# Download document

This User Guide outlines how to download documents from the Portal, including:

* Documents previously filed by your organisation
* Documents filed by another party in a case managed by your organisation

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|  | **Prerequisites:**Before following the steps in this User Guide, ensure:* A document is filed on a case
* Your account has access to the case in the Portal
 |
|  | **Please see**:If the case is initiated by another user and you do not have access to the case, please see User Guide: **Requesting Access to a Case** |

| Step | Action | Result |
| --- | --- | --- |
|  | Login to the CMS Portal | The **CMS Portal** screen displays:Graphical user interface, website  Description automatically generated |
|  | Click: **My Account**My Account button | The **My Account** screen displays:A screenshot of the Filings tab within the My Account screen. A Search button and some results display.  |
|  | Click: **Cases**Cases tab | The **Search** **Case** panel displays: |
| A screenshot of the Cases tab within the My Account screen. Search case fields, Submit and Clear buttons and a recent case displays.  |
|  | **Hint**: Recently viewed cases are displayed in the panel at the bottom of the screen. If the relevant case is displayed in this panel, click the case number instead of searching for it, then go to step seven. |
|  | Enter search criteria to refine your search:

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| --- |
| PANEL: Search Case |
| In this field | Enter this information |
| Case Number | Type the full or partial **Case Number** for the relevant case. |
| Case Name | Type the full or partial **Case Name** for the relevant case. |
| First Name | Type the **First Name** of a party in the case. |
| Last Name | Type the **Last Name** of a party in the case |
| Organisation Name | Type your **Organisation Name** |
| Case Type | Select the relevant option. |
| Court | Select the relevant option. |
| Status | Select the relevant option. |
| Filing Date | Select the date (or range of dates) of filing. |

 |
|  | Click: **Submit****Submit button** | The **Results** panel displays cases matching the search criteria: |
| The results of a search displays. |
|  | Is the desired case displayed in the results panel?

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| --- | --- |
| If … | Then … |
| Yes | Click the **Case Number** of the relevant case |
| No | Return to step four and refine search |

 | The **Case Summary** screen displays:Screenshot of a case summary, with File a Subcase, File a Document, File Amended Document and Print this Page buttons.  |
|  | Click: **Documents**Documents tab | The **Case Documents** panel displays: |
| Screenshot of the documents associated with the case selected.  |
|  | Plus icon**Hint**: Click the plus icon to display a list of any associated documents. |
|  | Document iconIn the **Download** column, click the document icon for the relevant document | The document downloads. |
|  | **Note**:The steps to locate and view the downloaded document on your computer depends on the operating system and browser. |