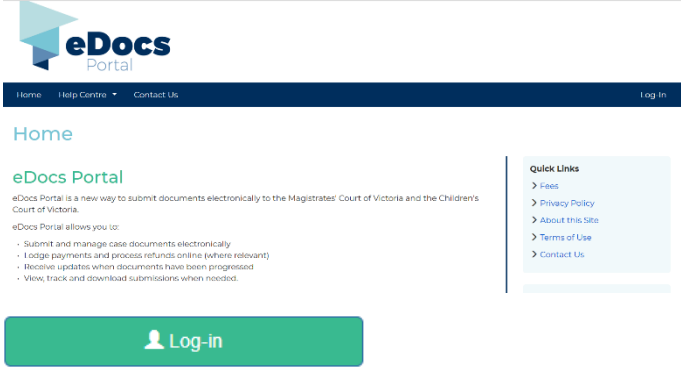
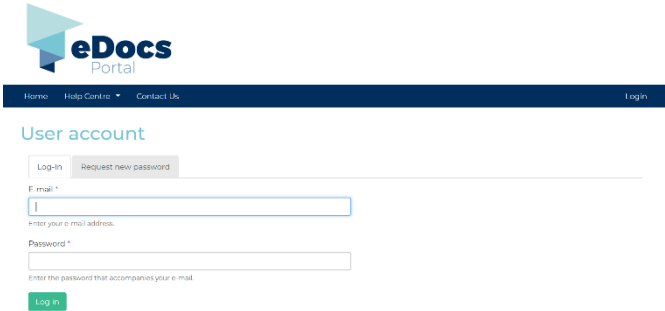


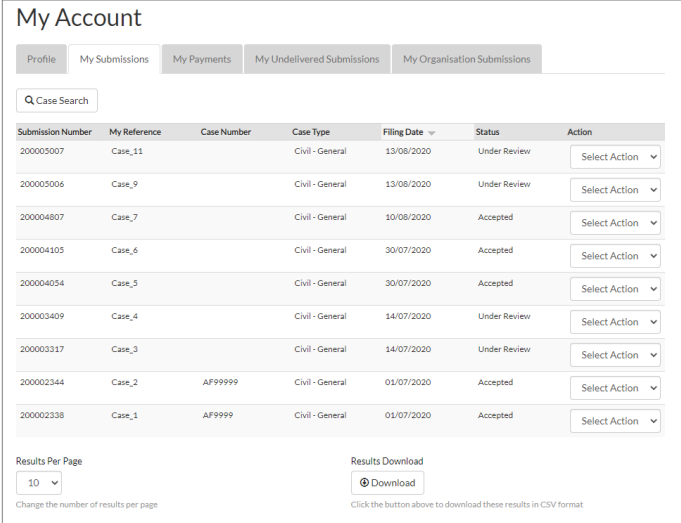
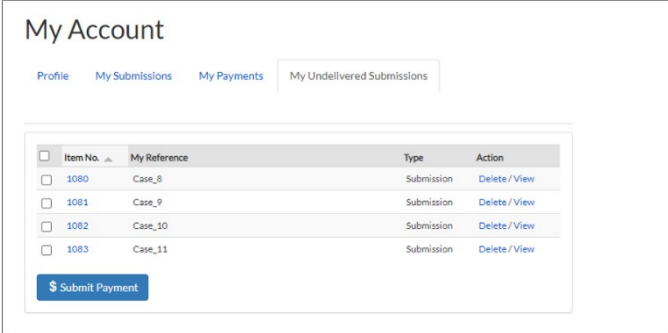
Viewing previously filed documents

This quick reference guide includes instructions on:

- viewing previously filed documents
- viewing undelivered documents (if applicable).

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.

Step	Action	Result
1	Go to: https://edocsportal.courts.vic.gov.au	
2	Click Log-in . Log-in using your username and password.	<p>The Home page will display.</p> 
3	Enter your username and password.	<p>The eDocs User Account page will display.</p> 

Step	Action	Result																																																																						
4	<p>On the eDocs Portal Homepage Click My Account button.</p>	<p>My Account</p> <p>The My Account page defaults to the My Submissions tab which displays your documents.</p>  <table border="1"> <thead> <tr> <th>Submission Number</th> <th>My Reference</th> <th>Case Number</th> <th>Case Type</th> <th>Filing Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>200005007</td> <td>Case_11</td> <td></td> <td>Civil - General</td> <td>13/08/2020</td> <td>Under Review</td> <td>Select Action</td> </tr> <tr> <td>200005006</td> <td>Case_9</td> <td></td> <td>Civil - General</td> <td>13/08/2020</td> <td>Under Review</td> <td>Select Action</td> </tr> <tr> <td>200004807</td> <td>Case_7</td> <td></td> <td>Civil - General</td> <td>10/08/2020</td> <td>Accepted</td> <td>Select Action</td> </tr> <tr> <td>200004105</td> <td>Case_6</td> <td></td> <td>Civil - General</td> <td>30/07/2020</td> <td>Accepted</td> <td>Select Action</td> </tr> <tr> <td>200004054</td> <td>Case_5</td> <td></td> <td>Civil - General</td> <td>30/07/2020</td> <td>Accepted</td> <td>Select Action</td> </tr> <tr> <td>200003409</td> <td>Case_4</td> <td></td> <td>Civil - General</td> <td>14/07/2020</td> <td>Under Review</td> <td>Select Action</td> </tr> <tr> <td>200003317</td> <td>Case_3</td> <td></td> <td>Civil - General</td> <td>14/07/2020</td> <td>Under Review</td> <td>Select Action</td> </tr> <tr> <td>200002344</td> <td>Case_2</td> <td>AF99999</td> <td>Civil - General</td> <td>01/07/2020</td> <td>Accepted</td> <td>Select Action</td> </tr> <tr> <td>200002338</td> <td>Case_1</td> <td>AF99999</td> <td>Civil - General</td> <td>01/07/2020</td> <td>Accepted</td> <td>Select Action</td> </tr> </tbody> </table>	Submission Number	My Reference	Case Number	Case Type	Filing Date	Status	Action	200005007	Case_11		Civil - General	13/08/2020	Under Review	Select Action	200005006	Case_9		Civil - General	13/08/2020	Under Review	Select Action	200004807	Case_7		Civil - General	10/08/2020	Accepted	Select Action	200004105	Case_6		Civil - General	30/07/2020	Accepted	Select Action	200004054	Case_5		Civil - General	30/07/2020	Accepted	Select Action	200003409	Case_4		Civil - General	14/07/2020	Under Review	Select Action	200003317	Case_3		Civil - General	14/07/2020	Under Review	Select Action	200002344	Case_2	AF99999	Civil - General	01/07/2020	Accepted	Select Action	200002338	Case_1	AF99999	Civil - General	01/07/2020	Accepted	Select Action
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5	<p>Under Action, select the required option.</p>	<p>From this page you can view the status of your documents, your filing details or case details.</p> <ul style="list-style-type: none"> • Filing details: view the information you submitted to the court and the status of the documents submitted, e.g. Accepted or Rejected. • Case details: Shows all documents submitted, regardless of their review status by the court. You can view and download the documents. It also provides a summary of the case including case number, and information about each document. 																																																																						
6	<p>To view information on undelivered document/s, select the My Undelivered Submissions tab.</p> <p>From the My Undelivered Submissions tab, you can view:</p> <ul style="list-style-type: none"> • Item number • My Reference • Type • Action. <p>Please note: If your organisation is not required to make payment on filings, you may not have this tab associated with your log-in.</p>	<p>The My Undelivered Submissions page will display.</p>  <table border="1"> <thead> <tr> <th>Item No.</th> <th>My Reference</th> <th>Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1080</td> <td>Case_8</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td>1081</td> <td>Case_9</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td>1082</td> <td>Case_10</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td>1083</td> <td>Case_11</td> <td>Submission</td> <td>Delete / View</td> </tr> </tbody> </table>	Item No.	My Reference	Type	Action	1080	Case_8	Submission	Delete / View	1081	Case_9	Submission	Delete / View	1082	Case_10	Submission	Delete / View	1083	Case_11	Submission	Delete / View																																																		
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eDocs Quick Reference Guide



Step	Action	Result
7	To delete or view documents, check the box next to the document and click the delete/view link.	A screenshot of a user interface element. It shows a grey button labeled "Action" with a dropdown menu containing a blue link labeled "Delete / View".
8	To submit payment for a document/s check the box next to the document/s and click the Submit Payment button.	A screenshot of a blue button with white text that reads "\$ Submit Payment".