

# Pātaka Whenua Step-By-Step Guides

# Submitting an enquiry

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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.

#### Step 1

#### Accessing Pātaka Whenua

In your web browser, visit the Māori Land Court website <u>www.māorilandcourt.govt.nz</u> 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".

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	Dashboard	Kia Ora	<b>O</b> Marifad
æ	My land interest	Update profile   Update password	e vermed
Ø	Background Tasks	Create new	
Ø	Block Map	Select <u>Enguiny</u> to submit an enguiny     Select <u>Application</u> to submit an application to the Marci Land Court	
٩	Search >	You can also email us on mistewaharoob@justice.govt.nz Enquiry Application	
		Unsubmitted <sup>®</sup> Submitted <sup>®</sup>	

#### Step 2

Māori Land Court

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.

Enter your enquiry details If you have chosen not to register, your enquiry detail Personal details	ils will not be saved if you leave the page or cancel.	
Enter your enquiry details If you have chosen not to register, your enquiry detail Personal details	Is will not be saved if you leave the page or cancel.	
If you have chosen not to register, your enquiry detail	ils will not be saved if you leave the page or cancel.	
Personal details		
First name(s) *	Middle name(s)	Last name(s) *
Email *	Phone	
Address details		
Address type		
Physical address	~	
Address line 1	Suburb	Town or City
Region	Postal Code	
		TIP: Any fields with a red asterisk
		must be filled in
	Email +  Address details  Address type  Physical address  Address line 1  Region	Email + Phone  Address details  Address type  Physical address  Address line 1  Region  Postal Code

#### 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 under each category.

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#### Step 4

Next, using the drop-down box, select your **District office**.

**Note**: Select the District office where most of the ownership (shares) of a person, trust or block is located.

inct Office *	
Select	~
Select	
Taitokerau - Whangārei	
Tamaki Makaurau - Auckland	
Waikato-Maniapoto – Hamilton	
Waiariki – Rotorua	
Tairāwhiti – Gisborne	
Tākitimu – Hastings	
Aotea – Whanganui	
Te Waipounamu – Christchurch	
Office of the Chief Registrar	
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# Step 5

Te Koo

After selecting your enquiry type and district office, 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.

Message			
Attachments			
Upload document(s)			
ti Whenua Māori			
		māorilandcourt.govt.	.nz 3
Maori Land Court		5	

#### Step 6

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.

	Ø	
	Drag and drop files here	
	or Select file	
The recommended	files to upload are Microsoft Office files, PDF, imag The recommended file size is 2 MB.	es and videos
Category 🗇 🔸		
Supporting Enquiry Docume	ent	~
Document Type *		
Supporting Enquiry Docume	ent	~
Document name *		

#### Step 7

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.

Milleri Land Court	Pātaka Whenua	로 Create account   현 Login   Māori Land Cour
Dashboard		Reset Enquiry Form O
Block Map	Message	
Q, Search >	Attachments Upload document(s)	
	Type the characters you see in the picture below           6x8cct4         C           Enter CAPTCHA         Iagree to your terms and conditions*	
		<b>TIP:</b> 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 8

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.

Type the characters you see in the picture below
Enter CAPTCHA I agree to your <u>terms and conditions</u> *
Cancel

