

Filing a document to initiate a new case


This quick reference guide includes instructions on:


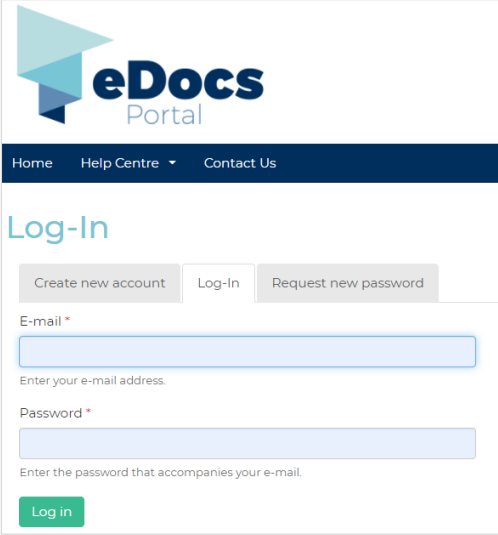

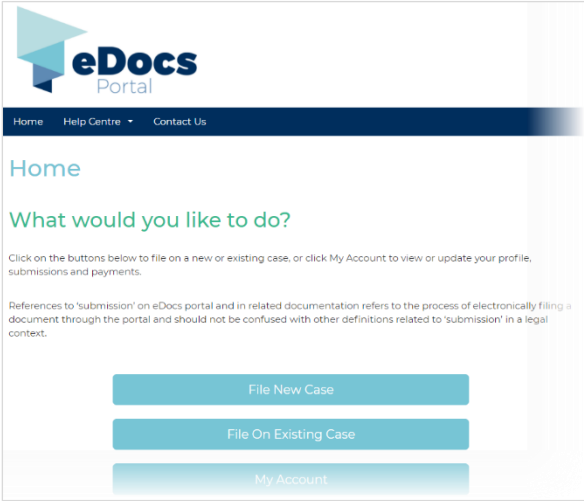
- how to file a document to initiate a case.

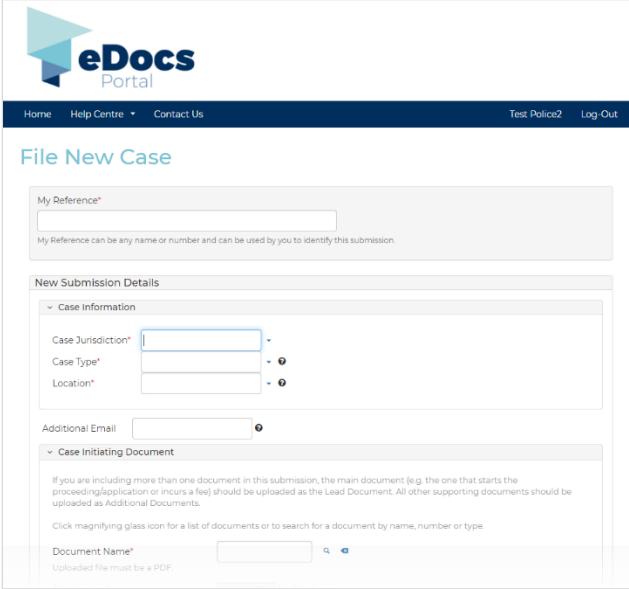
Please note: This Quick Reference Guide is only for filing documents where a case does not already exist. If the case exists, see Quick Reference Guide *Adding Documents to an Existing Case*.


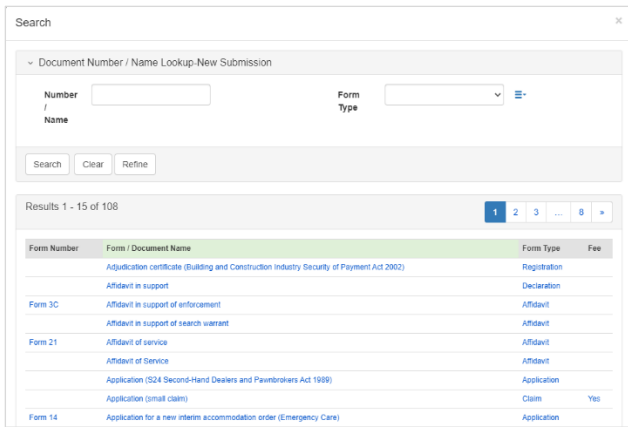
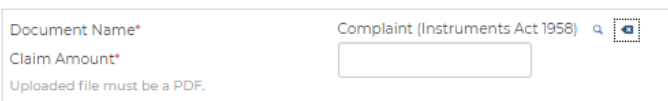
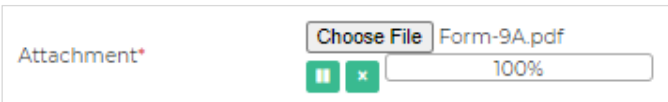
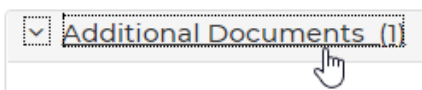
Also note: References to ‘submission’ on the eDocs Portal, and in related documentation, refers to the process of electronically filing a document through the portal and should not be confused with other definitions related to ‘submission’ in a legal context.

Before you begin: Download the forms you are filing, 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.


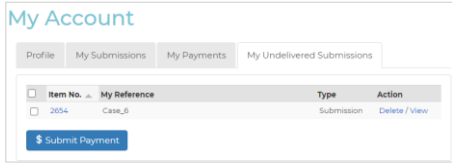
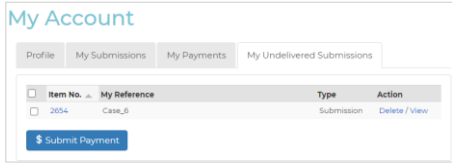
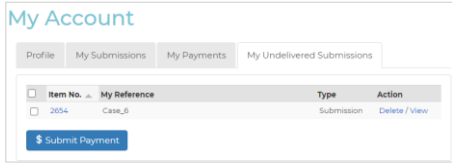
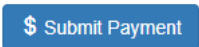
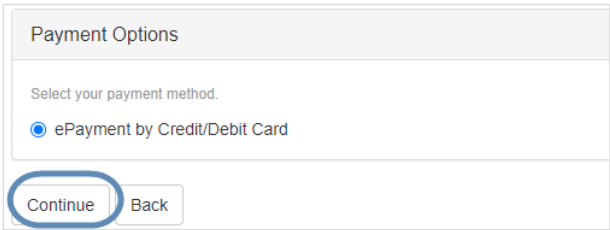
Step	Action	Result
1	Go to: https://edocsportal.courts.vic.gov.au	The eDocs Portal page displays: 

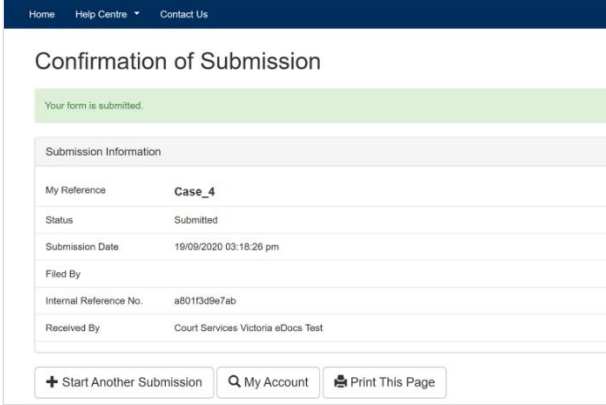
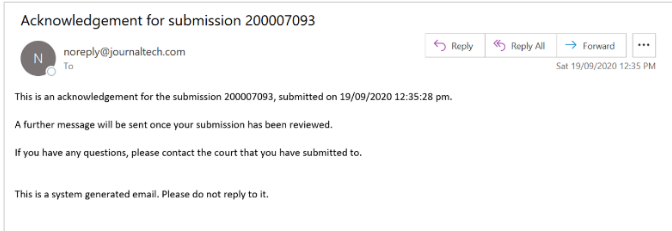
Step	Action	Result
2	<p>Click: Log-in</p> 	<p>The eDocs Log-In page displays:</p> 
3	<p>Type your username and password and click: Login</p> 	<p>The eDocs User Home page displays:</p> 

Step	Action	Result								
4	<p>On the eDocs Portal Home page, click: File New Case.</p> <div data-bbox="284 443 679 499" style="border: 1px solid #0070c0; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">File New Case</div>	<p>The File New Case page displays:</p> 								
5	<p>Complete the fields:</p> <table border="1" data-bbox="284 1093 1409 1753"> <thead> <tr> <th data-bbox="284 1093 592 1153">In this field ...</th> <th data-bbox="592 1093 1409 1153">Type this information ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1153 592 1245">My reference</td> <td data-bbox="592 1153 1409 1245">A reference that is meaningful to you. It can be any combination of numbers, letters or symbols.</td> </tr> <tr> <td data-bbox="284 1245 592 1438">Case information</td> <td data-bbox="592 1245 1409 1438"> <ul style="list-style-type: none"> • Jurisdiction: What type of court? • Case Type: What type of case? • Location: Where do you want the case to be heard? <p>Note: Some locations are not applicable for some Case Types.</p> </td> </tr> <tr> <td data-bbox="284 1438 592 1753">Additional email</td> <td data-bbox="592 1438 1409 1753"> <p>Type another email address if you are likely to be away, for example: you are going on leave and you require another member of your organisation to also be advised of the outcome of your filing if it has been rejected or partially accepted.</p> <p>Notes:</p> <ul style="list-style-type: none"> • eDocs will only send an email to the additional email address for rejected or partially accepted filings. • This additional email address should belong to your organisation. </td> </tr> </tbody> </table>	In this field ...	Type this information ...	My reference	A reference that is meaningful to you. It can be any combination of numbers, letters or symbols.	Case information	<ul style="list-style-type: none"> • Jurisdiction: What type of court? • Case Type: What type of case? • Location: Where do you want the case to be heard? <p>Note: Some locations are not applicable for some Case Types.</p>	Additional email	<p>Type another email address if you are likely to be away, for example: you are going on leave and you require another member of your organisation to also be advised of the outcome of your filing if it has been rejected or partially accepted.</p> <p>Notes:</p> <ul style="list-style-type: none"> • eDocs will only send an email to the additional email address for rejected or partially accepted filings. • This additional email address should belong to your organisation. 	
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Step	Action	Result
6	<p>Identify and select the Case Initiating Document.</p> <p>This is the main document that you're using to initiate the case.</p> <p>If you:</p> <ul style="list-style-type: none"> Know the document name, begin typing and select from the suggested list Do not know the document name, click the search icon: 	<p>For example:</p> 
7	<p>Depending on the type of case you are initiating, the system may prompt you for further details, for example: a claim amount, or if multiple charges are being laid, etc.</p> <p>Complete these additional mandatory fields, if any.</p>	<p>Additional mandatory fields may display:</p> 
8	<p>Once you've selected the document type:</p> <ul style="list-style-type: none"> click: Choose File in File Explorer navigate to, and select, the file to upload click: Open 	<p>The file uploads.</p> <p>When the file has successfully uploaded, the:</p> <ul style="list-style-type: none"> name of the document displays beside the button the progress bar displays 100% 
9	<p>If required, add further documents, in the Additional Documents panel, click: Additional Documents</p>  <p>Note: Only add further documents if they relate to the original documentation and the same case.</p>	<p>Further fields display to allow you to upload an additional document.</p>

Step	Action	Result						
10	<p>Are you applying for a fee exemption?</p> <table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Select: Yes Go to step 11</td> </tr> <tr> <td>No</td> <td>Go to step 12</td> </tr> </tbody> </table>	If ...	Then ...	Yes	Select: Yes Go to step 11	No	Go to step 12	<p>Does an exemption exist to the fee to be paid? <input type="text" value="Yes"/></p> <p>A fee applies to the submission of this document. If this submission is exempt from payment of the relevant fee under the <i>Magistrates' Court (Fees) Regulations 2012</i> or other legislation, select Yes to the question, <i>Does an exemption exist to the fee to be paid?</i> Upon selection, you will be asked to provide the reason(s) why the submission is exempt pursuant to the legislation.</p> <p>A registrar will review your reasons and determine whether the submission has a fee exemption. Where it is determined that the submission is not exempt, the registrar will reject your document and you will be required to pay the fee applicable.</p>
If ...	Then ...							
Yes	Select: Yes Go to step 11							
No	Go to step 12							
11	Type for reason for the fee exemption.	<p>Reason for Exempt selection*</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>						
12	<p>Are you applying to waive the fee?</p> <table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Select: Yes Go to step 13</td> </tr> <tr> <td>No</td> <td>Go to step 14</td> </tr> </tbody> </table>	If ...	Then ...	Yes	Select: Yes Go to step 13	No	Go to step 14	<p>Are you applying to waive the fee? <input type="text" value="Yes"/></p> <p>A fee waiver can only be applied for if the Case Type is Civil (including General, Industrial and WorkCover) or the document to be submitted is a <i>Request for copy of audio recording</i>.</p> <p>If your current financial circumstances mean that payment of the fee would cause you financial hardship, you may apply to have this fee waived. To do this, select Yes to the question, <i>Are you applying to waive the fee?</i> You must also submit a completed <i>Application for fee waiver and affidavit of financial circumstances</i> with this document. The application requires you to detail your financial information, including your income and living expenses and needs to be sworn/declared before an authorised person.</p> <p>A registrar will review your application and affidavit and determine whether the fee can be waived. If the registrar does not approve the application, they will reject your document and you will be required to pay the fee applicable.</p>
If ...	Then ...							
Yes	Select: Yes Go to step 13							
No	Go to step 14							
13	<p>Attach your supporting document:</p> <ul style="list-style-type: none"> Click: Choose file Upload your document: Application for fee waiver and affidavit of financial circumstances 	<p>Supporting Document for Fee Waiver*Application for fee waiver and affidavit of financial circumstances Attachment*</p> <p><input type="button" value="Choose File"/> No file chosen</p>						
14	If required, add a note to the court.	<p>Type a memo or message to accompany your documentation.</p> <p>The memo is restricted to a maximum of 500 characters.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Memo to registry</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Memo Insert your message to the registry here. <i>Max 500 characters</i></p> </div>						

Step	Action	Result						
15	<p>Click: Proceed</p> 	<p>What happens next?</p> <table border="1"> <thead> <tr> <th>If there is ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td> <p>No fee payable</p> <p>A fee waiver has been requested</p> <p>A fee exemption has been requested.</p> </td> <td> <p>The Confirmation of Submission page displays with details of your filing.</p> <p>Go to Step 16.</p> <p><i>Note: No payments are taken you have applied for a waiver (or exemption). The court will determine the outcome of the request. If the Court refuses the waiver (or does not agree with the exemption), your filing will be rejected and you will be advised.</i></p> </td> </tr> <tr> <td>A fee payable</td> <td> <p>An information notice displays:</p> <div style="border: 1px solid orange; padding: 5px; margin: 5px 0;"> <p><small>This submission requires a fee to be paid and you are about to proceed to the payment screen. Payment of the fee does not mean the court has accepted the document(s). The court will review the submission and may reject the document(s) if it has not been completed correctly. If this happens, it may take up to 14 days for a refund of the fee to be processed. Do you agree to continue? If yes, select 'Proceed' or 'Proceed and Make Another Submission' again at the end of this page.</small></p> </div> <p>Check your filing and click: Proceed</p> <p>Your filing(s) will be kept in the My Undelivered Submissions tab until you are ready to make payment.</p> <p>The My Undelivered Submissions tab displays:</p>  </td> </tr> </tbody> </table>	If there is ...	Then ...	<p>No fee payable</p> <p>A fee waiver has been requested</p> <p>A fee exemption has been requested.</p>	<p>The Confirmation of Submission page displays with details of your filing.</p> <p>Go to Step 16.</p> <p><i>Note: No payments are taken you have applied for a waiver (or exemption). The court will determine the outcome of the request. If the Court refuses the waiver (or does not agree with the exemption), your filing will be rejected and you will be advised.</i></p>	A fee payable	<p>An information notice displays:</p> <div style="border: 1px solid orange; padding: 5px; margin: 5px 0;"> <p><small>This submission requires a fee to be paid and you are about to proceed to the payment screen. Payment of the fee does not mean the court has accepted the document(s). The court will review the submission and may reject the document(s) if it has not been completed correctly. If this happens, it may take up to 14 days for a refund of the fee to be processed. Do you agree to continue? If yes, select 'Proceed' or 'Proceed and Make Another Submission' again at the end of this page.</small></p> </div> <p>Check your filing and click: Proceed</p> <p>Your filing(s) will be kept in the My Undelivered Submissions tab until you are ready to make payment.</p> <p>The My Undelivered Submissions tab displays:</p> 
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16	<p>Once you are ready to make payment:</p> <ul style="list-style-type: none"> • tick the check box for the filing(s) you are paying for • Click: Submit Payment.  <p>Please note: Your filing(s) have not been sent to the court until the fee has been paid (if payment is required).</p>	<p>The Process Payment page displays the filing details and the amount to be paid.</p> <p>The payment options are selected by default:</p> 						
17	Click: Continue.	The Payment Processing page displays.						

Step	Action	Result
18	<p>Provide your card details and click: Make Payment.</p> <div data-bbox="284 450 469 499" style="border: 1px solid red; background-color: red; color: white; padding: 5px; display: inline-block; margin: 10px 0;"> Make Payment </div>	<p>The Confirmation of Submission page displays:</p> <div data-bbox="770 443 1378 846" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>You will also receive a confirmation email.</p> <div data-bbox="740 994 1414 1223" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>Your filing(s) are now available to view in the My Account tab. For more information, see the Quick Reference Guide <i>Viewing Previously Filed Documents.</i> Once the court has reviewed your filing(s), you'll receive further emails with information.</p>