



## File a new Search Warrant

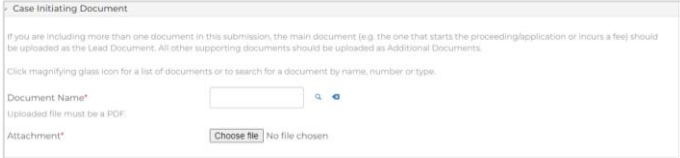
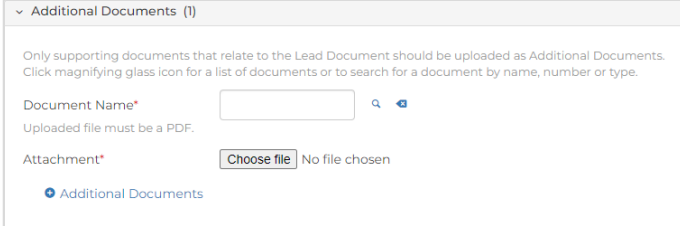
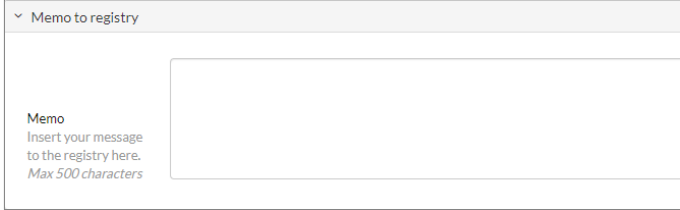
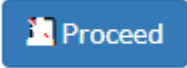
This quick reference guide includes instructions on:

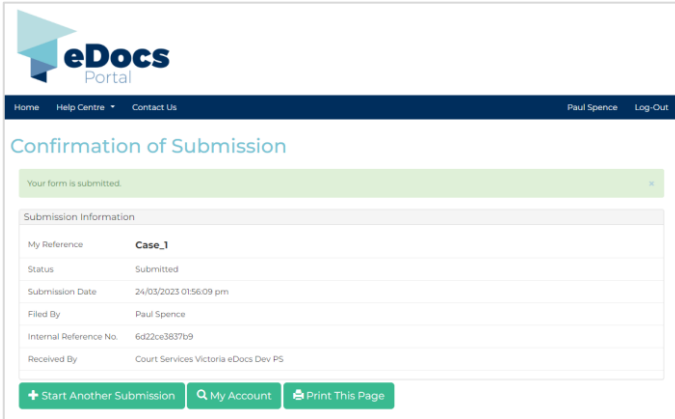
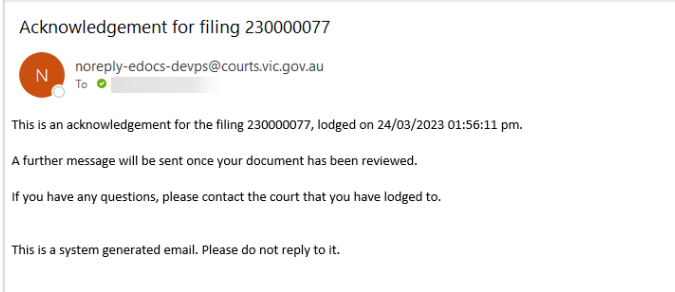
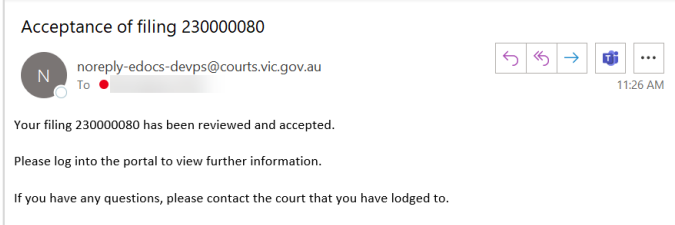
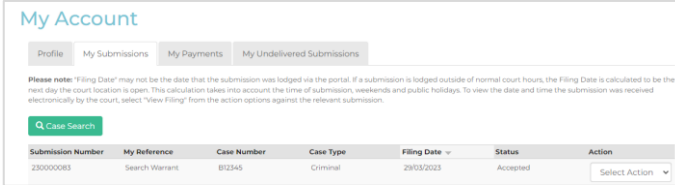
- how to file a **Search Warrant** for Victoria Police.

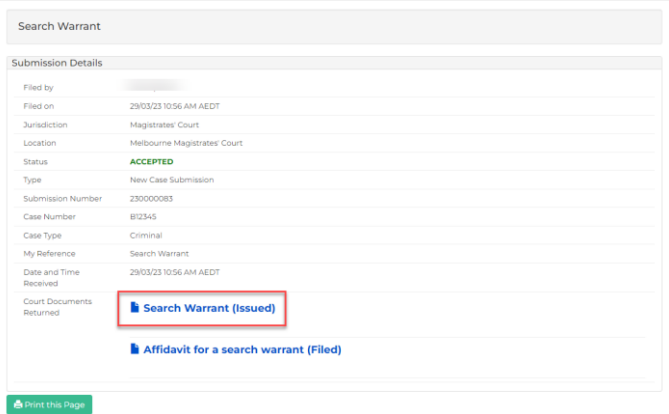
**Please note:** References to ‘submission’ on the eDocs Portal, and in related documentation, refers to the process of electronically filing a document through the portal and should not be confused with other definitions related to ‘submission’ in a legal context.

**Before you begin:** Download the forms to submit, complete them and save them as PDFs. Continue to visit wherever you download, create or source your documents from (such as the MCV, ChCV or VOCAT websites). If you are a member of an organisation using the eDocs portal - you may continue to access the forms from your organisation’s document management system.

Step	Action	Result
1.	On the <b>eDocs Portal Homepage</b> , click <b>File New Case</b> .	 <p>The <b>File New Case</b> page is displayed.</p>
2.	In the <b>My Reference</b> field, create a reference.	Type a reference that is meaningful to you. It can be any combination of numbers, letters or symbols.
3.	Complete the <b>Case Information Section</b> .	<ul style="list-style-type: none"> <li>• Jurisdiction: <b>Magistrates’s Court</b></li> <li>• Case Type: <b>Criminal</b></li> <li>• Location: <b>Where the warrant will be considered</b></li> </ul> <p><i>Note: If application is made after hours, location must be Melbourne..</i></p>
4.	Do not complete <b>Hearing Information (if applicable)</b> field.	This field is not applicable for <b>Search Warrants</b> .
5.	If required, add <b>Additional Email</b> .	<p>The additional email address must belong to someone within your organisation.</p> <p>If an additional email is entered, this email address will be notified if the document is rejected or partially accepted.</p> 

Step	Action	Result
6.	Add the <b>Search Warrant</b> in the <b>Case Initiating Document</b> field.	Type: <b>Search Warrant</b> in the <b>Document Name</b> field. Alternatively, click the <b>Search</b> icon to display the list of available documents.  Once you've selected the document type, click <b>Choose File</b> to upload the unsigned document.
7.	Click heading name to display <b>Additional Documents</b> panel.  <b>Tip:</b> An <b>Affidavit for a search warrant</b> must be included in search warrant filing.	Type: <b>Affidavit for a search warrant</b> in the <b>Document Name</b> field. Alternatively, click the <b>Search</b> icon to display the list of available documents.  Once you've selected the document type, click <b>Choose File</b> to upload the unsigned document.
8.	Do not complete the following fields: <ul style="list-style-type: none"> <li>• <b>Does an exemption exist to the fee to be paid?</b></li> <li>• <b>Are you applying to waive the fee?</b></li> </ul>	<b>Note:</b> There are no fees applicable for <b>Search Warrants</b> .
9.	If required, add a note to the court.	Enter a memo or message to accompany your filing. The memo is restricted to a maximum of 500 characters. 
10.	Click the <b>Proceed</b> button.	

Step	Action	Result
11.	The <b>Confirmation of Submission</b> page displays	
12.	You will also receive a confirmation email.	
13.	Your document is now available to view in <b>My Account</b> . For more information, see the Quick Reference Guide <i>Viewing Previously Filed Documents</i> .	<p>Status of the document is now <b>Pending Review</b>. Once the court has reviewed your document, you'll receive further email confirmation of filing decision.</p> 
14.	After receiving an email stating the result of your filing, open <b>My Account</b> screen and click on <b>My submissions</b> tab.	<p>Status of Search warrant displays in <b>Status</b> column:</p> 

Step	Action	Result
15.	If your filing has been accepted, in <b>Action</b> menu, select <b>View Filing</b> .	<p>Click on <b>Search Warrant (Issued)</b> link to access signed Search Warrant to print and execute:</p> 
16.	If your filing has been rejected, in <b>Action</b> menu, select <b>View Filing</b> .	<p>Click on <b>Search Warrant (Rejected)</b> link to view reasons for rejection.</p> 