

## 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>	File New Case The <b>File New Case</b> page is displayed.
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</b> Section.	<ul> <li>Jurisdiction: Magistrates's Court</li> <li>Case Type: Criminal</li> <li>Location: Where the warrant will be considered</li> <li>Note: If application is made after hours, location must be Melbourne</li> </ul>
4.	Do not complete <b>Hearing</b> Information (if applicable) field.	This field is not applicable for <b>Search Warrants</b> .
5.	lf required, add <b>Additional</b> Email.	The additional email address must belong to someone within your organisation. If an additional email is entered, this email address will be notified if the document is rejected or partially accepted.

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Step	Action	Result
6.	Add the <b>Search Warrant</b> in the <b>Case Initiating Document</b> field.	Type: Search Warrant in the Document Name field. Alternatively, click the Search icon to display the list of available documents.
7.	Click heading name to display Additional Documents panel. Tip: An Affidavit for a search warrant must be included in search warrant filing.	Type: Affidavit for a search warrant in the Document Name field. Alternatively, click the Search icon to display the list of available documents. Additional Documents (1) Only supporting documents that relate to the Lead Document should be uploaded as Additional Documents. Click magnifying glass icon for a list of documents or to search for a document by name, number or type. Document Name* Uploaded file must be a PDF. Attachment* Choose file No file chosen Additional Documents Once you've selected the document type, click Choose File to upload the unsigned document.
8.	<ul> <li>Do not complete the following fields:</li> <li>Does an exemption exist to the fee to be paid?</li> <li>Are you applying to waive the fee?</li> </ul>	<u>Note:</u> 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.          * Memo         Insert your message         to the registry here.         Max 500 characters
10.	Click the <b>Proceed</b> button.	Proceed

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Step	Action	Result
11.	The <b>Confirmation of Submission</b> page displays	Norm       Nor Contract Us       Contact Us       Paul Spence       Log Cut         Norm Insubmitted       Submitsion Information         Submitsion Information       Case_1       s         Status       Submitted       s         Submitsion Date       24/02/2023 015609 pm       Relevence         Finded by       Paul Spence       Information         Finded by       Court Services Victoria eDocs Dev P5       Exelved by         Court Arother Submitsion       Q: My Account       Merint This Page
12.	You will also receive a confirmation email.	Acknowledgement for filing 230000077
13.	Your document is now available to view in <b>My Account</b> . For more information, see the Quick Reference Guide Viewing Previously Filed Documents.	Status of the document is now Pending Review. Once the court has reviewed your document, you'll receive further email confirmation of filing decision. Acceptance of filing 23000080 noreply-edocs-devps@courts.vic.gov.au noreply-edocs-devps@courts.vic.gov.au vour filing 23000080 has been reviewed and accepted. Please log into the portal to view further information. If you have any questions, please contact the court that you have lodged to.
14.	After receiving an email stating the result of your filing, open My Account screen and click on My submissions tab.	Status of Search warrant displays in Status column:         My Account       My Submission       My Underlayered Submissions         Res rate, "For Unit "my rot be the date that the advention to budget of the parts of a submission"       Automatic advention of the submission is todget outside of normal court hourt, the filing Date is calculated to be the date budget outside of normal court hourt, the filing Date is calculated to be the date budget outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside of normal court hourt, the filing Date is calculated to be the date outside outs

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Step	Action	Result
15.	If your filing has been accepted, in <b>Action</b> menu, select <b>View</b> <b>Filing</b> .	Click on <b>Search Warrant (Issued)</b> link to access signed Search Warrant to print and execute:
		Search Warrant
		Submission Details         Filed on       2803/251056 AM AEDT         Junisdiction       Magistrater Court         Status       ACCEPTED         Type       New Case Submission         Status       ACCEPTED         Type       New Case Submission         Submission Number       28020008         Case Number       2802008         Case Number       2802008         Real Time       28020208 AM AEDT         Reared       28020208 AM AEDT         Reared       28020208 AM AEDT         Reared       28020208 AM AEDT         Reared       Search Warrant (Issued)         Affidavit for a search warrant (Filed)
16.	If your filing has been rejected, in <b>Action</b> menu, select <b>View</b> <b>Filing</b> .	Click on Search Warrant (Rejected) link to view reasons for rejection.