# 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 …* |
|  | *Continued …*   |  |  |  | | --- | --- | --- | | 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. | | | |
|  | 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. | |
|  | *Continued …*  *Continued ….*   |  |  |  |  | | --- | --- | --- | --- | | 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.   |  |  |  | | --- | --- | --- | | 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** | | 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** | | |