

eFiling in the Supreme Court of Victoria

Court of Appeal - Criminal



Introducing RedCrest

From 30 September, Court of Appeal matters are to be electronically lodged through RedCrest.

- Connected to the Supreme Court of Victoria's case management system
- Lodge any time, anywhere
- Authorised parties can see lodged documents
- Support available online, by telephone and in person



What is filed electronically?



- From 30 September 2019, eFiling is mandatory in all criminal and civil applications.
- This applies to all matters, subject to any specific exceptions in the rules.
- Practitioners are encouraged to contact Registry for clarification regarding sensitive documents.

Registering for RedCrest



Registration is for individuals,
not firms

To make sure you're ready for
eFiling, register early

Registering for RedCrest

1

Go to www.redcrest.com.au

2

Click the *Register here* link

3

Enter your email address and click *Next*

Welcome to the Supreme Court of Victoria's electronic filing (eFiling) system

From 2 July 2018, Court users will be required to use this system to initiate cases and file new documents relating to matters across the Common Law Division, the Costs Court and for all Commercial Court matters.

Sign in

Not Registered? [Register here](#)
Registration allows you to securely initiate, file documents and view case files online.

RedCrest Notices

*****Fees Notice*****
New regulations covering most civil court fees for the Supreme Court of Victoria commenced on **30 September 2018**. [Click here for more information](#)
Click to download [Application for Standard or Compassion Court Fees](#) or [Application for Waiver of Court Fees](#) Forms.

Processing Times
Documents will generally take up to half a business day to be processed for filing. **If your document is of an urgent nature, or is required for a hearing in Court the following day, please contact the Registry by telephone immediately after filing.** We appreciate your patience during this period of change. We are working hard to support all Court users to adjust to working with the Court electronically.

Confidential documents and urgent applications
Important notice: Always contact the relevant Registry for further instructions before filing.

CITEC
The CITEC platform previously used for electronic filing of Common Law, Costs Court and some Commercial Court matters can no longer be used to file documents after 4.00pm on Friday, 29 June 2018. Access to electronic filing in RedCrest for these matters will commence on Monday, 2 July 2018. (Please note that previously filed documents can still be accessed in CITEC after this date).

RedCrest Videos

Create a New Case Request Video Create a Subsequent Filing Video

Support

Procedural Support

Email

Please enter your email address

Email

< Previous **Next >** Cancel Finish



Registering for RedCrest

4 Fill out your details and click *Finish*

The screenshot shows a web form titled "Profile Information" with the instruction "Please complete the following items." Below this is a "User Detail" section containing a "Personal Information" sub-section. The form fields are: Password, Confirm Password, Organization Name, Title, First Name, Last Name, Middle Name, Post Nominals, Address, City, State (a dropdown menu with "Choose One" selected), Postcode, Phone, and Date of Birth. At the bottom of the form are four buttons: "< Previous", "Next >", "Cancel", and "Finish". The "Finish" button is highlighted with a red rectangular box.

5 Check your email inbox for a verification email to finalise your registration

6 Read the Terms and Conditions of RedCrest use, then confirm your email address

My Filings Page

Elaine Benes Home **1** eFile Orders Cases \$4,171.70(1) (38) Log off

My Filings

Create New Case Request Create Subsequent Filing Case Number

Filing Status

- Draft
- Submitted
- Reviewing
- Rejected
- Refiled
- Accepted
- Completed

Filing Type

- New Case Request
- Subsequent Filing

eFile ID Last Modified Begin Date

Case Number Last Modified End Date

Case Title Filing Begin Date

Reference Tags Filing End Date

Rows per page 30

Site

- All Sites
- Default
- Supreme Court

Case Type

- All Case Types
- Commercial Court
- Commercial Court (Corporations)
- COA - Civil Application [X]
- COA - Civil [X]
- Civil Appeal [X]

Search

Showing 1 to 3 of 3

2 eFile ID	Filing Type	Case Number	Case Title	3 Filing Status	File Date	Cost	
319	New Case Request			Draft		\$4,171.70	<input type="checkbox"/>
320	New Case Request			Filed	12/04/2017 10:54 AM	\$0.00	<input type="checkbox"/>
303	Subsequent Filing	S ECR 2018 0001	S ECR 2018 0001 In the matter of an application by Example, Name	Reviewing	07/04/2017 02:29 PM	\$0.00	<input checked="" type="checkbox"/>

Delete

1. Click the **eFile** tab
2. View your filings submitted through RedCrest
3. View the **Filing Status**

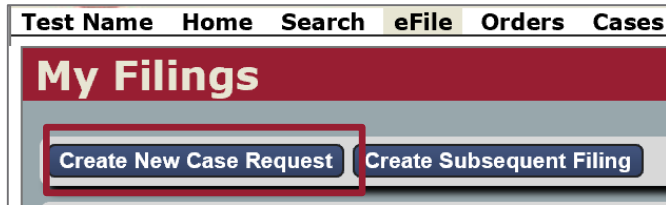


Create a new case request

- 1 Click **eFile** to access **My Filings** page



- 2 Click **Create a New Case Request**



- 3 The New Case Request screen will be displayed.

Create a new case request

4

Enter the details of the case. All fields marked with an asterisk * must be completed.

New Case Request

Filer registry1@supcourt.vic.gov.au Supreme Court of Victoria Law Firm Bar Roll Number
Status Draft Reference Tags

Site * Supreme Court
Case Type * **Choose One**
Initiating Action *

Parties

Party 1

Party Type *
Role Type
Legal Representative
On Behalf Of
Last Name *
First Name *
Middle Name

Costs Court
 Court of Appeal - Civil Application for Leave to Appeal
 Court of Appeal - Criminal Appeal (Crown Appeal)
 Court of Appeal - Criminal Application for Leave to Appeal
 Court of Appeal - Criminal Interlocutory Application
 Court of Appeal - Criminal Interlocutory Application (Crown Application)
 Criminal (Application)
 Criminal (Compensation Application)
 Criminal (Crimes Mental Impairment)



Create a new case request

5 Enter the details of the case. All fields marked with an asterisk * must be completed.

Filer	Test Name	Law Firm Bar Roll	<input type="text"/>
	Test Firm Name	Number	
Status	Draft	Reference Tags	<input type="text"/>
Site *	Supreme Court		
Case Type *	Court of Appeal - Criminal Application for Leave to Appeal <input type="button" value="v"/>		
Initiating Action *	<div style="border: 2px solid red; padding: 5px;"><p>Choose One</p><p>Application for Leave to Appeal against Conviction</p><p>Application for Leave to Appeal against Conviction and Sentence</p><p>Application for Leave to Appeal against Sentence</p><p>Extension of Time Application - Application for Leave to Appeal against Conviction</p><p>Extension of Time Application - Application for Leave to Appeal against Conviction and Sentence</p><p>Extension of Time Application - Application for Leave to Appeal against Sentence</p></div>		
Parties			
Party 1			
Party Type *	<input type="text"/>	Contact Information	
Role Type	<input type="text"/>	Address Type	



Create a new case request

Parties

Party 1

Party Type * Applicant

Role Type

Legal Representative

On Behalf Of

Fee Category Not Applicable - Criminal Division

Last Name * Example

First Name * Name

Middle Name

Post Nominals

Company *

Contact Information

Address Type Legal Representative

Address 123 Example Street

City MELBOURNE

State Victoria

Postcode 3000

Phone Type Legal Representative

Phone (03)0000-0000

Email solicitor@email.com

Affiliation/Alias

Party 2

Party Type * Respondent

Role Type

Legal Representative

On Behalf Of

Last Name *

First Name *

Middle Name

Post Nominals

Company * Example Respondent

Contact Information

Address Type

Address

City

State

Postcode

Phone Type

Phone

Email

Affiliation/Alias

6

Under **Parties**, enter the party details for Parties 1 and 2



Create a new case request

7

Enter document details, then click **Browse...** to upload your file(s)

Documents

Document 1

Document Type * Commence Case - Form 6-2A - Application for leave to appeal against conviction

Page Count 2

Document Note

Attachments

File Name	Page Count	Date Uploaded
Form 6-2A Application for Leave to Appeal.pdf		2 22/08/2019 04:29 PM

Upload Attachment (PDF 24000 KB max)

Reviewer Comments

Document 2

Document Type * Commence Case - Applicant's written case

Page Count 2

Document Note

Attachments

File Name	Page Count	Date Uploaded
Applicants Written Case.pdf		2 22/08/2019 04:29 PM

Upload Attachment (PDF 24000 KB max)

Reviewer Comments

Document 3

Document Type * Subsequent Filing - List of Authorities

Page Count 2

Document Note

Attachments

File Name	Page Count	Date Uploaded
List of Authorities.pdf		2 22/08/2019 04:29 PM

Upload Attachment (PDF 24000 KB max)

Reviewer Comments

! Important

When adding documents you must add each document individually (ie as it's own document type – not as multiple attachments against a single document type).

For most new cases documents will include:

1. Application form
2. Written case
3. List of authorities



Create a new case request

Documents

Document 1

Document Type Commence - Application for leave to appeal against Conviction

Page Count 1

Document Note Filed by accused

Attachments

File Name	Page Count	Date Uploaded
Example document.pdf		1 17/07/2019 02:17 PM

Upload Attachment Browse... (PDF 24000 KB max) [Delete](#)

Add Document

Filing Note

Convenience Fee \$ 0.00

Total \$ 0.00

Paid \$ 0.00

Owed \$ 0.00

[Cancel](#) [Save](#) [Continue with Filing](#)

8

If required, enter **Filing Note** details

9

Click **Continue with Filing**



Create a new case request

New Case Request 55602

Filer: Filer Test 1
Supreme Court of Victoria
Status: Draft
Last Modified: 19/07/2019 01:38 PM

Site: Supreme Court
Case Type: COA - Criminal Application for Leave to Appeal
Initiating Action: COA - Criminal - Application for Leave to against Conviction

Parties

Party 1

Party Type: Applicant
Legal:
Representative:
Last Name: Name
First Name: Test

Party 2

Party Type: Respondent
On Behalf Of:
Fee Category: Not Applicable - Criminal Division
Company: Respondent

Documents

Document 1

Document Type: Commence - Application for leave to appeal against Conviction
Page Count: 1
Document Note: Filed by applicant

Attachments

File Name	Page Count	Date Uploaded
Example document.pdf		1 19/07/2019 01:38 PM

Convenience Fee: \$ 0.00
Total: \$ 0.00
Paid: \$ 0.00
Owed: \$ 0.00

[Return](#) [Modify](#) [Submit Filing](#)

10

A summary page with the New Case Request Number will be displayed. Click **Submit Filing**



Create a new case request

My Filings

Create New Case Request | Create Subsequent Filing | Case Number

Filing Status

- Draft
- Submitted
- Reviewing
- Rejected
- Refiled
- Accepted
- Completed

Filing Type

- New Case Request
- Subsequent Filing

eFile ID Last Modified Begin Date

Case Number Last Modified End Date

Case Title Filing Begin Date

Reference Tags Filing End Date

Rows per page 30

Site

- All Sites
- Default
- Supreme Court
- DEFAULT SITE [X]

Case Type

- All Case Types
- COA - Civil
- COA - Civil Appeal (No Leave Required)
- COA - Civil Appeal (Secure)
- COA - Civil Application
- COA - Civil Application (Secure)

Search

Showing 1 to 9 of 9

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	
55602	New Case Request			Submitted	19/07/2019 01:41 PM	\$ 00	<input type="checkbox"/>

11

The filed document displays in your **My Filings Queue** with status **Submitted**



What next?

New Case Request submitted

- Court of Appeal Registry review

Accepted /
Not accepted


- Receive email notification
- Link to filing in RedCrest

Log into
RedCrest

- View filing status
- Accepted - view sealed documents
- Not accepted - view comments



If your filing is accepted


Case: S E APCR 2019 0008
Filed on: 22/07/2019 04:54 PM

IN THE COURT OF APPEAL AT MELBOURNE
CRIMINAL DIVISION

IN THE MATTER of the *Bail Act 1977*
-and-
IN THE MATTER of an application for bail by

NOTICE OF INTENTION TO MAKE AN APPLICATION FOR BAIL

Date of document:
Filed on behalf of: The Applicant
Prepared by: Tel:
Address: Fax:

TAKE NOTICE that an application for bail is sought to be made before a Judge in the Court of Appeal, at 459 Lonsdale Street, Melbourne by the abovementioned Applicant.

The **GROUND'S UPON WHICH BAIL** are sought to be granted include:

- 1.
- 2.
- 3.
- 4.
- 5.

DATED:

Applicant


IMPORTANT!
Take note of the
Case number



If your filing is not accepted

Documents

Document 1

Document Type Subsequent Filing - Affidavit 	Attachments	
Page Count 1	File Name	Page Count Date Uploaded
Document Note Test Filing for Rejecting Filing Date	Test document for CourtView loading to case log.pdf	1 02/05/2018 03:35 PM

Reviewer Comments You have not selected the correct document type and you have attached the wrong document. Please try again.

1. The relevant document(s) will be highlighted
2. **Reviewer Comments** give information on what needs to be corrected



Making a subsequent filing



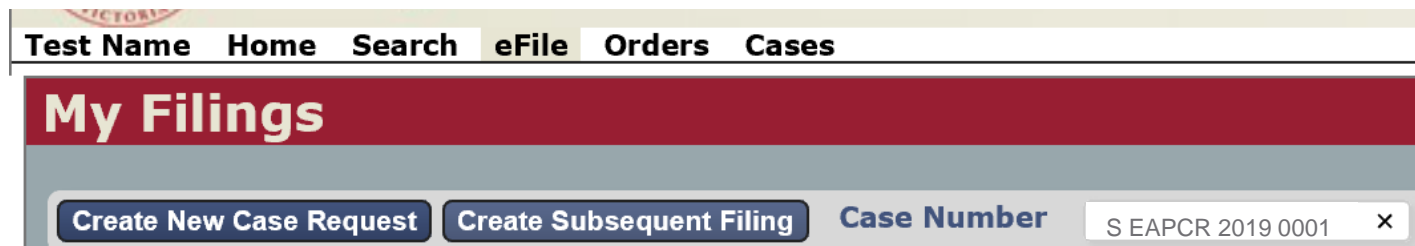
- As of 30 September 2019, all documents must be filed electronically (PDF) and in a text searchable format
- This includes cases initiated prior to 30 September
- As per current practice, please ensure documents are filed **prior** to attending Court

Making a subsequent filing

1 Click **eFile** to access **My Filings** page



2 From your **My Filings** queue, enter the Case Number and click the **Create Subsequent Filing** button.



! Important

The Case Number must be entered with the correct syntax, including capitalisation and spacing.



Making a subsequent filing

Test Name Home Search eFile Orders Cases

Subsequent Filing 55535 - S EAPCR 2019 0001 Example, Name vs DPP

Case Number [S EAPCR 2019 0001](#) Law Firm Bar Roll [] Last Modified 02/09/2019 02:23 PM
Filer Test Name Number []
Test Firm Name Reference Tags []
Status Draft

Site Supreme Court
Case Type Court of Appeal - Criminal Application for Leave to Appeal
Initiating Action Extension of Time Application - Application for Leave to Appeal against Conviction

Parties

On Behalf Of Example, Name (Applicant) DPP (Respondent)
Fee Category Not Applicable - Criminal Division
Expiration Date 31/12/2999
CMS Fee Category Not Applicable - Criminal Division
CMS Expiration Date 31/12/2999

Add Party

Documents

Document 1

Document Type * Subsequent Filing - Affidavit
Page Count 1
Document Note Sworn by Applicant on 2 September 2019

File Name	Page Count	Date Uploaded
efiledetail_page.pdf	1	02/09/2019 02:23 PM

Upload Attachment [] Browse... (PDF 24000 KB max)

Add Document

Filing Note

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

Cancel Save Continue with Filing

3

The Subsequent Filing page displays. Enter filing details:

- Parties
- Document(s)
- File notes

!

Important

Select “Add Document” to file multiple documents

4

Click **Continue with Filing**



Making a subsequent filing

Subsequent Filing 55535 - S EAPCR 2019 0001 Example, Name vs DPP

Case Number [S EAPCR 2019 0001](#) Last Modified 02/09/2019 02:23 PM

Filer Test Name
Test Firm Name

Status Draft

Site Supreme Court

Case Type Court of Appeal - Criminal Application for Leave to Appeal

Initiating Action Extension of Time Application - Application for Leave to Appeal against Conviction

Parties

On Behalf Of Example, Name (Applicant)
 DPP (Respondent)

Fee Category Not Applicable - Criminal Division

Expiration Date 31/12/2999

CMS Fee Category Not Applicable - Criminal Division

CMS Expiration Date 31/12/2999

Documents

Document 1

Document Type	Subsequent Filing - Affidavit
Page Count	1
Document Note	Sworn by Applicant on 2 September 2019

Attachments		
File Name	Page Count	Date Uploaded
efiledetail.page.pdf	1	02/09/2019 02:23 PM

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Overpaid	\$.00

[Return](#) [Modify](#) [Submit Filing](#)

5

Click Submit Filing



Managing access to a case



- Access automatically granted to the case manager (the solicitor in charge)
- All others need to request enhanced case access.
- The case manager for a party can send a request to the Court of Appeal Registry to grant enhanced case access to other people in their firm.
- Departing staff members must transfer their status as contact point for cases

To View the Case Page

Maggie O'Keefe Home Search eFile Orders **Cases** Manage (273) Log off

Case Number

Case Number

Last Name

First Name

Or Search by Business Name

Company Name

Case Type

All Cases

COA - Civil Application for Leave to Appeal

COA - Criminal Application for Leave to Appeal

COA - Criminal Interlocutory Application

Civil

Civil - Commercial Court

Civil - Group Proceeding/Class Action

Civil Application

Pending Cases Only

File Date Search

Range:

Begin Date

dd/MM/yyyy

End Date

dd/MM/yyyy

Search

Case Number

Case Number

Request Enhanced Access

Case Number	Case Type	Party Type	File Date	Status
★ ⚡ S EAPCR 2019 0001	COA - Criminal Application for Leave to Appeal	Applicant - Criminal	22/08/2019	Open
★ ⚡ S EAPCR 2019 0001	COA - Criminal Application for Leave to Appeal	Respondent - Criminal	22/08/2019	Open
★ ⚡ S EAPCI 2019 0007	COA - Civil Application for Leave to Appeal	Applicant - Civil	21/08/2019	Open
★ ⚡ S EAPCI 2019 0007	COA - Civil Application for Leave to Appeal	Respondent - Civil	21/08/2019	Open
★ ⚡ S ECI 2018 00142	Commercial Court	Plaintiff	20/06/2018	Open
★ ⚡ S ECI 2018 00142	Commercial Court	Defendant	20/06/2018	Open
★ ⚡ S ECI 2018 00111	Commercial Court	Plaintiff	24/05/2018	Open
★ ⚡ S ECI 2018 00111	Commercial Court	Defendant	24/05/2018	Open
★ ⚡ S ECI 2017 00303	Commercial Court	Plaintiff	28/12/2017	Open
★ ⚡ S ECI 2017 00303	Commercial Court	Respondent - Civil	28/12/2017	Open
★ ⚡ S ECI 2017 00303	Commercial Court	Defendant	28/12/2017	Open
★ ⚡ S ECI 2017 00102	Commercial Court	Plaintiff	17/04/2017	Open
★ ⚡ S ECI 2017 00102	Commercial Court	Defendant	17/04/2017	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Plaintiff	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Defendant by 1st Counterclaim	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Defendant	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Plaintiff by 1st Counterclaim	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Defendant	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Plaintiff by 1st Counterclaim	01/10/2014	Open
★ ⚡ S ECI 2014 00146	Commercial Court	Defendant	01/10/2014	Open

Showing 1 to 20 of 30 << < 1 2 >>



Viewing the case page

(For matters commenced from 30 September 2019)

S EAPCR 2019 0001 Example, Name vs DPP

Case Type COA - Criminal Application for Leave to Appeal
Initiating Action: COA EOT - Conviction only
Case Status Open
Status Date: 22/08/2019
File Date 22/08/2019
Next Event:

[eFile](#) Enhanced access is available for this case. Authorized Date: 22/08/2019 12:57 PM

[All Information](#) | [Party](#) | [Event](#) | [Case Log](#)

Party Information

Example, Name - Applicant - Criminal

Party Attorney
 Legal Representative Self Represented Litigant
 Address
 Phone Number



DPP - Respondent - Criminal

Party Attorney
 Legal Representative OFFICE OF PUBLIC PROSECUTIONS VICTORIA
 Address 565 LONSDALE STREET MELBOURNE, VIC 3000
 Phone Number

Events

Date	Session	Locality	Location	Type	Result
30/08/2019 10:00 AM	Court of Appeal Criminal Diary		Red Courtroom - COA Melb	Leave to Appeal	
02/09/2019 10:00 AM	Court of Appeal Criminal Diary		Green Courtroom - COA Melb	Application for Bail	

Case Log Information

Case Log Date	Case Log	Case Log Text	Image Avail.
22/08/2019	Form 6-2A - Application for leave to appeal against Conviction	Form 6-2A - Application for leave to appeal against Conviction 22/08/2019 12:56 AM	 Image
22/08/2019	Applicants written case filed	Applicants written case filed 22/08/2019 12:56 AM	 Image



What can / can't be eFiled

Types of matters – Criminal	Create Case Request (new matter)	Subsequent filing (existing matter)
Application for leave to appeal <ul style="list-style-type: none"> - Leave to appeal against sentence - Leave to appeal against conviction - Leave to appeal against conviction & sentence 	✓	✓
Application for extension of time to file application for: <ul style="list-style-type: none"> - Leave to appeal against sentence - Leave to appeal against conviction - Leave to appeal against conviction & sentence 	✓	✓
Appeal (Crown appeal)	✓	✓
Interlocutory appeal	✓	✓
Interlocutory appeal (Crown application)	✓	✓
Case stated/ Referral/ Petition for mercy	✗	✓



Documents accepted for eFiling

Types of documents - Criminal	eFiled?	Can the Parties view each other's filed documents?
Notice of appeal/Notice of application for leave to appeal	✓	✓
Application for extension of time	✓	✓
Written Case	✓	✓
List of authorities	✓	✓
Affidavit	✓	✓
Response to extension of time application	✓	✓
Submissions	✓	✓
Notice that solicitor ceases to act or notice of appointment of solicitor	✓	✓
Summary of contentions	✓	✓
Exhibits (lower court)	✗	✗
Notice of election	✓	✓
Schedule of evidence	✓	✓
Application for bail	✓	✓
General application	✓	✓



Getting help

- Refer to redcrest.com.au for further information and FAQs
- A user guide will be available on the site from 30 September 2019
- Contact Court of Appeal Registry on 8600 – 2001
- For technical support contact RedCrest Service Desk –
redcrest@supcourt.vic.gov.au



Questions



Your Account

1 Maggie O'Keefe Home Search eFile Orders Calendar Cases Manage (427) Log off

Your Account

Personal Information

Email:

Law Firm Bar Roll Number:

Organization Name:

Title:

First Name:

Last Name:

Middle Name:

Post Nominals:

Address:

City:

State:

Postcode:

Phone:

Date of Birth:

[Save Configuration](#)

eFiling

Filer since 17/10/2016

Alternate Email Addresses

Email: [Delete](#)

Email: [Delete](#)

[Add Email](#)

Available Actions

[Change Password](#)

Enhanced Case Access

Enhanced	Expiration Date
S ECI 2017 00092	
S ECI 2017 00303	
S ECI 2018 00142	
S ECI 2014 00146	
S ECI 2015 00061	
Recently Expired	
Pending Approval	
S ECI 2017 00100	
S ECI 2017 01276	

1 Click on your name on the toolbar

2 Add Alternative Email Addresses – Notifications will also be sent to these email addresses

3 See a list of matters you have enhanced case access to

Access to cases

For others in your organisation

- When a document is filed a case manager is added who can view the case page
- To allow access for others in your organisation to view the case, the case manager must email the Registry with the email addresses of any other user who needs to view the case.
- Email: coaregistry@supcourt.vic.gov.au

