**Lodge Warrant to seize property**

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|  | **Prerequisites:**Before completing the steps in this User Guide, ensure a case exists which meets the following criteria:* A claim or monetary order has been made, and
* You have access to the case in the **CMS Portal.**
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|  | **Please see**:If you don’t have access to the case in the CMS Portal, please see User Guide: **Requesting 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: **File on One of My Cases**File on One of My Cases button | The **My Account** screen and **Cases** tab display:The My Account Search Case screen displays with numerous fields to search with. |
|  | Type information in the **Search Case** fields to search for the relevant case, or locate the case in the list below the search fields:Search Case screen displays with First name and surname fields highlighted. A case at the bottom of screen is also highlighted. |
|  | **Hint:** If your case displays in the list at the bottom of the page, proceed to step 5. |
|  | Click: **Submit****Submit button** | The **Results** section displays cases matching the search criteria:Screenshot of result matching the case search criteria |
|  | In the **Action** column, click: **File a document****File a document highlighted in the Action column** | The **Case Summary** screen displays: |
|  | In the **Action** column, click: **File a Document** within the relevant subcase | The **Add Filing** screen displays: |
|  | Complete the required panels and fields: Fields marked with a red asterisk \* are mandatory.

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| PANEL: My Reference |
| In this field … | Provide this information … |
| My Reference | Any name or number used by you to identify this filing. |
| PANEL: Add Document |
| Code / Name | Start typing the document **Code/Name** and select relevant document from the list. |
|  | Magnifying glass icon**Hint**: If you are unsure of the document **Code/Name**, click the magnifying glass icon to open the search menu,Start typing **Warrant to seize** and select **Form 68A – Warrant to seize property****Warrant to seize property code displays** |

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| **PANEL: Claim** |
| In this field… | Provide this information… |
|  | **Important**:The amount entered in the claim fields must match the exact amounts awarded in the order related to the **Warrant to Seize Property**  |
| Date of judgement | Type the date the judgment was made. |
| Claim amount | Type the **Claim amount**  |
| Cost amount | Type the **Cost amount**  |
| Interest ordered | Type the **Interest ordered**  |
| Amount paid since order made | Type the **Amount paid since order was made**  |
| Total | **Total** claim and costs amount displays. |
| PANEL: Costs |
|  | **Important**:The amounts entered for fees and scaled costs must match the fees paid or amounts allowed in the scale. |
| Fees on Warrant | Type the **Fees on Warrant** |
| Professional Costs | Type the **Professional Costs**  |
| Previous Warrant Costs | Type the **Previous Warrant Costs**  |
| Previous SOE costs | Type the **Previous SOE costs**  |
| Other Costs (Monetary Amount) | Type **Other Costs** |
| Other Cost Description | Type description for **Other Costs**, if applicable. |
| Total | **Total** claim and cost amount displays. |

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| **PANEL: Interest** |
| In this field… | Provide this information… |
| Manual interest calculation required | Select **Yes** if requesting interest be awarded at an alternate rate to the penalty interest rate. If **Yes** is selected, a percentage amount field displays. |
| From | Select interest period start date using the calendar icon.  |
| To | Select interest period end date using the calendar icon. |
| Principal Amount $ | Type the principal interest amount.  |
| Interest Total | The **Interest Total** is automatically calculated. |
| ADDITIONAL PANELS |
| In this panel … | Provide this information … |
| Address Details | Start typing the address into the search box and select the correct option from the results.  |
|  | **Important**:The address MUST be in Victoria.  |
| Filed By | Tick box iconSelect the party filing the document.  |
| Representation | Tick box iconSelect the legal representation you are filing on behalf of. |
| Filed Against | Tick box iconSelect the party the application is filed against. |
| Related Orders | Tick box iconSelect the order the **Warrant to seize property** relates to.  |
| Fee Waiver | Displays **No**, only change if required. |

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|  | Click: **Proceed****Proceed button** | The **My Account** screen displays: The Cart tab within the My Account screen displays, with item requiring payment and the Submit Payment button |
|  | Select Tick box icon the item requiring payment.Click: **Submit payment****Submit Payment button** | The **Process Payment** screen displays:The Process Payment screen with payment options. Continue and Back buttons also display.  |
|  | Radio buttonIn 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 **Warrant to Seize Property** is filed | Confirmation of Filing notification |
|  | **Note**:**Warrants to Seize Property** are issued automatically in certain circumstances. Warrants with alternate interest claimed, or with previous or other costs claimed, are subject to review by the court and issued manually. |

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| Step | Action | Result |
|  | OPTIONAL:To view the status of the **Warrant to Seize Property**, click: **My Account****My Account button** | The **My Account** screen displays the **Filings** tab: |
| The Filings tab within the My Account screen displays. My Reference, Case/Record Number, Filing Status, and Action columns highlighted.

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| Field | Description |
| **Filing Date** | Shows filing date - the most recently filed document displays first. |
| **My Reference** | Displays the reference typed when filing the document. |
| **Case/Record Number** | Assists with locating filings. |
| **Filing Status** | Shows the filing’s live status. |
| Action/**View** | Allows you to view the **Case Summary** screen for the relevant case. |
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|  | **Note**:* An **Acknowledgment for filing** email is sent to the **CMS Portal** user when the document is filed.
* An additional email is sent once the document is reviewed by registry staff.
* These emails may arrive simultaneously if the **Warrant to Seize Property** is automatically approved by the **CMS Portal**
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