



# Pātaka Whenua Guidance

## Registered User Guide

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*Te Kōwhiri Whenua Māori*



*Māori Land Court*

# Registered User Guide

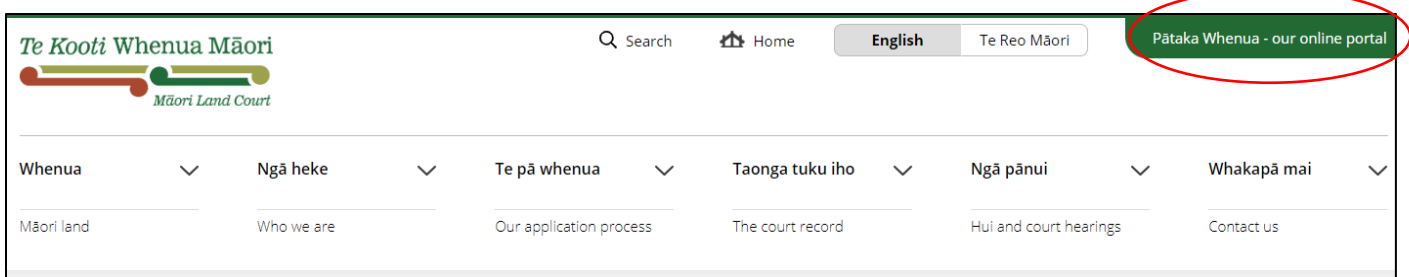
## Te Kooti Whenua Māori – Māori Land Court

Being a registered user means you can:

- Create and submit applications online
- Save and return to your incomplete applications
- Track progress on your applications
- Pay filing fees
- Submit enquiries
- Receive notifications on your applications and enquiries from the court
- Update your profile information

## Step 1

### 1.1 Click “Pātaka Whenua – our online portal” tab



### 1.2 Scroll down and click on “here” to get straight into Pātaka Whenua

**Pātaka Whenua - tā tātou tomokanga tuihono**  
Pātaka Whenua - our online portal

Pātaka Whenua is our online portal that gives you the ability to search and access Māori land information, submit an enquiry and file a Court application. You do not need to register to use Pātaka Whenua.

**If you do not need to view the user guides and just need to log in, you can do so [here](#).**

We want to make it easier for you to search through our records. Pātaka Whenua is our online portal where in the future, you will be able to search for documents including Minutes and Orders, from anywhere. No longer will you have to visit the Court, eliminating the process of manually searching through paperwork.

Until this is available online, you can access this information by emailing or visiting your [local office](#). To make a request, email [mlctewaharoa@justice.govt.nz](mailto:mlctewaharoa@justice.govt.nz) and note the minute book reference, OR the originating document, OR the reference and reference date.

As you get used to Pātaka Whenua, you may have some issues. The below links may be helpful as they contain user guides and troubleshooting on Pātaka Whenua.

**Please note:** there is a backlog with enquiries and emails as we work with the online portal. This means your response will be delayed. The user guides and troubleshooting provide helpful information on how to use the portal and how to troubleshoot any issues you may have.

### 1.3 Click “Create account”

The screenshot shows the Te Kooti Whenua Māori website interface. At the top right, the navigation bar contains the text "Create account | Login | Māori Land Court >". The "Create account" link is circled in red. The main content area is titled "Kia ora" and "Nau mai ki Te Kooti Whenua Māori." It features "Register" and "Login" buttons. Below this, there is a welcome message and a list of services available online, such as "ask us a question", "access Māori land information", and "file a Court application". There are also buttons for "Submit application as guest user" and "Submit enquiry".



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

## 1.4 Fill in the details to create your account

**Te Kōwhiri Whenua Māori**  
Māori Land Court

Pātaka Whenua

Create account | Login | Māori Land Court >

### Create an account

#### Personal details

**First name(s) \*** **Middle name(s)** **Last name(s) \***

First name Your middle name Your last name

**Password \*** **Confirm password \***

Password Confirm password

ⓘ Password must be minimum 10 characters, contain at least: 1 capital letter(s), 1 number(s) and 1 special character(s) (e.g. !@#\$%^&\*).

**Email \***

We will send an email to you as part of the registration process.

I agree to your [terms and conditions\\*](#)

Cancel Register

## Step 2

### 2.1 Enter the details in each field

### 2.2 Once completed, enter the CAPTCHA details located on the bottom right-hand side

**Te Kōwhiri Whenua Māori**  
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Pātaka Whenua

Create account | Login | Māori Land Court >

### Create an account

#### Personal details

**First name(s) \*** **Middle name(s)** **Last name(s) \***

Test Your middle name Account

**Password \*** **Confirm password \***

..... ..

ⓘ Password must be minimum 10 characters, contain at least: 1 capital letter(s), 1 number(s) and 1 special character(s) (e.g. !@#\$%^&\*).

**Email \***

no@nomail.com

Verify email

Type the characters you see in the picture below

mgkmnk

mgkmnk

I agree to your [terms and conditions\\*](#)

Cancel Register



**TIP:** Keep in mind that sometimes you might not be able to see all the characters in the CAPTCHA box. To resolve this issue, make sure your screen is on the default zoom (i.e., 100% zoom). For additional help, go to [Troubleshooting and other user guides](#) and click on the “Issues with the CAPTCHA verification” guide.

### 2.3 Once you have entered the CAPTCHA details, click “Verify email”

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

## Create an account

### Personal details

**First name(s) \***  **Middle name(s)**  **Last name(s) \***

**Password \***  **Confirm password \***

Password must be minimum 10 characters, contain at least: 1 capital letter(s), 1 number(s) and 1 special character(s) (e.g. @#%&\*~)

**Email \***

I agree to your [terms and conditions](#) \*

Type the characters you see in the picture below  
**mgkmmk**

## Step 3

3.1 A verification code will be sent to the email that you entered

3.2 Enter this code into the field and press “Verify”

**!** We have sent you the verification code in an email.  
Please check your email and enter the verification code to activate your account.

Value cannot be blank

Your verification code will remain active till 10 mins

If you didn't receive the email, **please re-enter** your email address and click the **verify email** button.

3.3 Pātaka Whenua will automatically pick a “Username” for you. This is usually your email *without* the “domain”. For example, if your email is “māorilandcourt123@justice.govt.nz”, then Pātaka Whenua will pick your Username as “māorilandcourt123”.

3.4 You can change your “Username” if you prefer a different one. Do this by typing it in the “Username” field as shown below:

The screenshot shows a registration form with a green header. At the top, a green checkmark icon is followed by the text: "Congratulations your email has been verified. Please continue with Security details below and complete process". Below this is a text input field for the "Username" with a red circle around it. The placeholder text in the field is "You.can.choose.your.name". Underneath is the "Security Details" section, which includes a heading "Security details helps us with the process of your account" and two dropdown menus for "Security question 1" and "Security question 2", both with "Select" as the current choice. At the bottom left, there is a checked checkbox and the text "I agree to your [terms and conditions](#)". At the bottom right, there are two buttons: a grey "Cancel" button and a white "Register" button with a red circle around it.

3.5 Fill in the “Security Details” section and answer each security question.

3.6 **KIA MATAARA!** Make sure that you **remember** your Username and the answers to the two security questions – write them down somewhere if you need to.

3.7 When you are happy with your “Username” and have answered each security question, click “Register”

3.8 Click “Login”. You should now be able to login to Pātaka Whenua by entering your Username and password

