

# Supreme Court of Victoria

## RedCrest e-Filing User Guide

July 2018



**Supreme Court of Victoria**

210 William Street

Melbourne Victoria 3000



## Table of Contents

<b>1 Introduction</b>	<b>3</b>
1.1 Who can eFile?	3
1.2 When can documents be eFiled?	3
1.3 What is the cost of eFiling?	3
1.4 Court Seal and Service	4
1.5 What form of documents is required?	4
1.5.1 Format and File Size?	4
1.5.2 Compliance with the Rules & Practice Notes	4
1.5.3 Which documents can be eFiled?	4
1.5.4 Hard copy documents	5
1.5.5 Specific Documents	5
1.6 Commercial in Confidence and Sensitive Documents or Materials	5
1.7 Urgent Documents	5
1.8 When the Wrong Document is filed	5
<b>2 Registering for electronic filing</b>	<b>6</b>
2.1 Register Online	6
2.1.1 Confirm via Email	8
<b>3 Log into Electronic Filing</b>	<b>9</b>
<b>4 My Filings page</b>	<b>10</b>
4.1 Search My Filings	10
4.1.1 Display Approved Filings	12
<b>5 Create a New Case Request</b>	<b>13</b>
5.1 Add Parties – Party 1	13
5.1.1 Add Parties - Party 2	15
5.1.2 Add Additional Parties	15
5.2 Add Documents	16
5.3 Remove Attachments	17
5.4 Filing Note	17
5.5 Finalising New Case Request	18
5.6 Filings not requiring Payment	20
5.7 Paying for Filings	21
5.7.1 Failed Payment	23

5.8 Submitting a Fee Waiver application	24
<b>6 Approval and Rejection of Filing</b>	<b>26</b>
6.1 Approved Filings	26
6.2 Rejected Filings	26
6.2.1 Time-stamps on Rejected and Refiled Filings	27
<b>7 Access Cases</b>	<b>28</b>
7.1 Request Enhanced Access	28
7.2 Viewing the Case Page	29
7.3 Electronic Court File Documents	31
<b>8 Managing Access to a Case</b>	<b>32</b>
8.1 Enhanced Case Access	32
8.2 Departing Staff members	32
<b>9 File a Subsequent Filing</b>	<b>33</b>
<b>10 Important Contacts</b>	<b>35</b>
10.1 Procedural Assistance: Registry	35
10.2 Technical Assistance: RedCrest Help Desk	35
<b>11 Annexure A: Specific Documents</b>	<b>36</b>
11.1 Amending Documents	36
11.2 Affidavit and Exhibits	36
11.3 Subpoenas	36
11.3.1 Service of Subpoenas	36
11.3.2 Short service of subpoenas	36
11.3.3 Inspection of documents produced under subpoena	36
11.4 Urgent Applications	37
11.5 Applications before Judge in Charge of List	37
11.6 Applications before Associate Judge or Judicial Registrar	37
11.7 Summons for Taxation of Costs	38
11.7.1 Party Party Taxations	38
11.7.2 Solicitor Client Taxations	38
11.8 Judgment in Default of Appearance or Defence	38
11.9 Warrants of Execution	38
<b>12 Annexure B – Naming Conventions</b>	<b>39</b>

# 1 Introduction

From 2 July 2018 all documents to be filed in the Supreme Court of Victoria in any proceeding in the Commercial Court, Common Law Division or Costs Court must be submitted in RedCrest, the electronic filing system in operation in the Court. Prior to that date, documents submitted in RedCrest were limited to those in Judge managed proceedings in the Commercial Court.

This User Guide describes the process for using RedCrest to electronically file (“eFile”) documents and to view electronic files.

Any reference to the “Rules” or “Rules of Court” in this guide are references to the *Supreme Court (General Civil Procedure) Rules 2015*.

Any reference to the “RedCrest Practice Note” in this guide are references to Practice Note SC GEN 19 - RedCrest Electronic Case Management System.

## 1.1 Who can eFile?

Any individual that has registered and has been issued with a username (currently the email address the user registered with) and password may eFile in RedCrest. Each registered user agrees to the terms and conditions of use provided to them at the time of registration as a condition of being issued with a username and password.

The current terms and conditions of use provide that a registered user agrees to:

1. comply with Order 28A of the Rules and the RedCrest Practice Note;
2. ensure that the issued username and password remain confidential, for the exclusive use of that registered user, or any person duly authorised to lodge on that user’s behalf;
3. to comply with any condition or limitation of registration issued in relation to RedCrest;
4. to protect and maintain the confidentiality of any parts of a Court file in RedCrest deemed “confidential”; and
5. to pay court fees (if any) prescribed by the *Supreme Court (Fees) Regulations 2017*.

## 1.2 When can documents be eFiled?

Documents can be submitted for filing in RedCrest 24 hours a day, 7 days a week.

All documents submitted for filing are subject to review by a Court Registry Officer during office hours (9.30 am to 4 pm). Documents submitted for filing are not automatically accepted. The Court will endeavour to accept all documents for filing as soon as practicable, and sometimes documents submitted for filing may be subject to overnight review.

Generally, on being sealed, a document is taken to have been filed at the time and on the date it was first submitted in RedCrest for filing, regardless of the time and/or date it was accepted for filing (see rule 28A.04(4) of the Rules).

## 1.3 What is the cost of eFiling?

The usual court fees apply and are payable via RedCrest. You will only be charged for documents which are accepted for filing and sealed by the Prothonotary. You will not be charged for any documents that are not sealed or that are rejected for filing. A full list of

fees and charges are available at <https://www.supremecourt.vic.gov.au/forms-fees-and-services/fees>.

## 1.4 Court Seal and Service

All documents eFiled in RedCrest will be sealed with the Court seal and the date and time of filing once they have been accepted for filing by the Prothonotary.

Once sealed, documents will need to be served in the usual way as required by the Rules.

## 1.5 What form of documents is required?

### 1.5.1 Format and File Size?

All documents are required to be eFiled in pdf format and cannot be larger than 24MB in size. Where a document is larger than 24MB, it should be split into a series of documents not greater than 24MB each and filed together as one document type – those documents will merge into one upon acceptance for filing.

### 1.5.2 Compliance with the Rules & Practice Notes

All documents submitted for eFiling in RedCrest must comply with the requirements of all relevant legislation, including any Acts, Regulations and Rules of Court as may apply. You should have particular regard to Order 28A of the Rules which sets out the key rules for eFiling.

As well as ensuring compliance with all relevant legislation, please ensure that the requirements of all relevant Practice Notes have been satisfied where applicable. This extends to and includes the necessity in certain instances to:

- (a) ensure a specialist list is nominated in the heading of the proceeding upon initiation; and
- (b) obtain pre-approval for return dates and ensure that those approved hearing details are fully completed in the submitted documents prior to eFiling. Evidence of the pre-approval should also be attached.

The forms in current usage, prescribed or otherwise, continue to apply to all documents submitted for eFiling in RedCrest.

### 1.5.3 Which documents can be eFiled?

All documents in any proceeding within the Commercial Court, Common Law Division or Costs Court which are required to be filed, must be eFiled, except for:

- (a) any appeal book;
- (b) any court book;
- (c) any documents produced in answer to a subpoena or public examination; or
- (d) for a Commercial Court Judge-managed matter, any document which is confidential between the parties.

### 1.5.4 Hard copy documents

Hard copy documents are not required to be filed in addition to eFiled documents unless requested by a judicial officer or the Prothonotary or for some other process with the Court.

### 1.5.5 Specific Documents

Affidavits and exhibits must be filed as separate document types. Otherwise, further details for some commonly filed specific documents is set out as Annexure A.

## 1.6 Commercial in Confidence and Sensitive Documents or Materials

Parties should keep in mind that generally, once eFiled in RedCrest, documents are available for inspection immediately by the other party to the proceeding in RedCrest. Where eFiling material is commercial-in-confidence or otherwise sensitive, parties should consider seeking an appropriate order of the Court in advance of filing pursuant to rule 28A.06 of the Rules. Parties should seek advice from the appropriate Registry before eFiling any such material. Rule 28.05 of the Rules continues to set out the rules for inspection of documents in a proceeding that have been eFiled in RedCrest.

## 1.7 Urgent Documents

Applications of a genuinely urgent nature should be brought in accordance with the process set out in Practice Note SC CC 1 – Commercial Court for Commercial Court matters (see <https://www.supremecourt.vic.gov.au/law-and-practice/practice-notes/practice-notes-archive/practice-notes-trial-division-archive/sc-1>) or Practice Note SC CL 10 – Practice Court (Common Law) Practice Court Procedures (Common Law) (see <https://www.supremecourt.vic.gov.au/law-and-practice/practice-notes/sc-cl-10-practice-court-common-law>). Always contact the relevant Registry for further instructions before filing an urgent document.

Where an urgent document needs to be considered for filing, a note outlining the urgency should be inserted into the **Filing Note** field in RedCrest. See **Filing Note**.

## 1.8 When the Wrong Document is filed

Please refer to the RedCrest Practice Note for details regarding the process to remove an eFiled document from RedCrest. Contact the relevant Registry for further advice.

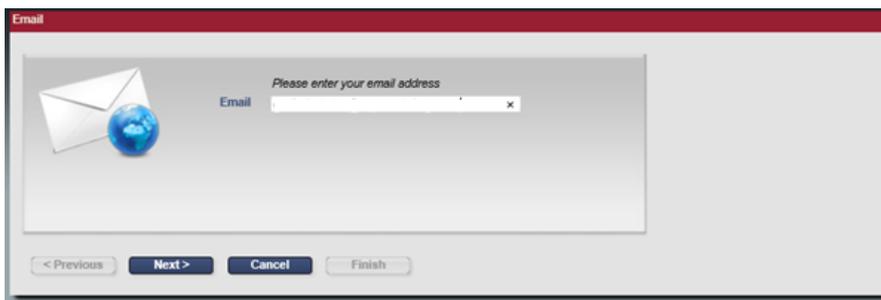
## 2 Registering for electronic filing

You will need to be registered before you can file electronically.

### 2.1 Register Online

1. Go to [www.redcrest.com.au](http://www.redcrest.com.au)
2. Click **Register Here**

*The Email window displays*



3. Enter your email address and click **Next**

*The Personal Information window displays*



4. In the **Personal Information** window, fill out the following:

Field	Details
<b>Password</b>	<p>Must be over 8 characters long and contain a mix of:</p> <ul style="list-style-type: none"> <li>• Upper case (A, B, C, D, E ...)</li> <li>• Lower case (a, b, c, d, e ...)</li> <li>• Number (1, 2, 3, 4, ...)</li> <li>• Non alpha-numeric (!, @, #, \$ ...)</li> </ul> <p><b>Hint:</b> A passphrase is easier to remember than a random grouping of letters and characters, e.g. Myp@ssw0rdisagood1</p>
<b>Confirm Password</b>	Must match Password.
<b>Organization Name</b>	Your practitioner firm name (if applicable)
<b>First Name</b>	Your first name.
<b>Last Name</b>	Your last name.
<b>Address</b>	Your business address.
<b>City</b>	City of your business.
<b>State</b>	State of your business.
<b>Postcode</b>	Postcode of your business.
<b>Phone</b>	Your work phone number.

5. Click **Finish**.

## 2.1.1 Confirm via Email

1. Go to your email Inbox.
2. Check for a verification email with RedCrest in the address.

Dear

Welcome to RedCrest, the Supreme Court of Victoria's electronic filing and case management system for judge-managed matters filed in the Commercial Court. From 2 July 2018, all documents for Common Law, Costs Court and Commercial Court matters will also be required to be electronically filed using RedCrest.

### Complete your registration - Action Required

To complete your registration, [please click here to confirm your email address](#).

### Terms and Conditions of Usage

Each registered user issued with a RedCrest username and password shall, as a condition of being issued with a username and password, agree to the following terms and conditions of use:

1. to comply with Order 28A of the *Supreme Court (General Civil Procedure) Rules 2015* and the RedCrest Practice Note;
2. to ensure that the issued username and password remain confidential, for the exclusive use of that registered user, or any person duly authorised to lodge on that user's behalf;
3. to comply with any condition or limitation of registration issued in relation to RedCrest;
4. to protect and maintain the confidentiality of any parts of a Court file in RedCrest deemed "confidential"; and
5. to pay court fees (if any) prescribed by the *Supreme Court (Fees) Regulations 2017*.

Once your registration has been approved, you will receive a confirmation email.

Yours sincerely,

Supreme Court of Victoria

**Note:** If you have not received the verification email shortly after registration:

- Check your junk mail folder and your email spam filter.
  - If you still cannot locate the email, contact the RedCrest Help Desk.
3. Read the Terms and Conditions of RedCrest use and then click **please click here to confirm your email address** link.

*You will receive another email confirming your access is authorised.*

## 3 Log into Electronic Filing

To access electronic filing:

1. Go to the Electronic Filing page: [www.redcrest.com.au](http://www.redcrest.com.au)

*The Home Page displays*

2. Click **Sign in**.

*The Login window displays*

3. Enter your:

- **User Name** (your email address)
- **Password**

*You will be redirected to the Electronic Filing Home Page which is a secure section of the system.*

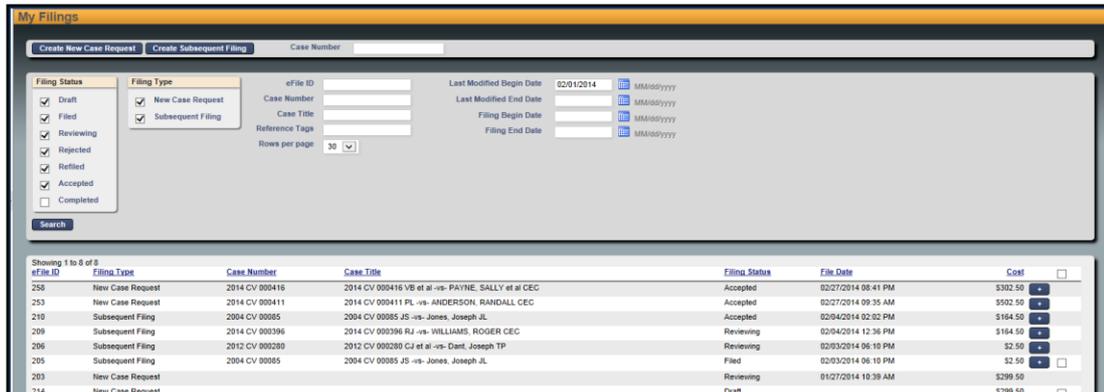
Case Number	Party Type	Case Type	Status	File Date
S ECI 2018 00013	Plaintiff	Commercial Court (Corporations)	Open	23/03/2018
S ECI 2018 00013	Defendant	Commercial Court (Corporations)	Open	23/03/2018

## 4 My Filings page



1. From the menu bar, click **eFile**.

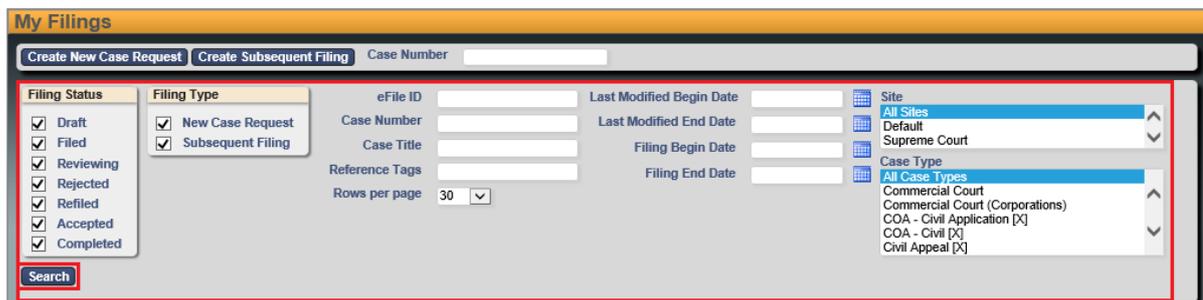
Your *My Filings* page will display.



2. From this screen, you can:
  - Create New Case Request – eFile a new proceeding.
  - Create Subsequent Filing on existing cases.
  - Save partially completed work to submit at a later time.
  - Monitor the status of filings.
  - Make corrections on filings that have not yet been reviewed by the Court.

### 4.1 Search My Filings

The top section of the My Filings page has a series of search options which enable you to search for specific records.



Field	Details
<b>Filing Status</b>	
<ul style="list-style-type: none"> <li>• Draft</li> </ul>	Filing has been created but not yet submitted by the Filer.
<ul style="list-style-type: none"> <li>• Submitted</li> </ul>	Filing has been submitted and is waiting for review by the Registry

		<p>The date and time submitted will become the electronic Time Stamp date and time once, or if, the Filing is Accepted by the Reviewer.</p> <p>The Filer can continue to modify a Filing in this status; however, doing so will change the filing date/time (time stamp date) of the Filing to the new date/time that the Filing was Refiled.</p>
	<ul style="list-style-type: none"> <li>Reviewing</li> </ul>	Filing is being reviewed by the Reviewer and the Filing can no longer be modified by the Filer unless rejected by the Reviewer.
	<ul style="list-style-type: none"> <li>Rejected</li> </ul>	<p>The Reviewer has not accepted the Filing and it is returned to the My Filings queue.</p> <p>Filings that have not been accepted and are then Refiled will be time-stamped with the original filed/submitted date/time if, or once, accepted by the Reviewer.</p> <p>If the filing has been rejected, no payment has been deducted and the hold on the filer's account will be released.</p>
	<ul style="list-style-type: none"> <li>Refiled</li> </ul>	A previously Rejected Filing has been modified by the Filer and has been Refiled and is waiting for review by the Reviewer.
	<ul style="list-style-type: none"> <li>Accepted</li> </ul>	<p>The Filing has been accepted by Reviewer.</p> <p>Filings are now electronically Time Stamped with the date submitted (or Refiled).</p> <p>The Payment process is completed.</p>
	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Filing has been completed, and the case has been created and/or, the filing has been added to the Court File.
<b>Filing Type</b>		
	<ul style="list-style-type: none"> <li>New Case Request</li> </ul>	Filing a New Case request.
	<ul style="list-style-type: none"> <li>Subsequent Filing</li> </ul>	Additional Filing on an existing proceeding.
<b>eFile ID</b>		The eFile number generated when the document was submitted for filing.
<b>Case Number</b>		The court allocated number specific to the Case. This field is case sensitive and must be entered <u>exactly</u> as it appears on the confirmation stamp (eg. S CI 201x 0xxxx or S ECI 201x 0xxxx).
<b>Case Title</b>		A combination of Case Number and Party Name.
<b>Reference Tags</b>		Practitioner's internal reference number.
<b>Rows per page</b>		How many records to display per page.
<b>Site</b>		The Court site where the file was lodged (note, this will default to Supreme Court).
<b>Case Type</b>		The Division of the proceeding and/or List descriptor e.g. Common Law (General), Commercial Court (Judge managed) or (Non Judge Managed) etc.

To search for an eFile:

1. In the relevant fields, tick and enter the required search criteria.
2. Click **Search**.

*The Search results that fall within the search criteria display in the bottom section of the screen.*

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	
258	New Case Request	2014 CV 000416	2014 CV 000416 VB et al -vs- PAYNE, SALLY et al CEC	Accepted	02/27/2014 08:41 PM	\$302.50	<input checked="" type="checkbox"/>
253	New Case Request	2014 CV 000411	2014 CV 000411 PL -vs- ANDERSON, RANDALL CEC	Accepted	02/27/2014 09:35 AM	\$502.50	<input checked="" type="checkbox"/>
210	Subsequent Filing	2004 CV 00085	2004 CV 00085 JS -vs- Jones, Joseph JL	Accepted	02/04/2014 02:02 PM	\$164.50	<input checked="" type="checkbox"/>
209	Subsequent Filing	2014 CV 000396	2014 CV 000396 RJ -vs- WILLIAMS, ROGER CEC	Reviewing	02/04/2014 12:36 PM	\$164.50	<input checked="" type="checkbox"/>
206	Subsequent Filing	2012 CV 000280	2012 CV 000280 CJ et al -vs- Dant, Joseph TP	Reviewing	02/03/2014 06:10 PM	\$2.50	<input checked="" type="checkbox"/>
205	Subsequent Filing	2004 CV 00085	2004 CV 00085 JS -vs- Jones, Joseph JL	Filed	02/03/2014 06:10 PM	\$2.50	<input checked="" type="checkbox"/>
203	New Case Request			Reviewing	01/27/2014 10:39 AM	\$299.50	<input type="checkbox"/>
214	New Case Request			Draft		\$299.50	<input type="checkbox"/>

#### 4.1.1 Display Approved Filings

By default, approved Filings, which are on the Cases page, will not display in My Filings queue.

To see these filings:

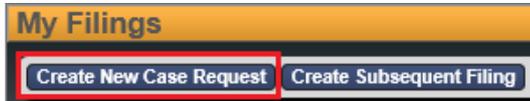
1. In the **Filing Status** search field, check the **Completed** checkbox
2. Click **Search**.

*The completed filings will now be visible.*

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	
3714	New Case Request	S ECI 2018 00013	S ECI 2018 00013 In the matter of Smith and Co.	Completed	23/03/2018 02:38 PM	\$0.00	<input checked="" type="checkbox"/>

## 5 Create a New Case Request

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



2. Click **Create a New Case Request**  
*The New Case Request screen displays.*

 A screenshot of the 'New Case Request' form. The form has a dark red header with the text 'New Case Request'. Below the header, there are several fields:
 

- Filer**: Test FilerOne (Test Filer One Company)
- Status**: Draft
- Law Firm Bar Roll Number**: [Empty text box]
- Reference Tags**: [Empty text box]
- Site \***: Supreme Court
- Case Type \***: Choose One (dropdown menu)
- Initiating Action \***: [Empty text box]

**Note:** All fields with an asterisk \* must be filled in.

3. Enter the following:

Field	Details
<b>Practitioner/Bar Roll Number</b>	Type your firm's number issued by the Legal Services Board.. <b>Note:</b> If an error appears, try tabbing out of the field and entering it again after selecting Case Type. If the error continues, leave the field blank.
<b>Reference Tags</b>	Enter a Reference tag, if required. <b>Note:</b> This is not a mandatory tag but can be used to record your firm's internal case reference number.
<b>Site *</b>	Pre-filled for the Supreme Court.
<b>Case Type *</b>	Select the Division of the proceeding and/or List descriptor e.g. Common Law (General), Commercial Court (Judge managed) or (Non Judge Managed) etc.
<b>Initiating Action *</b>	Select the case claim. For example, Corporations – Bankruptcy & Insolvency.

### 5.1 Add Parties – Party 1

**Note:** The **New Case Request** screen displays data fields for two parties. These instructions apply to both Party 1 and Party 2 and any additional parties you may need to add.

1. Under **Parties**, in the **Party 1** section, enter the following:

Field	Details
<b>Party Type *</b>	Select the Party Type e.g. Plaintiff, Defendant etc. Please note that “Corporation” as a party type should only be used for Corporations List proceedings
<b>Role Type</b>	Select the Role Type e.g. Estate Agent, Guarantor, Guardian etc. <b>Note:</b> Not currently required for the Supreme Court.
<b>Rep by Solicitor</b>	Tick this box if the Party will be represented by a Solicitor.
<b>On Behalf Of</b>	Tick this box if you are representing yourself.
<b>Last Name *</b> <b>First Name *</b> <b>Middle Name</b>	Type the last name, first name and middle name (optional) of the Party. <b>Note:</b> You can either enter a name <b>or</b> a company – not both. <b>Further Note:</b> if the party sues or is being sued in a representative capacity (e.g. as executor, litigation guardian, liquidator etc.) enter into the <b>Company</b> field.
<b>Post Nominals</b>	Select from Junior or Senior. <b>Note:</b> Not currently required for the Supreme Court.
<b>Company *</b>	Type the name of the Company. <b>Note:</b> You can either enter a name <b>or</b> a company – not both. <b>Further Note:</b> if the party sues or is being sued in a representative capacity (e.g. as executor, litigation guardian, liquidator etc.) enter into the <b>Company</b> field.
<b>Address Type</b>	Select the Address Type e.g. Business, Home etc.
<b>Address</b> <b>City</b> <b>State</b> <b>Postcode</b>	Enter the address corresponding to the Address Type. <b>Note:</b> If commencing by solicitor, enter firm address.
<b>Phone Type</b>	Select the Phone Type e.g. Business, Home etc.

<b>Phone</b>	Enter the phone number corresponding to the Phone Type.
<b>Email</b>	<p>Enter the email of the Case Manager. The <b>Case Manager</b> is the practitioner or party responsible for the conduct of the proceeding whose details appear in the 'tram tracks' on the document being submitted for filing.</p> <p><b>Note:</b> For Judge managed proceedings in the Commercial Court only, Notifications of Electronic Filing for your party in this particular proceeding will be sent to this email address. Notifications of Electronic Filing will not be sent in other proceedings.</p>

### 5.1.1 Add Parties - Party 2

- Follow the steps in **Add Parties – Party 1**

**! Important** Do not enter the email address for any defendant/s or respondent/s.

### 5.1.2 Add Additional Parties

The screenshot shows a form titled "Party 2" with the following fields and controls:

- Party Type \***: dropdown menu
- Role Type**: dropdown menu
- Address Type**: dropdown menu
- Phone Type**: dropdown menu
- Address**: text input field
- City**: text input field
- State**: dropdown menu
- Postcode**: text input field
- Phone**: text input field
- Email**: text input field
- Last Name \***: text input field
- First Name \***: text input field
- Middle Name**: text input field
- Post Nominals**: dropdown menu
- Company \***: text input field
- Rep by Solicitor**: checkbox
- On Behalf Of**: checkbox
- Affiliation/Alias**: section with an "Add Affiliation/Alias" button
- Add Party**: button (highlighted with a red box)
- Delete**: button

To Add Additional Parties:

1. Click **Add Party**

The Party 3 window displays.

2. Follow the steps in.
3. Continue to follow instructions in **Add Additional Parties** until all parties are entered.

**Note:** In a proceeding initiated within the Corporations List Case Types, three parties will be required before you can continue with your filing, being the Plaintiff, Defendant and the Corporation.

**! Important** Do not enter the email address for any defendant/s or respondent/s.

## 5.2 Add Documents

1. Under **Documents**, in the **Document 1** section enter the following:

Field	Details
<b>Document Type *</b>	Select the document type e.g. Commence Case - ... or Subsequent Filing - ...
<b>Filing Fee</b>	This fee depends on the Document Type and needs to be paid via PayPal when the Filing is submitted. See <b>Paying for Filings</b> .
<b>Document Note</b>	Enter the title of the document (in line with the Annexure B, at the rear of this guide).

- To upload your PDF file, under **Attachments**, click **Browse**. (**Note:** do not upload under the **Waiver Request** section (detailed in section **5.8**)).

*The Choose File to Upload window displays.*

- Navigate to the required PDF document and double-click to attach.

**! Important**

If the file is too large, a message will display **File is too large to attach**.

Large documents can be broken up into 5 x 24 Mb documents. There is a maximum of five files per Document Type.

- To view the document you attached, click on the **File Name** link.

**! Important**

Double check the document before you click **Continue with Filing**.

- To add more documents, click **Add Document** within the same eFiling ID.

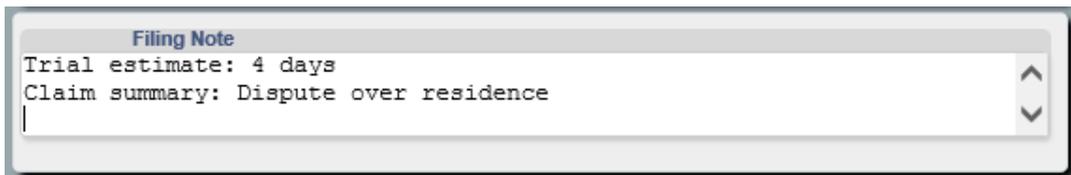
**! Important**

Remember to upload Affidavits and exhibits as separate document attachments.

## 5.3 Remove Attachments

- To remove an attached document, click **Delete** to the right of the document name.

## 5.4 Filing Note



- In the **Filing Note** field you may wish to enter the following:
  - If the case is urgent (please ensure you have contacted the relevant Registry by telephone), see **Urgent Documents**.
  - Any related cases.
  - Trial Estimate (minimum to maximum days).
  - Any additional information.

## 5.5 Finalising New Case Request

1. Check all the entered information is correct.
2. Check the Added Documents are complete and correct.
3. Check the Filing Fee is correct.

*The Filing Fee is displayed in the cost section.*

Convenience Fee	\$ .00
Document Fee	\$1,065.10
<b>Total</b>	<b>\$1,065.10</b>
Paid	\$ .00
Owed	\$1,065.10

4. Click **Continue with Filing**.
  - This saves the data entered and displays a summary page with the New Case Request eFile ID.
  - Quote this number when contacting the relevant Registry to discuss any queries relating to your filing requests.

**New Case Request 6751**

<b>Filer</b>	Test FilerOne Test Filer One Company	<b>Last Modified</b>	28/06/2018 04:52 PM
<b>Status</b>	Draft		
<b>Site</b>	Supreme Court		
<b>Case Type</b>	Commercial Court (Non Judge-managed)		
<b>Initiating Action</b>	Commercial Building Disputes - Breach of Contract		

---

**Parties**

**Party 1**

<b>Party Type</b>	Plaintiff	<b>Email</b>	casemanageremail@mail.com
<b>Legal Representative</b>	<input checked="" type="checkbox"/>	<b>Last Name</b>	Smith
<b>First Name</b>	John		

---

**Party 2**

<b>Party Type</b>	Defendant
<b>Company</b>	Test Corporation Pty Ltd (ACN 000 000 000)

---

**Documents**

**Document 1**

<b>Document Type</b>	Commence Case - Writ filed	<b>Attachments</b>	
<b>Filing Fee</b>	\$1,065.10	<b>File Name</b>	Page Count Date Uploaded
<b>Page Count</b>	1	<a href="#">Writ.pdf</a>	1 28/06/2018 04:52 PM
<b>Document Note</b>	Writ filed by the Plaintiff.		
		<a href="#">Walver Request Fee Waiver Application Form.docx</a>	

---

**Document 2**

<b>Document Type</b>	Subsequent Filing - Affidavit	<b>Attachments</b>	
<b>Page Count</b>	1	<b>File Name</b>	Page Count Date Uploaded
<b>Document Note</b>	Affidavit of John Smith, sworn 01-06-2018. Filed by the Plaintiff.		
		<a href="#">Affidavit.pdf</a>	1 28/06/2018 04:52 PM

---

**Document 3**

<b>Document Type</b>	Subsequent Filing - Exhibit/s filed	<b>Attachments</b>	
<b>Page Count</b>	1	<b>File Name</b>	Page Count Date Uploaded
<b>Document Note</b>	Exhibit to the Affidavit of John Smith, sworn 01-06-2018. Filed by the Plaintiff.		
		<a href="#">Exhibits.pdf</a>	1 28/06/2018 04:52 PM

---

**Filing Note** Urgent - statute of limitation applies.

---

<b>Convenience Fee</b>	\$0.00
<b>Document Fee</b>	\$1,065.10
<b>Total</b>	\$1,065.10
<b>Paid</b>	\$0.00
<b>Owed</b>	\$1,065.10

[Return](#) [Modify](#) [Add to Cart](#)

- Or, alternatively, click one of the following:

Action	Details
<b>Cancel</b>	Returns you to the <b>My Filings</b> work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will <b>NOT</b> be saved if you select this option.

**Save**

Saves any additions or changes made to the New Case or Subsequent Filing request.  
Your filing will be saved as a **Draft** and will be viewable on the **My Filings** page.

## 5.6 Filings not requiring Payment

Where there is no prescribed fee for the filing of a document you should follow this process (otherwise proceed directly to **section 5.7 – Paying for Filings**):

1. Check all of the information you entered is correct and click **Submit Filing**.

Your My Filings page will display with the New Case Request listed awaiting approval.

- Or, alternatively, click one of the following:

Action	Details
<b>Return</b>	Returns to My Filings queue (this saves the efile ID as a draft. To delete go the <i>My Filing</i> page, tick the tick box and click delete).
<b>Modify</b>	Make changes or modifications to your filing.

## 5.7 Paying for Filings

When the Document Type requires payment, the filing fee will display both underneath the Document Type and in the Total at the bottom of the screen.

1. Click **Add to Cart**.

Documents											
<b>Document 1</b>											
Document Type	Commence Case - Writ filed										
Filing Fee	\$1,065.10										
Page Count	1										
Document Note	Writ filed by the Plaintiff.										
<table border="1"> <thead> <tr> <th colspan="3">Attachments</th> </tr> <tr> <th>File Name</th> <th>Page Count</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td><a href="#">Writ.pdf</a></td> <td></td> <td>1 28/06/2018 04:52 PM</td> </tr> </tbody> </table>		Attachments			File Name	Page Count	Date Uploaded	<a href="#">Writ.pdf</a>		1 28/06/2018 04:52 PM	
Attachments											
File Name	Page Count	Date Uploaded									
<a href="#">Writ.pdf</a>		1 28/06/2018 04:52 PM									
<table border="1"> <thead> <tr> <th colspan="2">Waiver Request</th> </tr> </thead> <tbody> <tr> <td><a href="#">Fee Waiver Application Form .docx</a></td> <td></td> </tr> </tbody> </table>		Waiver Request		<a href="#">Fee Waiver Application Form .docx</a>							
Waiver Request											
<a href="#">Fee Waiver Application Form .docx</a>											
<b>Document 2</b>											
Document Type	Subsequent Filing - Affidavit										
Page Count	1										
Document Note	Affidavit of John Smith, sworn 01-06-2018. Filed by the Plaintiff.										
<table border="1"> <thead> <tr> <th colspan="3">Attachments</th> </tr> <tr> <th>File Name</th> <th>Page Count</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td><a href="#">Affidavit.pdf</a></td> <td></td> <td>1 28/06/2018 04:52 PM</td> </tr> </tbody> </table>		Attachments			File Name	Page Count	Date Uploaded	<a href="#">Affidavit.pdf</a>		1 28/06/2018 04:52 PM	
Attachments											
File Name	Page Count	Date Uploaded									
<a href="#">Affidavit.pdf</a>		1 28/06/2018 04:52 PM									
<b>Document 3</b>											
Document Type	Subsequent Filing - Exhibit/s filed										
Page Count	1										
Document Note	Exhibit to the Affidavit of John Smith, sworn 01-06-2018. Filed by the Plaintiff.										
<table border="1"> <thead> <tr> <th colspan="3">Attachments</th> </tr> <tr> <th>File Name</th> <th>Page Count</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td><a href="#">Exhibits.pdf</a></td> <td></td> <td>1 28/06/2018 04:52 PM</td> </tr> </tbody> </table>		Attachments			File Name	Page Count	Date Uploaded	<a href="#">Exhibits.pdf</a>		1 28/06/2018 04:52 PM	
Attachments											
File Name	Page Count	Date Uploaded									
<a href="#">Exhibits.pdf</a>		1 28/06/2018 04:52 PM									
<b>Filing Note</b> Urgent - statute of limitation applies.											
<table border="1"> <tbody> <tr> <td>Convenience Fee</td> <td>\$ .00</td> </tr> <tr> <td>Document Fee</td> <td>\$1,065.10</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1,065.10</b></td> </tr> <tr> <td>Paid</td> <td>\$ .00</td> </tr> <tr> <td>Owed</td> <td>\$1,065.10</td> </tr> </tbody> </table>		Convenience Fee	\$ .00	Document Fee	\$1,065.10	<b>Total</b>	<b>\$1,065.10</b>	Paid	\$ .00	Owed	\$1,065.10
Convenience Fee	\$ .00										
Document Fee	\$1,065.10										
<b>Total</b>	<b>\$1,065.10</b>										
Paid	\$ .00										
Owed	\$1,065.10										
<input type="button" value="Return"/> <input type="button" value="Modify"/> <input type="button" value="Add to Cart"/>											

The Filing Cart window displays.

Filing Description		Fees <input type="checkbox"/>
<b>New Case Request 6751</b>		\$1,065.10 <input type="checkbox"/>
Case Type	Commercial Court (Non Judge-managed)	
Initiating Action	Commercial Building Disputes - Breach of Contract	
Payment by	<input checked="" type="radio"/> Credit Card	Fee Total \$1,065.10
<input type="button" value="Return to My Filings"/> <input type="button" value="Submit Filings and Pay Now"/>		<input type="button" value="Remove from Cart"/>

2. Click **Submit Filings and Pay Now**.

*You will be redirected to a PayPal payment screen.*

PayPal \$4,163.60 AUD

Pay with PayPal

Email address

Password

Stay logged in for faster checkout ?

Log In

Having trouble logging in?

or

Pay With Credit or Debit Card

New. Faster. Easier.

Welcome to the new PayPal checkout. The security you rely on – now even faster. It's everything checkout should be.

Terms Privacy © 1999-2018

PayPal helps protect your privacy and security. For more information regarding the PayPal service, read our [User Agreement](#), [Combined Financial Services Guide and Product Disclosure Statement](#) and [Privacy Policy](#).

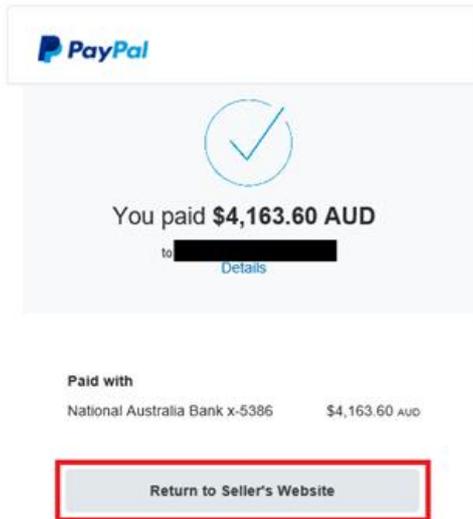
Copyright© 1999-2018 PayPal PayPal Australia Pty Limited ABN 93 111 195 389 (AFSL 304962). Any general financial product advice provided in this site has not taken into account your objectives, financial situations or needs.

3. From this screen you have two options:

- Log into PayPal and pay using your (or your organisation's) PayPal account.
- Pay with a credit card or a debit card.

4. Follow the PayPal prompts to make a payment.

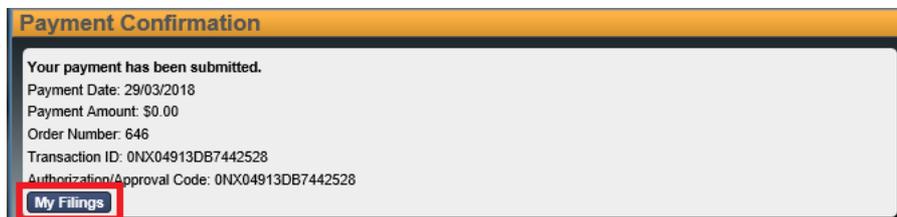
*The payment summary page displays.*



**! Important** Keep a copy of the PayPal receipt for your records.

5. From the payment summary page, click **Return to Seller's Website**.

*The RedCrest Payment Confirmation window displays.*



6. Click **My Filings**.

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

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost
6751	New Case Request			Submitted	28/06/2018 05:34 PM	\$1,065.10

[Delete](#)

**Note:** Your payment will be **Pending** until the Court accepts your Filing(s) and will then complete your payment with PayPal. You will receive an email confirming that your document has been submitted for filing.

### 5.7.1 Failed Payment

- If your payment fails to process, check the card limit/restrictions or contact your merchant.
- If your payment has been processed but you haven't received a receipt from the Court Registry, contact the relevant Registry.

## 5.8 Submitting a Fee Waiver application

A fee waiver may be submitted for any application that requires payment of a prescribed fee. However, a waiver will only be granted in limited circumstances, that is, if the Prothonotary views that the payment of the prescribed fee will cause the Applicant financial hardship.

To upload a fee waiver:

1. Under **Waiver Request**, click **Browse...** to upload your completed fee waiver application.

Note: A blank fee waiver application may be downloaded by selecting the **Fee Waiver Application Form.docx** hyperlink, or via the Supreme Court website.

After the waiver application has been uploaded, the fee will be dismissed.

Convenience Fee	\$0.00
Document Fee	\$1,065.10
<b>Total</b>	<b>\$1,065.10</b>
Paid	\$0.00
Dismissed	\$1,065.10
Owed	\$1,065.10

2. If you are ready to submit your filing, click **Continue with Filing**.

*This saves the data entered and displays a summary page with the New Case Request Number.*

3. Select **Submit Filing**.

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

**Note:** The fee waiver will be assessed separately to your court document/s and may take up to two business days to process.

If the fee waiver is refused by the Prothonotary, then the whole of the filing will be rejected.

If you wish to re-submit the documents and pay the requisite fee, you need to delete the fee waiver application attachment under **Waiver Request**. Payment for your application will proceed as set out under **Paying for Filings**.

## 6 Approval and Rejection of Filing

All documents submitted for filing are subject to review by the Registry. For New Case Requests, your submission won't be given a Case Number until it has been assessed and approved by the Registry.

### 6.1 Approved Filings

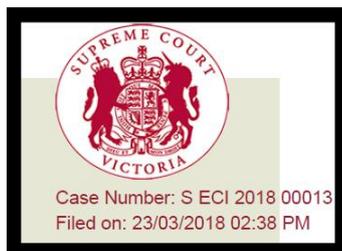
Once approved by the Registry, the document will appear in the **Court File** as the most recently filed document.

Documents appear in date order, from oldest to newest.

For **Commercial Court Judge-managed proceedings only**, a **Notification of Electronic Filing** email will be sent to the Case Manager of all parties advising that a document has been added to the Court File.

You will then need to attend to service of the filed document in the usual way.

**Note:** You can download a copy of your filed document stamped with the Supreme Court seal, along with the Case Number and the date and time of filing by clicking on the link in the acceptance email. Alternatively, the Case Manager can download the document from the case page in their *My Cases* list on RedCrest.



### 6.2 Rejected Filings

If the Registry Reviewer rejects your filing, in your **My Filings** queue, the **Filing Status** will display in red as **Rejected**.

To amend a Rejected Filing:

- Open the record by clicking on the Filing.

<a href="#">eFile ID</a>	<a href="#">Filing Type</a>	<a href="#">Case Number</a>	<a href="#">Case Title</a>	<a href="#">Filing Status</a>	<a href="#">File Date</a>	<a href="#">Cost</a>	<input type="checkbox"/>
6757	New Case Request			Rejected	29/06/2018 12:18 PM	\$1,065.10	<input type="checkbox"/>

Each section has a *Reviewer Comments* field which allows for specific instructions to the Filer.

**Add Document**

Filing Note

**Reviewer Comments**  
 All documents filed with the Court are required to include an email address in the tram tracks, pursuant to Rule 27.03(11)(b) of the Supreme Court (General Civil Procedure) Rules 2015.

Convenience Fee	\$0.00
Document Fee	\$1,065.10
<b>Total</b>	<b>\$1,065.10</b>
Paid	\$1,065.10
Owed	\$0.00

Cancel
Save
Continue with Filing

Certain fields flagged by the Reviewer may also be highlighted in yellow.

8. Update the Filing as instructed by the Reviewer.
9. After making the required changes, click **Continue with Filing**.
10. Click **Submit Filing**.

### 6.2.1 Time-stamps on Rejected and Refiled Filings

If a Rejected and Refiled Filing has...	Then...
No substantive changes made beyond those requested by Registry	The document will be time-stamped with the original date and time that the Rejected Filing was <b>Submitted</b> for filing.
Substantive changes made beyond those requested by Registry, including by adding additional documents with or without additional costs	The document will be time-stamped with the date and time the substantively changed document was <b>Refiled</b> .

## 7 Access Cases

Parties and their legal representatives will be able to have access to an electronic file for their proceedings:

- (b) where the proceeding is a Judge-managed Commercial Court proceeding which was initiated in RedCrest; or
- (c) where it was commenced after 2 July 2018 in the Common Law Division, Costs Court or Commercial Court non-Judge managed proceedings.

The **Case Manager** is the legal practitioner responsible for the conduct of the proceeding, or the party themselves (where self represented) as identified in the tram tracks for the first document filed on behalf of a party in a proceeding (or as otherwise updated from time to time).

Case Managers are required to register for access to RedCrest. Once this has been done, access to new proceedings will be automatically granted to the Case Manager for each party to the proceeding, upon them eFiling the first document for that party in the relevant proceeding. Should the Case Manager not be registered for RedCrest, that access will instead be granted to the filer.

### 7.1 Request Enhanced Access

Should any party or legal representative for a party (in addition to the Case Manager) require access to the electronic file of the proceeding, they will need to request Enhanced Access for each Case.

To get **Enhanced Access for a Case**:

1. From the Toolbar, click **Search**.

*The Search window displays.*

2. Click the **Case Number Search** tab. This field is case sensitive and must be entered exactly as it appears on the confirmation stamp (eg. S CI 201x 0xxxx or S ECI 201x 0xxxx).
3. In the **Case #** field, type the **Case Number**.

- Click **Search**.

The *Search Results* window displays.



The search will bring up multiple results for the same proceeding number, just with a different party type. Clicking on any of the options will take users to the same case.

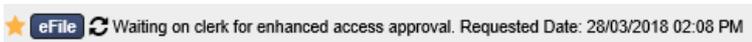
- Click the star next to the Case Number(s) and then click the Case Number link.

The *Request Enhanced Access* details display.



- Click **Request Enhanced Access** to send your request to the RedCrest Help Desk for approval.

A notification *Waiting on clerk for enhances access approval* displays.



- The Case Manager for your party then needs to **send an email to the RedCrest Help Desk** confirming you should be granted access to the electronic file/case page.
- When the RedCrest Help Desk receives confirmation from the Case Manager, you will be granted access to the case page.



## 7.2 Viewing the Case Page

Once you have requested Enhanced Access for a Case, it will be added to your case list.

Case Status	Symbol
Approved Enhanced Access has a lightning bolt symbol.	

Waiting for approval has a circular arrow symbol. 

To view the Case:

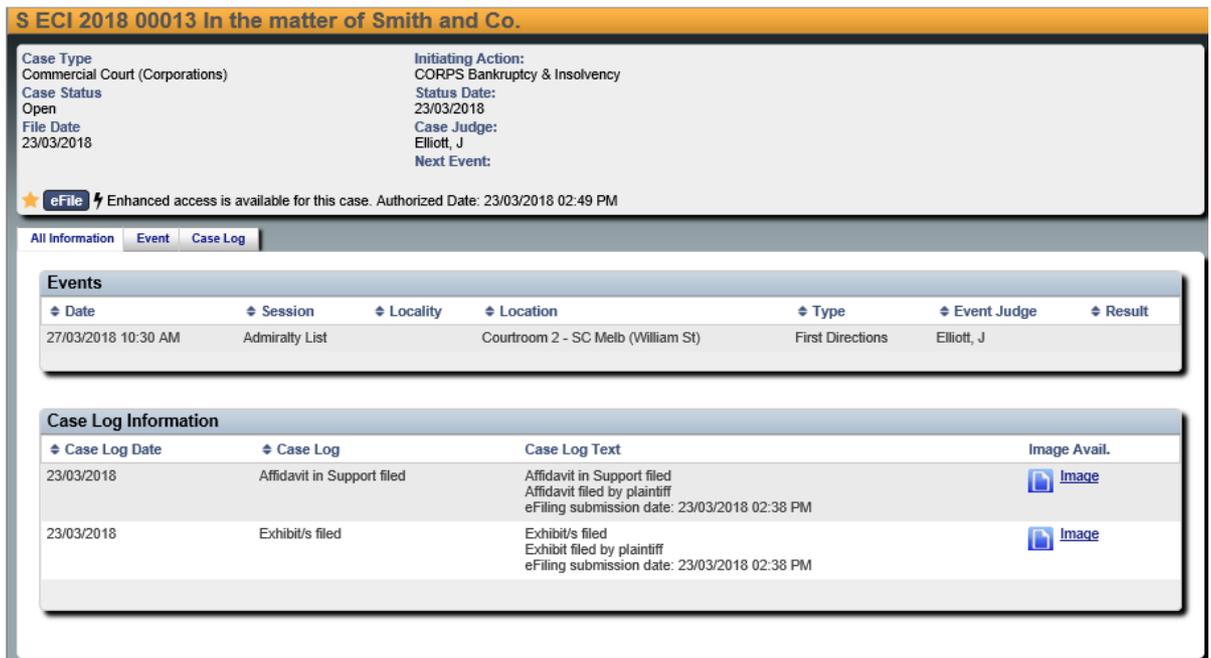
1. From the Toolbar, click the **Cases** tab.

*A list of Cases displays. Cases with a lightning bolt symbol have Enhanced Access.*



2. Click the required Case Number to open the Case page.

*The Case details display.*



3. A **Case Page** contains general information about your case including the:

- Case Number
- Case Type
- Case Status
- File Date
- Initiating Action
- Case Judge
- Next Hearing Date
- Events
- Case Log Information
- Electronic Court File Documents

**Note:** The majority of information is extracted from the details provided by the Plaintiff at the time of initiation and, subsequently, from other filed documents like the Notice of Appearance.

## 7.3 Electronic Court File Documents

All of the documents filed by the Court and other parties into the Case are viewable to the parties in the proceeding (apart from sensitive/confidential documents filed in accordance with the relevant Registry's instructions).

Case Log Information			
Case Log Date	Case Log	Case Log Text	Image Avail.
23/03/2018	Affidavit in Support filed	Affidavit in Support filed Affidavit filed by plaintiff eFiling submission date: 23/03/2018 02:38 PM	 <a href="#">Image</a>
23/03/2018	Exhibit/s filed	Exhibit/s filed Exhibit filed by plaintiff eFiling submission date: 23/03/2018 02:38 PM	 <a href="#">Image</a>

To view the Court File Documents:

1. Under **Case Log Information**, locate the required Case.
2. Under **Image Avail.** click on the Image icon next.

*The document opens. It may take a while to load.*

## 8 Managing Access to a Case

### 8.1 Enhanced Case Access

The Case Manager is responsible for notifying the RedCrest Help Desk of any additional people who should be granted Enhanced Case Access for a case page.

This should be done via an email to the RedCrest Help Desk at the time the user has requested Enhanced Case Access through RedCrest.

If a party is self-represented, only the party is able to be given access to the case.

### 8.2 Departing Staff members

- The Case Manager is responsible for ensuring only appropriate users have access to the case page. This includes updating access when legal practitioners leave a firm or new counsel is briefed.
- We recommend that access to RedCrest be incorporated into your legal firm HR policies, particularly your staff exit policy and procedures.
- In circumstances where the departing staff member is also a RedCrest Case Manager, then they should transfer that status to a nominated staff member prior to their departure.
- In both instances the RedCrest Help Desk must be notified, in writing, of the staff member's departure so that their system account can also be deactivated.

## 9 File a Subsequent Filing

- From the Toolbar, click the **eFile** tab.
- Use one of the following options to add a Subsequent Filing:
  - In the **Case Number** field type the **Case Number**. This field is case sensitive and must be entered exactly as it appears on the confirmation stamp (eg. S CI 201x 0xxxx or S ECI 201x 0xxxx).



- Click **Create Subsequent Filing**.
- OR

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	
3719	New Case Request			Filed	29/03/2018 02:25 PM	\$4,163.60	<input type="checkbox"/>
3715	New Case Request	S ECI 2018 00015	S ECI 2018 00015 In the matter of Smith Corp	Completed	27/03/2018 03:45 PM	\$0.00	<input type="checkbox"/>
3714	New Case Request	S ECI 2018 00013	S ECI 2018 00013 In the matter of Smith and Co.	Completed	23/03/2018 02:38 PM	\$0.00	<input type="checkbox"/>

- (If you have created a case) From your **My Filings** queue, click the **+** sign to the right of the required Filing.

*The Subsequent Filing page displays.*

Subsequent Filing - S ECI 2018 00015 In the matter of Smith Corp	
Case Number	S ECI 2018 00015
Filer	Gerinda Bates
Status	Draft
Practitioner/Bar Roll Number	<input type="text"/>
Reference Tags	<input type="text"/>
Site	Supreme Court
Case Type	Commercial Court (Corporations)
Initiating Action	Corporations - Bankruptcy & Insolvency

- Enter the following:

Field	Details
<b>Practitioner/Bar Roll Number</b>	Type your firm's number. <b>Note:</b> If an error appears, try tabbing out of the field and entering it again after selecting Case Type. If the error continues, leave the field blank and enter the number in the Filing Note field.
<b>Reference Tags</b>	Enter a Reference tag, if required. <b>Note:</b> This is not a mandatory tag but can be used to record your firm's internal case reference number.

- In the **Parties** field, next to **On Behalf Of** select the Party you are filing on behalf of or add a new party to an existing case. If you are filing on behalf of more than one Party, you need only select one of those parties (you cannot select more than one Party). The details in the filing will be applied to all relevant parties.

**Note:** In some particular cases where sensitivities arise, you will be unable to formally select filing **On Behalf Of** that particular party. This will not prohibit you from lodging

your document – no selection is required in these instances. In these circumstances do not proceed to **Add Party** (outlined below).

5. The next steps are the same as Create a New Case Request:

Step	Action
<b>Add a new Party</b>	<ul style="list-style-type: none"> <li>Click Add Party.</li> </ul> <p><b>Note:</b> This should only be completed in limited circumstances (e.g. adding creditor as an ‘other party’ to a proceeding.) In most instances, an order is required</p> <ul style="list-style-type: none"> <li>Follow the steps in <b>Add Parties – Party 1</b> (if applicable).</li> </ul>
<b>Add Documents</b>	<ul style="list-style-type: none"> <li>Follow the steps in <b>Add Documents</b>.</li> </ul>
<b>Remove Attachments</b>	<ul style="list-style-type: none"> <li>Follow the steps in <b>Remove Attachments</b>.</li> </ul>
<b>Filing Note</b>	<ul style="list-style-type: none"> <li>Follow the steps in <b>Filing Note</b> .</li> </ul>
<b>Finalising your Subsequent Filing</b>	<ul style="list-style-type: none"> <li>Follow the steps in <b>Finalising New Case Request</b>.</li> </ul> <p><b>Note:</b> There may be additional fees for Subsequent Filings.</p>
<b>Additional Fees for Subsequent Filing</b>	<ul style="list-style-type: none"> <li>Follow the steps in Paying for Filings.</li> </ul> <p><b>Note:</b> Print the PayPal receipt for your records.</p> <p><b>Note:</b> Your payment will be <b>Pending</b> until the Court accepts your Filing(s) and will then complete your payment with PayPal.</p>

# 10 Important Contacts

## 10.1 Procedural Assistance: Registry

For enquiries or requests for procedural assistance, please contact the relevant Registry on:  
Commercial Court Registry (Judge-managed proceedings in the Commercial Court):

- Phone: (03) 9603 4105
- Email: [commercialcourt@supcourt.vic.gov.au](mailto:commercialcourt@supcourt.vic.gov.au)

Principal Registry (Common Law Division, Costs Court and Commercial Court (non-Judge managed proceedings):

- Phone: (03) 9603 9300

Self-represented Litigant enquiries:

- Phone: (03) 9603 9240
- Email: [unrepresented@supcourt.vic.gov.au](mailto:unrepresented@supcourt.vic.gov.au)

## 10.2 Technical Assistance: RedCrest Help Desk

For all initial inquiries or requests for technical assistance regarding RedCrest, please contact the RedCrest Service Desk on:

- Phone: +61 3 9603 4705
- Email: [redcrest@supcourt.vic.gov.au](mailto:redcrest@supcourt.vic.gov.au)

You may be asked to provide the following details:

- Your name
- Contact information
- Nature of the inquiry or incident;
- Case Number and/or eFile ID (if appropriate); and
- Screenshots of the problem you are experiencing.

# 11 Annexure A: Specific Documents

Requirements for specific documents eFiled in RedCrest:

## 11.1 Amending Documents

All amendments will take the form of a new document and will be checked by the Prothonotary for compliance with the Rules or the order of the Court granting leave to amend. When an amended document is filed, a reason must be stated in the filing notes section of RedCrest for the amendment (for example, by leave of a Judge) as well as endorsed on the title of the document itself [see **Order 36** of the Rules].

## 11.2 Affidavit and Exhibits

Affidavits and exhibits are required to be submitted for filling in RedCrest as separate documents (each has its own content type). Exhibits may be filed together as a bundle.

## 11.3 Subpoenas

Subpoenas eFiled in Forms 42A, 42B, 42C and 42AA must contain a date for service and a date, time and place for production before being submitted. The date for production and/or attendance relating to a Form 42A, 42B or 42C subpoena must be the first date of trial [refer to **rule 42.03(6)** of the Rules]. The date for production of documents relating to a Form 42AA subpoena must be at least five business days after the last date for service [see **rule 42.03(8)(a)** of the Rules] (or 14 days, where the addressee is to be served outside of Victoria). The nominated date for service and production must also fall on business days (that is, when the Office of the Court is open, see **rule 3.01** of the Rules).

### 11.3.1 Service of Subpoenas

Once a subpoena has been accepted, a sealed copy of the Subpoena must be printed for service.

Note: When service of a subpoena outside of Victoria is required, ensure that the *Service and Execution of Process Act 1992* (Cth) (SEPA) Form 2 is attached to the document.

### 11.3.2 Short service of subpoenas

To eFile a subpoena using **Form 42A, 42B or 42C** for production of documents and/or attendance at the trial of the proceeding, where less than 5 business days remain before the beginning of trial (or 14 days, where the addressee is to be served outside of Victoria), an order of a Judge abridging the time for service must be obtained before eFiling and subsequently attached to the eFiled document.

Please contact the Trial Judge's Associate to arrange an order, or contact the Registry for more information on (03) 9603 9300.

### 11.3.3 Inspection of documents produced under subpoena

As noted in section 1.5.3, documents produced in response to a subpoena cannot be eFiled.

If a party has issued a subpoena using **Form 42AA**, that party must eFile an Affidavit of Service, using the Document Type 'Subsequent Filing – Affidavit of Service of Subpoena' [see **rule 42A.04** of the Rules.]

The requisite fees to inspect subpoenaed documents cannot be paid via RedCrest; payment must be made in person at the Prothonotary's office on the day of your appointment for inspection.

Appointments to inspect subpoenaed documents may be made by phoning (03) 9603 9300 or by email to [subpoenas@supcourt.vic.gov.au](mailto:subpoenas@supcourt.vic.gov.au).

## 11.4 Urgent Applications

A summons and affidavit in support must be eFiled via RedCrest (with initiating document if the application is not made in an existing proceeding). Practitioners and parties must have first sought direction from the applicable registry.

Please refer to the:

Commercial Court Registry on 9603 4105, for queries with respect to any urgent hearings before the Commercial Court Duty Judge

Practice Court Coordinator on 9603 9288, for queries with respect to any hearings before the Practice Court (Common Law).

Also see the Supreme Court website for further information at <https://www.supremecourt.vic.gov.au/forms-fees-and-services/registry-services/advice-on-urgent-matters>.

## 11.5 Applications before Judge in Charge of List

An originating document requiring a hearing date or a summons and affidavit in support must be eFiled in RedCrest. Filing parties must have sought approval for a hearing date, attached the approval email and inserted the approved date of hearing in the summons before attempting to eFile.

Please consult the Practice Notes on the Supreme Court website for instructions on how to apply for a hearing date, noting that there might be specific instructions for the list your proceeding has been entered into: <https://www.supremecourt.vic.gov.au/law-and-practice/specialist-areas-of-law>.

## 11.6 Applications before Associate Judge or Judicial Registrar

An originating document requiring a hearing date or a summons and affidavit in support must be eFiled in RedCrest. Practitioners and parties must have sought approval for a hearing date, attached the approval email and inserted the approved date of hearing in the summons before attempting to eFile.

Where your matter has been entered into a specialist list, please follow the relevant Practice Note for instructions on how to obtain a hearing date. For all interlocutory applications not dealt with in a specialist area, as well as the hearing or management of matters in the original jurisdiction of the Associate Judges or Judicial Registrars, please see the Supreme Court website for instructions on how to apply for a hearing date at

<https://www.supremecourt.vic.gov.au/about-the-court/our-judiciary/associate-judges-jurisdiction>

## 11.7 Summons for Taxation of Costs

### 11.7.1 Party Party Taxations

A summons for taxation of costs, itemised bill of costs (or disbursement invoices and undertaking to pay said invoices in relation to Bills under \$30,000), document authorising the taxation of costs (for example, an order) and the Costs Court – Party Party Taxation Information Form must be eFiled. Filing parties must have sought approval for a hearing date, attached the approval email and completed Information Form and inserted the approved date of hearing in the summons before attempting to eFile. Please consult the most recent Costs Court Practice Note, Notices to the Profession and further instructions on how to apply for a hearing date at

<https://www.supremecourt.vic.gov.au/law-and-practice/areas-of-the-court/costs-court>

### 11.7.2 Solicitor Client Taxations

A summons for taxation of costs and itemised bill of costs (or invoices) relating to a Solicitor Client Taxation, must be eFiled. Practitioners must have inserted the next callover hearing date in the summons before attempting to eFile. Please consult the Supreme Court website for the list of callover dates at

<https://www.supremecourt.vic.gov.au/law-and-practice/areas-of-the-court/costs-court>

## 11.8 Judgment in Default of Appearance or Defence

Where the Prothonotary has power to enter a judgment in default, an affidavit in support and exhibits may be eFiled in accordance with **Order 21** of the Rules and the judgment is entered online.

All documentation in support of the default judgment application (including the appropriate form and the following documents if appropriate – search for an appearance, affidavit of service, where judgment is for debt, an affidavit of solicitor outlining the interest calculations and, where the judgment is in default of defence, an affidavit of non-service of defence), should be electronically filed as single attachments in the one filing submission.

Please ensure that all sections of the applicable default judgment form are completed and that the 'date entered' reflects the current date.

Please note that default judgments may not be accepted for filing on the same day that they are eFiled, see 1.2.

Please refer to SC CC 1 Commercial Court Practice Note for the process in relation to Commercial Court Judge-managed matters at: <https://www.supremecourt.vic.gov.au/law-and-practice/practice-notes/sc-cc-1-commercial-court-first-revision>

## 11.9 Warrants of Execution

Where parties are seeking a warrant of execution, the affidavit in support and exhibits must be eFiled. Upon acceptance by the Court, a sealed copy of the warrant should be forwarded to the Sheriff's Office.

Please ensure that all sections of the warrant are completed and that the 'date filed' reflects the current date.

# 12 Annexure B – Naming Conventions

Please see recommended text within the ‘Document Note’ field, detailed below:

The screenshot shows the 'Documents' section of the RedCrest e-filing system. Under 'Document 1', there is a 'Document Type' dropdown menu and a 'Document Note' text area, which is highlighted with a red rectangular box. To the right of the 'Document Note' field is an 'Attachments' section with an 'Upload Attachment' button and a 'Browse...' button. Below these sections is a 'Reviewer Comments' area.

Document type	Document Note field text
Commence Proceeding-(all types of initiating process)	<i>[Document Name]</i> filed by <i>[party type]</i> .
Subsequent Filing – Affidavit (all types)	Affidavit of <i>[deponent]</i> sworn <i>[insert date]</i> , filed by <i>[party type]</i> .
Subsequent Filing – Affidavit of Service of Subpoena	Affidavit filed by <i>[party type]</i> , served on <i>[served party/addressee]</i> . Subpoena addressed to <i>[insert addressee]</i> .
Subsequent Filing – Exhibits	Exhibits <i>[or list exhibit number]</i> to the Affidavit of <i>[deponent]</i> sworn <i>[insert date]</i> , filed by <i>[party type]</i> .
Subsequent Filing – Amended Document (all types)	Amended <i>[Document type]</i> , filed pursuant to Order of <i>[insert Judicial Officer]</i> made on <i>[date of Order]</i> .  OR Amended <i>[Document type]</i> , filed pursuant to Rule <i>[insert Rule]</i> of the Supreme Court (General Civil Procedure) Rules 2015.
Subsequent Filing – Expert Report	Expert Report of <i>[insert expert]</i> , filed by <i>[party type]</i> .
Subsequent Filing – Notice of Contribution	Notice claiming contribution against <i>[party type]</i> , filed by <i>[party type]</i> .
Subsequent Filing – Notice of Ceasing to Act	Notice of Ceasing to Act filed by <i>[firm name]</i> , ceasing to act for <i>[party type]</i> .
Subsequent Filing – Receipt for Hearing Fee	Receipt for Hearing Fee - <i>[insert day]</i> of trial.
Subsequent Filing – Receipt for Jury Fee	Receipt for Jury Fee - <i>[insert day]</i> of trial.
Subsequent Filing – Subpoenas (all types)	Subpoena filed by <i>[party type]</i> . Addressed to <i>[insert addressee]</i> .
Subsequent Filing – Witness Statement (all types)	Witness Statement of <i>[insert witness]</i> , filed by <i>[party type]</i> .
*All other documents	<i>[Document Name]</i> filed by <i>[party type]</i> .