: 'Please select the name of the Māori Land Court district in which you wish your application to be heard.' There are two dropdown menus: 'District' with 'Waiariki' selected, and '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. It includes a progress bar at the top with steps: Introduction, Applicant Details, Application Details, Hearing Details, and Upload Documents (current). Below the progress bar, there is a heading 'Upload documents' and an information icon with the text: 'You can upload multiple documents.' There are three categories for uploading documents: 'Death certificate or other evidence as to death', 'Marriage certificate or evidence of civil union or de facto relationship (if applicable)', and 'Other supporting evidence'. Each category has an 'Upload document(s)' button. A red box highlights the 'Upload document(s)' button under the 'Death certificate or other evidence as to death' category. 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”**.

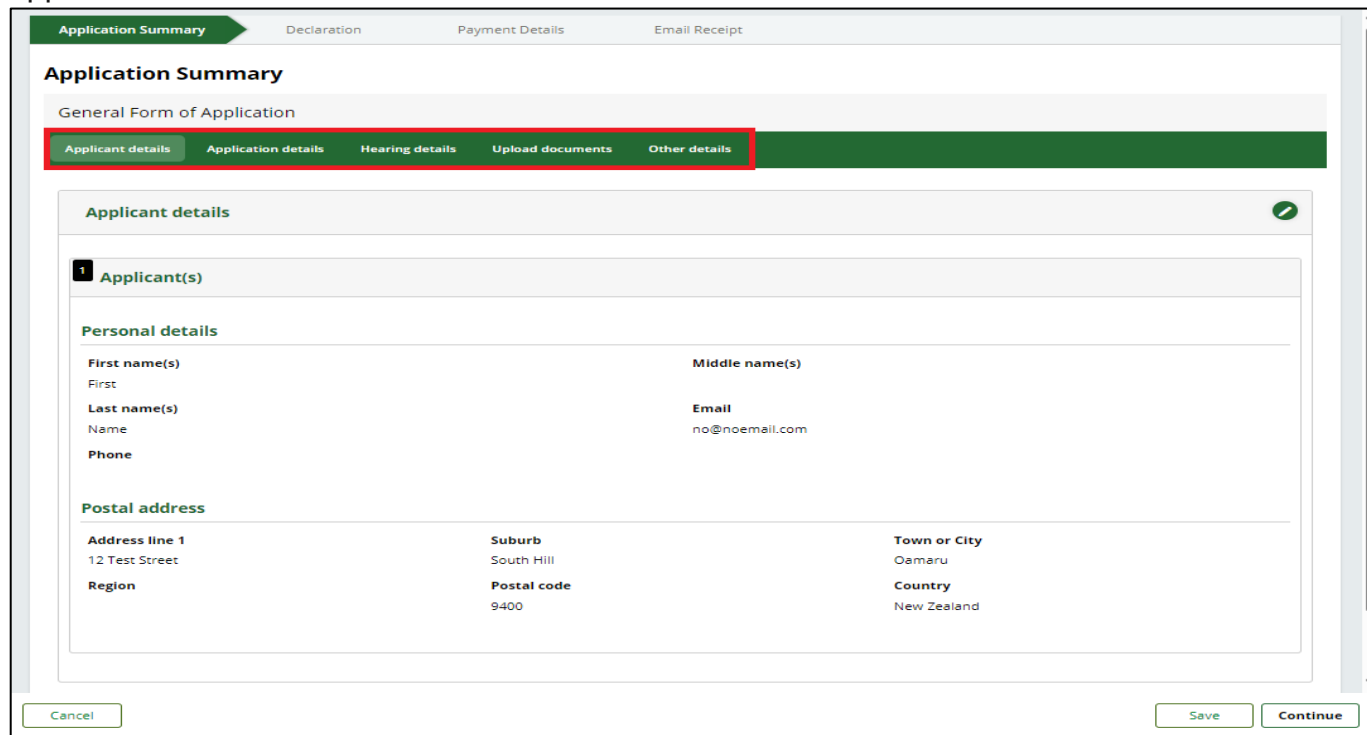
The screenshot shows the 'Attach file(s)' pop-up window. It has a close button (X) in the top right corner. The main area contains a large dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this is the word 'or' and a green button labeled 'Select file(s)'. At the bottom, there are two buttons: 'Cancel' and 'Attach' (highlighted with a red box).

The screenshot shows the 'Name change evidence' category in the 'Upload documents' section. It has a red asterisk next to the category name. Below the category name is an 'Upload document(s)' button. There are two document icons: a Word document icon labeled 'Affidavit' and a PDF icon labeled 'Driver's license'.

## 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.

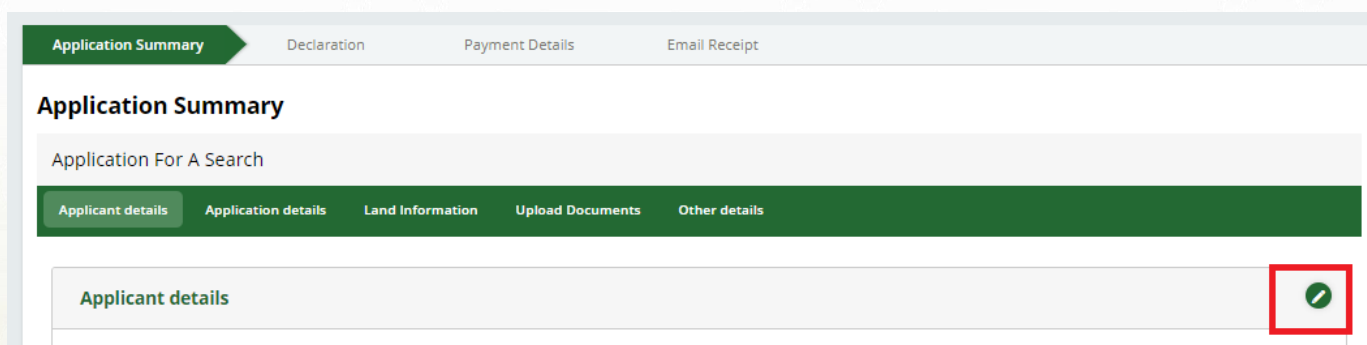
You will see that the top progress bar has updated to reflect the final steps needed to submit the application.



The screenshot shows the 'Application Summary' page. At the top, a progress bar has four tabs: 'Application Summary' (active), 'Declaration', 'Payment Details', and 'Email Receipt'. Below this, the 'Application Summary' section has a sub-header 'General Form of Application' and a green navigation bar with five tabs: 'Applicant details' (active), 'Application details', 'Hearing details', 'Upload documents', and 'Other details'. The 'Applicant details' section is expanded, showing a green pencil icon in the top right corner. Below this, the 'Applicant(s)' section is titled '1 Applicant(s)'. Under 'Personal details', there are fields for 'First name(s)' (First), 'Middle name(s)', 'Last name(s)' (Name), 'Email' (no@noemail.com), and 'Phone'. Under 'Postal address', there are fields for 'Address line 1' (12 Test Street), 'Suburb' (South Hill), 'Town or City' (Oamaru), 'Region', 'Postal code' (9400), and 'Country' (New Zealand). At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

## Step 11

If you find a mistake while reviewing the **Application Summary**, click on the **green pencil icon** to make the necessary amendments, then click **“Submit”**.



This screenshot shows the 'Application Summary' page with the title 'Application For A Search'. The green navigation bar has five tabs: 'Applicant details' (active), 'Application details', 'Land Information', 'Upload Documents', and 'Other details'. The 'Applicant details' section is expanded, and a green pencil icon in the top right corner is highlighted with a red square, indicating where to click to make amendments.

Once you have reviewed the summary page, scroll down and click **“Continue”** in the lower right corner.



This screenshot shows the bottom of the 'Application Summary' page. It features 'Cancel', 'Save', and 'Continue' buttons. The 'Continue' button is highlighted with a red square, indicating where to click to proceed.

## Step 12

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.

Court Application (AP-2024000000426) **OPEN**

Application Summary Declaration Payment Details Email Receipt

**Declaration**

Signature of Applicant:

First Name Last-name

Date  
10/07/2024

Please click Accept after signing

Accept Clear

☒ I agree to your terms and conditions

Back Save **Continue**

## Step 13

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.

Court Application (AP-2024000000418) **OPEN**

Application Summary Declaration **Payment Details** Email Receipt

**Payment details**

Fee waiver

Do you wish to apply for a fee waiver for the filing fee for this application? \*

☐ Yes ☐ No

Back Submit Application

*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”**.

Fee waiver

Do you wish to apply for a fee waiver for the filing fee for this application? \*

☒ Yes ☐ No

General Form of Application

I am unable to pay due to the following reason(s): \*

☒ I have not been granted general legal aid but depend on a benefit, pension, or superannuation for my living expenses (indicate which one below)

☐ I have not been granted general legal aid but have exceptional grounds for my request (please describe these grounds below)

☐ I have been granted general legal aid in respect of my application (please upload a copy of the letter from the Legal Services Commission granting legal aid)

☐ I am unable to pay due to financial hardship (please upload supporting evidence below)

Select one of these \*

☒ Work and income benefit

☐ I am wholly dependent on New Zealand Superannuation

☐ Veteran's Pension

Please upload one or more documents in support.

Letter from Work and Income New Zealand \*

Upload document(s)



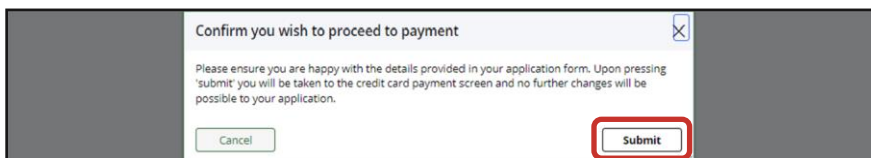
If you select **No**:

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.

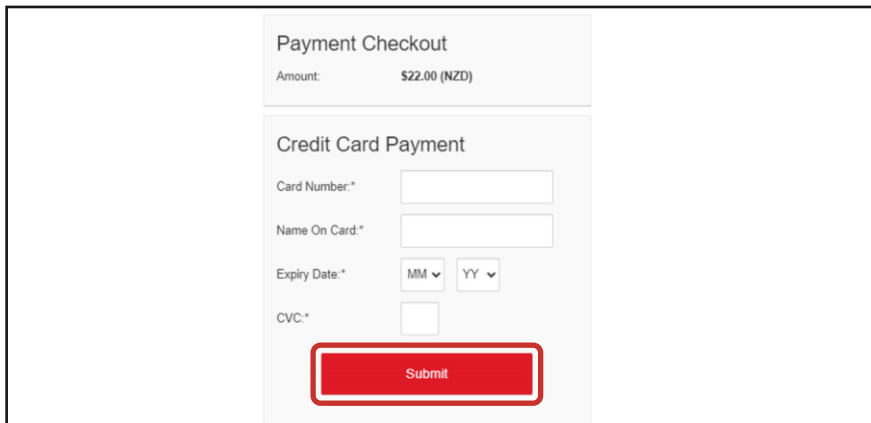
A green banner will display a confirmation that the transaction was successful. You can now click **“Submit Application”** in the lower right corner.



Confirm you wish to proceed to payment

Please ensure you are happy with the details provided in your application form. Upon pressing 'submit' you will be taken to the credit card payment screen and no further changes will be possible to your application.

Cancel Submit



Payment Checkout

Amount: \$22.00 (NZD)

Credit Card Payment

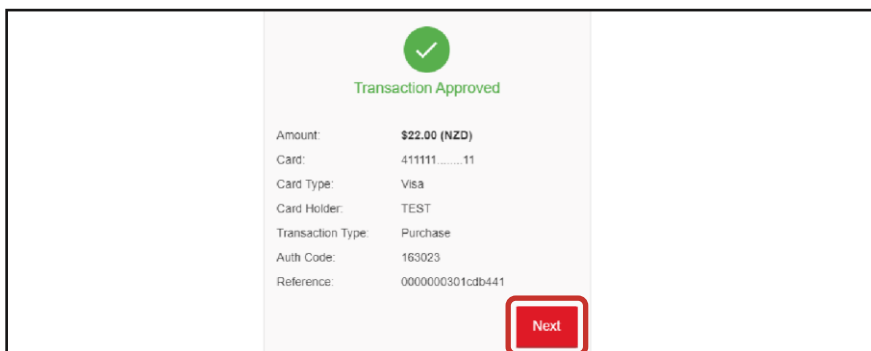
Card Number:\*

Name On Card:\*

Expiry Date:\*

CVC:\*

Submit



Transaction Approved

Amount: \$22.00 (NZD)

Card: 411111 ..... 11

Card Type: Visa

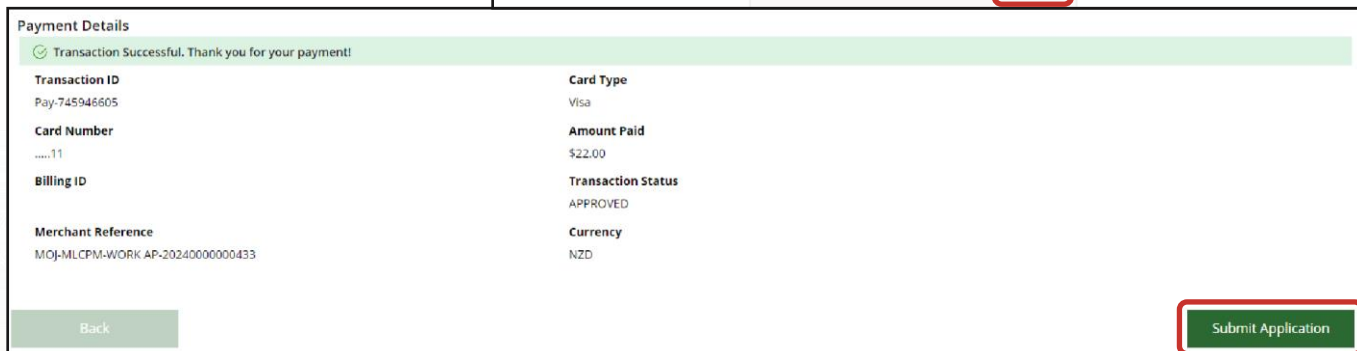
Card Holder: TEST

Transaction Type: Purchase

Auth Code: 163023

Reference: 0000000301cdb441

Next



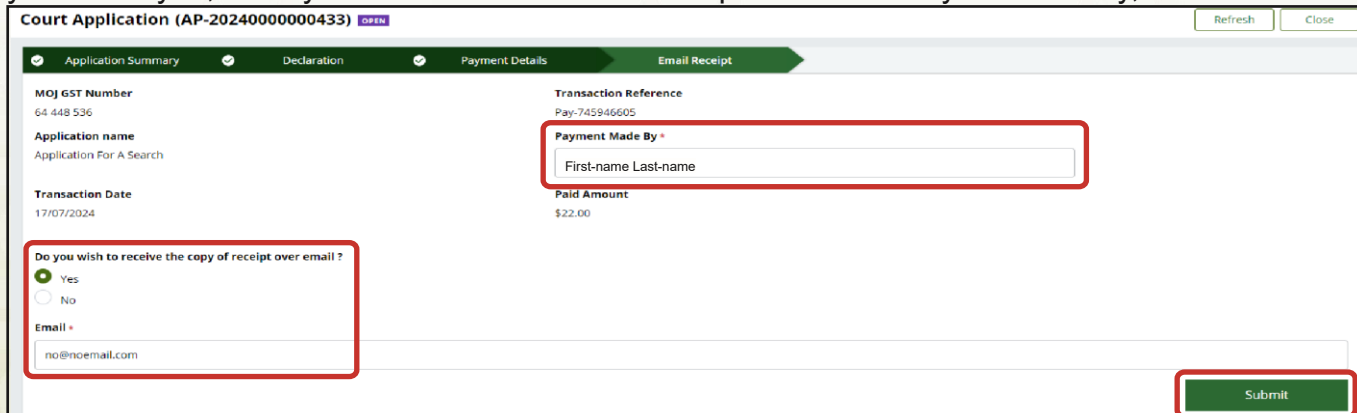
Payment Details

Transaction Successful. Thank you for your payment!

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

MOJ GST Number: 64 448 536

Application name: Application For A Search

Transaction Date: 17/07/2024

Transaction Reference: Pay-745946605

Payment Made By: First-name Last-name

Paid Amount: \$22.00

Do you wish to receive the copy of receipt over email?

☒ Yes ☐ No

Email: no@noemail.com

Submit

Step 14

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

Court Application (AP-20240000000433) INITIATE

Refresh

Close

Tēnā koe

thank you for submitting your application. Your reference number for this application is AP-20240000000433. We will send you a confirmation email shortly.

Application Details

Application ID :

AP-20240000000433

District :

Waikato Maniapoto

Status :


Initiate


Submitted DateTime :

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

Events

Linked entities

Application Summary

Application For A Search

Applicant details

Application details

Land Information

Upload Documents

Other details