

RedCrest eAccess – Filing & Paying Online Court File/Litigation Search Request



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File Search Requests can now be lodged online through the RedCrest eAccess feature. Below is a step-by-step guide outline how to File and Pay for an Online File Search Request.

Logging In or Registering an Account

Navigating to www.redcrest.com.au:

- Select “Log On” (1) to log in, if you already have an active RedCrest account.
- Select “Register Here” (2) to create a RedCrest account.



NOTE: When registering an account you will receive an email to authenticate your account before logging in.

Filing & Paying for an Online File Search Request

Once logged into your RedCrest account:

- Navigate to the “eFile” tab (1).
- Select “Create New Case Request” (2).

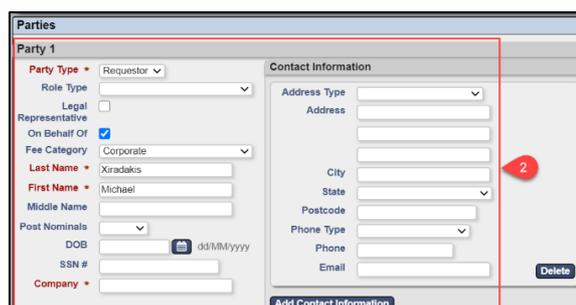


Within the New Case Request Screen:

- Select Request to search a Court file or record as the “Case Type” (1).
- Fill out the “Party 1” information (2).



NOTE: If you enter a First Name & Last Name, the Company field is not required.



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- Fill in Party 2 details or “Delete” (3) this section if not required.

- Select “Court File Search Request” (4) as the Document Type and Select “Choose File” (5) to attach the Request to Search document.

NOTE: The request to search document can be downloaded from the Supreme Court website. Also one form per File Search Request is required.

- Select “Continue with Filing” (6) to continue.

Convenience Fee	\$ 0.00
Document Fee	\$72.60
Total	\$72.60
Paid	\$ 0.00
Owed	\$72.60

Within Summary screen:

- Select “Add to Cart” (1).

Within the Filing Cart screen:

- Select “Submit Filings and Pay Now” (1) to be directed to PayPal, to make payment.

Filing Description	Fees
New Case Request 93251	\$72.60
Case Type Request to search a Court file	
Initiating Action File Search Request	
Payment by <input checked="" type="radio"/> Credit Card	Fee Total \$72.60

Within the PayPal Login Screen:

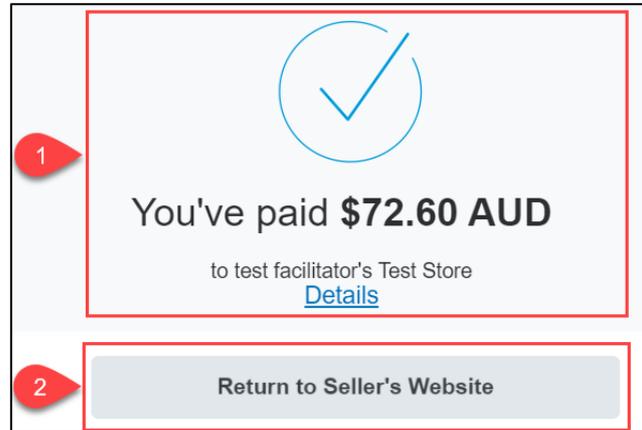
- If you have an active PayPal account, enter your account details and select “Log In” (1).
- If you do not have a PayPal account, select “Pay with a Card” (2).

NOTE: If you select “Pay with Card”, you will be taken to the Guest Checkout screen. Enter your credit card and billing details before accepting the Privacy Statement and Paying.

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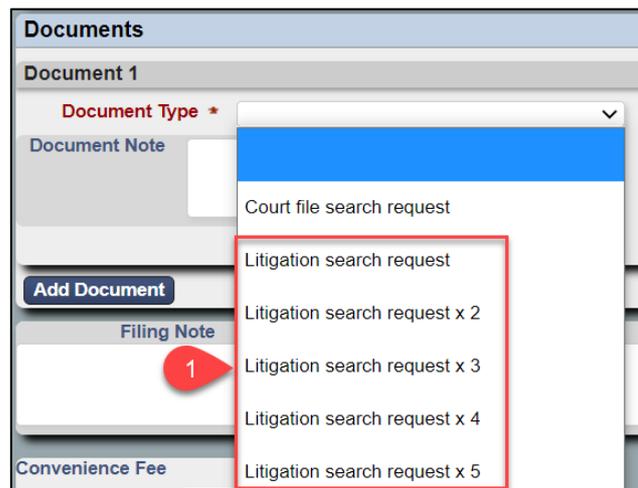
- After payment is completed, a “Payment Alert” (1) will appear.
- Select “Return to Seller’s Website” (2) to be directed back to the RedCrest website.



Litigation Search

For Litigation Search Requests, follow the above steps until you get to the Document Type:

- Select from one of the “Litigation Search Request” types (1) and continue with the filing.



Tracking Pending Request

Once logged into your RedCrest account:

- Navigate to the eFile tab (1).
- Scroll to the bottom of the screen to track your “Filings Status” (2).

