

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

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.

	Supre	eme (	Cou	rt of	Victori	a - eF	iling	5
Michael Xiradakis	Home Search	eFile 1	Cases	Help		<b>23</b> (4)	Log off	0
My Filings	5							^
Create New Cas	se Request	Subsequent	Filing Ca	se Number				



Parties			
Party 1			
Party Type *	Requestor V	Contact Information	
Role Type	~	Address Type	~
Legal Representative		Address	
On Behalf Of			
Fee Category	Corporate 🗸		
Last Name *	Xiradakis	City	2
First Name *	Michael	State	~
Middle Name		Postcode	
Post Nominals	~	Phone Type	~
DOB	dd/MM/yyyy	Phone	-
SSN#		Email	Delete
Company *			
		Add Contact Information	

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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.

Party Type *	Requestor 🗸		Contact Information				
Role Type		~	Address Type	~			
Affiliation/Alias							
Add Affiliation/	Alias						

Г	Documents								
4	Document Type * Court file search request	Attachments							
	Filing Fee \$72.60 Due Now \$72.60 Document Note	Uplead Attachment 5 Choose File No file chosen (PDF 24000 KB max)							

#### 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	\$.00	_
Document Fee	\$72.60	
Total	\$72.60	
Paid	\$.00	
Owed	\$72.60	
Cancel Save	Continue with Filing	6

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.

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.

Documents		
Document 1		
Document Type *		~
Document Note		
	Court file search request	
	Litigation search request	
Add Document Filing Note	Litigation search request x 2	
1	Litigation search request x 3	
	Litigation search request x 4	
Convenience Fee	Litigation search request x 5	

### **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).

	Supreme Court of Victoria - eFiling									<b>2</b> (5)	Log off	
	eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	🐥 Cost	Case Type	Case Management List	Document Type	Event Date	
	93250	New Case Request			Draft		\$72.60	Request to search a Court file		Court file search request		
2	93251	New Case Request			Submitted	28/10/2020 03:47 PM	\$72.60	Request to search a Court file		Court file search request		
	93246	New Case Request			Submitted	07/10/2020 02:36 PM	\$72.60	Request to search a Court file		Court file search request		
											(	Delete