**View and action case**

This User Guide outlines the steps required to access a case your organisation already has access to in the CMS Portal.

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|  | Please see:For information on requesting access to a case your organisation does not have access to, please see User Guide: **Request Access to a Case** |

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| Step | Action | Result |
|  | Log in to the **CMS Portal** | The CMS Portal screen displays:Graphical user interface, website  Description automatically generated |
|  | Click: **My Account****Screenshot of the My Account button.** | The **My Account** screen displays:Screenshot of the Filings tab within the My Account screen, displaying the Search button and list of recent filings.   |

| Step | Action | Result |
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|  | Click: **Cases****Cases tab** | The **Search Case** screen displays: |
| The Cases tab within the My Account screen. Search Case fields, Submit and Clear buttons and listing of a recent case display.  |
|  | **Hint**: A list of cases your CMS Portal account has access to displays at the bottom of the screen. If the relevant case is visible in this list, click the **Case Number** to access the case, or a link in the **Actions** column to file on the case.  |
|  | Complete the required panels and fields: Fields marked with a red asterisk \* are mandatory.

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| PANEL: Search Case |
| In this field … | Provide this information … |
| Case Number | Type the relevant **Case Number** |
| Case Name | Type the name of a party in the case. |
| First Name | Type the **First Name** of the relevant party. |
| Last Name | Type the **Last Name** of the relevant party. |
| Organisation Name | Type your **Organisation Name** |
| Case Type | Select the relevant **Case Type** |
| Court | Select the relevant **Court** |
| Status | Select the case **Status** |
| Filing Date | Click the **Calendar** icon to select a date window. |

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|  | Click: **Submit****Submit button** | Cases matching the search criteria display:A partial screenshot of a result showing after a case search. |
|  | **Hint**: If the relevant case does not display in the list of results, adjust the search criteria and click: **Submit**To reset all fields, click: **Clear** |
|  | What action is required on the case?

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| To perform this action … | Click this link …. |
| Access case details | Click the link for the relevant case in the **Case Number** column:Case Number column with a case highlighted |
| File on the case | Click the link for the relevant filing type in the **ACTION** column:Action column with link to actions - File a Subcase, File a document and File amended document |

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