# File new case - Interstate registration

| Step | Action | | | Result | |
| --- | --- | --- | --- | --- | --- |
|  | Log into the CMS Portal | | | The **CMS Portal Home** screen displays:  Graphical user interface, website  Description automatically generated | |
|  | Click: **Magistrates’ Court of Victoria**  Magistrates' Court of Victoria button | | | The **Select a Case Type** screen displays: | |
|  | Click: **CIVIL**  Civil button | | | The **Commence a new case** screen displays:  Civil Commence a new case screen displays, with File a complaint, File a civil application and Register an order for enforcement buttons. | |
|  | Click: **Register an order for enforcement**  Register an order for enforcement button | | | The **Register/Enforce Order** screen displays:  A screenshot of the Register/Enforce Order screen with the My Reference field and Next Step button. The Case Details panel displays. | |
|  | Complete the required panels and fields:  Fields marked with a red asterisk \* are mandatory.   |  |  | | --- | --- | | PANEL: My Reference | | | In this field … | Provide this information … | | My Reference | Any name or number used by you to identify the filing. | | | | | |
|  | Complete the required panels and fields:   |  |  | | --- | --- | | PANEL: Case Details | | | Initiation Type | Displays **Interstate Order**, do not change. | | Original Case Number | Type the original case number. | | Court Location | Select the court to which you are filing the interstate order. | | Filing document | Choose File buttonClick and upload the relevant PDF. | | | | | |
|  | Click: **Next Step**  Next Step button | | | The **Document Details** panel displays:  The Document Details panel displays listing additional documents that can be uploaded and the Code/Name field.  Start typing the name of the **Code/Name** and select relevant document from the results displayed. Click **Choose File** and upload the relevant PDF. | |
|  | Click: **Next Step**  Next Step button | | | The **Applicant Details (1)** panel displays:  The Applicant Details screen displays with Previous Step and Next Step buttons. Applicant Details fields include Party Designation Type and Surname. | |
|  | Complete the required panels and fields:   |  |  |  | | --- | --- | --- | | PANEL:  Applicant Name | | | | In this field … | Provide this information … | | | Party Designation Type | Select the type making the claim. | | |  | **Note**: Fields change depending on the selected Party Designation Type. | | Party Type | Displays: Applicant. | | | Surname/Single Name | Type the family name of the applicant. | | | First Name | Type the given name of the applicant. | | | Middle Name(s) | Type any additional names of the applicant. | | | Name Suffix | Select if required. | | | Trading As | Type the trading name recorded for the applicant. | |  |  |  |  | | --- | --- | --- | | PANEL: Applicant Address | | | | Address Type | | Select the address type. | | Physical Address | | Start typing the address into the search box and select the correct option from the results. | |  | **Hint**: To add additional addresses, click: **Address Details**  Applicant Address link | | | PANELS:  Contact Details & Financial Details | | | | Type all available contact and financial information. | | | | PANEL: Applicant Identification | | | | Australian Business Number (ABN) | | Type the Australian Business Number (ABN) for the plaintiff, if relevant. |   *Continued …* | | | | |
|  | *Continued …*   |  |  | | --- | --- | | PANEL: Representation Capacity or Litigation Guardian | | | In this field … | Provide this information … | | Are you acting in a Representative Capacity? | Select either: **Yes** or **No** | | Do you have a Litigation Guardian? | Select either: **Yes** or **No** | | | | | |
|  | Click: **Next Step**  Next Step button | | | The Applicant's **Legal Representation Details** panel displays:  The Applicant's Legal Representation Details panel displays. | |
|  | Complete the required panels and fields:   |  |  |  | | --- | --- | --- | | PANEL: Representation Name Details | | | | In this field … | Provide this information … | | | Business Name | Start typing the **name** or **code** of your legal firm and select the correct option from results. | | |  | **Note**: The address fields populate based on the firm you select. | | Reference Number | Type the legal firm’s reference number if provided. | | | | | | |
|  | Click: **Next Step**  Next Step button | | | The **Respondent Details** panel displays:  The Respondent Details screen displays with fields including Party Designation Type and Surname. | |
|  | Complete the required panels and fields:   |  |  |  |  | | --- | --- | --- | --- | | PANEL: Respondent Name | | | | | In this field … | | Provide this information … | | | Party Designation Type | | Select Party Designation Type | | |  | **Note**: Fields have different values depending on the selected Party Designation Type.  ACN may also appear, depending on Party Designation Type selected. | | Party Type | | Displays: Respondent. | | | Surname/Single Name | | Type the family name of the respondent. | | | First Name | | Type the given name of the respondent. | | | Middle Name(s) | | Type any additional names of the respondent. | | | Name Suffix | | Select if required. | | | Trading As | | Type the trading name recorded for the respondent. | | | PANEL: Respondent Address | | | | | Address Type | | Select the address type | | | Physical Address | | Start typing the address into the search box and select the correct option from the results. | | |  | **Hint**: To add additional addresses, click: **Address Details**  Respondent Address link | | | | PANEL: Defendant Identification Details | | | | | Australian Business Number (ABN) | | Provide the Australian Business Number (ABN) for the defendant, if relevant. | | | | | | |
|  | Click: **Next Step**  Next Step button | | | The **Order details** panel displays:  The Order details panel displays. | |
|  | Complete the required panels and fields:   |  |  | | --- | --- | | PANEL: Order Details | | | In this field … | Provide this information … | | Date of Order | Calendar iconClick the **Calendar** icon to record the date the Order was made. | | Court/Tribunal Details or Authority Details | Start typing the interstate destination into the search box and select the correct court/tribunal details from the results. | | Order Amount | Type the amount of the Order. | | Costs | Type the costs awarded in the Order. | | Interest | Type the amount of interest awarded in the Order | | Total | Portal automatically calculates the total. | | Other Costs (cost of registration) | Type the amount of costs requested to be ordered for the registration. | | | | | |
|  | Click: **Next Step**  Next Step button | | | The **Fee Waiver** panel displays with **No** as a default. Change to **Yes** if needed.  A screenshot of the Fee Waiver panel to select whether to apply to waive the fee. | |
|  | Click: **Proceed**  Proceed button | | | The **My Account** screen displays:  The Cart tab within the My Account screen displays, showing an item with payment due and the Submit Payment button. | |
|  | Tick box iconSelect the item number requiring payment. | | | | |
|  | Click: **Submit Payment**  Submit Payment button | | | The **Process Payment** screen displays:  The Process Payment screen displays with payment options, and Continue and Back buttons. | |
|  | Radio buttonFrom the **Payment Options** panel, select a payment method, then click: **Continue**  **Continue button** | | |  | **Please See**: Payment options can be added and removed from the **My Account** screen. For more information, please see User Guide: **My account features** |
|  | | **Note**: If **ePayment by Credit/Debit card** is selected, a popup displays.  Enter your payment details, then click: **Make Payment**  **Make payment button** | | |
|  | The Interstate Registration is filed. | | | The **Confirmation of Filing** screen displays:  The Confirmation of Filing screen displays with confirmation message, filing and payment information. Back To My Cart, My Account and Print This Page buttons also display. | |
|  | Click: **My Account**  My Account button | | | The **My Account** screen displays:  The Filings tab within the My Account screen displays with Search button and filing list. The Case/Record Number column is highlighted. | |
|  | | **Note**: The **Case/Record Number** for the courts system is generated for future reference and an acknowledgment for filing email is sent to the nominated address within your user profile settings.  Case/Record Number displays. | | | |
|  | OPTIONAL:  Under the **Action** panel, click: **View**  **The View button displays under the Action column** | | | The **Case Summary** screen displays:  The Case Summary screen displays with the Filings tab. | |
|  | | **Note**: Once the filing is accepted, you can access a copy of the order from the **Documents** tab of the **Case Summary** screen.  A **Notice of registration to Interstate/NZ court** is available to download in the **Generated Documents** field. | | | |