# 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. |