# Navigate home screen and functionality

This User Guide outlines the actions possible from the **CMS Portal Home** page, including:

* Accessing jurisdictions connected to the **CMS Portal** to:

Commence a new case, or

Request access to an existing case you’re a party to

* Filing on an existing case
* View your cases and access documents and information on these cases.

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| Step | Action | Result |
|  | Log into the **CMS Portal** | The **CMS Portal** screen displays:The Home screen displaying available jurisdictions: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. |
|  | Navigate to the top of the main screen of the **CMS Portal** **Home** page: | The **CMS Portal** screen displays:A picture containing text, clipart  Description automatically generated*Continued …* |
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| CMS Portal main navigation menu |
| Click this … | For this information … |
| Home | Return to the **Home** page after navigating to a different screen. |
| Hearing Search | Search for any hearings currently listed in the **CMS** |
|  | **Note**:Only hearings for case types that have been integrated with the **CMS Portal** will display on this screen. Continue to check **EFAS** if the relevant case type has not been deployed in the **CMS** yet. |
| Help Centre | Online support for external parties using CMS Portal. This includes quick reference guides and frequently asked questions.  |
| Contact Us | Contact information for technical support for **CMS Portal** andwho to go to for procedural support.  |
|  | **Note**:The **CMS Support team** cannot provide advice, comment on court or tribunal matters or answer legal questions.  |

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|  | Navigate the **Jurisdictions** section of the **CMS Portal** **Home** page: | The **CMS Portal** screen displays:The Jurisdictions section of the CMS Portal homepage, with the Magistrates' Court of Victoria button.  |
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| CMS Portal Jurisdictions section |
| Step | Action |
|  | Select the relevant **Jurisdiction**. For example:Magistrates' Court of Victoria button |
|  | Select the relevant **Case Type**. For example:Civil button |
|  | **Note**:Additional **Jurisdictions** and **Case Types** will be added to the **CMS Portal** in future deployments. |
|  | The menu for the selected **Case Type** displays:The Civil screen displays with buttons to File a complaint, File a civil application, Register an order for enforcement, Request case access and File on one of my cases.  |
|  | Click the button for the desired activity. |
|  |  | **Please see**:For additional supporting material to complete these processes, please see the relevant User Guide. |

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| Step | Action | Result |
|  | Navigate the **Options** buttons on the **CMS Portal Home** page:Options section of the CMS Portal home screen, with File on One of My Cases and My Account buttons.

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| CMS Portal Options buttons |
| Click this … | For this action … |
| File on One of My Cases | File on a case you already have access to in the **CMS Portal** |
|  | **Please see**:For more information, please see User Guide:* **Filing a document to an existing case, or**
* **Filing a subcase on an existing case, or**
* **File an amended document**
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| My Account | Access activity related to your account, including drafted or filed documents, cases and hearing details. |
|  | **Please see**:For more information, please see User Guide: **My account features** |

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