# View hearings - Lodge adjournment request

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|  | **Note**:This User Guide covers how to view the hearings on a case also how to lodge an adjournment request on an existing case: |
|  | Please see:For information on retrieving a **CMS Portal** case you already have access to, please see User Guide: **Cases** |

| Step | Action | Result |
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|  | Click: **Log in****Log-In button** | The **CMS Portal** **Home** screen displays:Graphical user interface, website  Description automatically generated |
|  | Click: **File on One of My Cases**File on One of My Cases button | The **Search Case** screen displays:Screenshot of the Cases tab within the My Account screen. Search Case fields, Submit and Clear buttons and a recent case display.   |
|  | **Note**:Cases appear below the case search in **My Cases**. |
|  | Click the **Case Number** link:**Screenshot of the Case Number column and the case link.**  | The case displays:Case displays with the filings information. Also includes the File a Subcase, File a Document and File Amended Document buttons.  |
|  | Click the **Hearings** tab:**Text  Description automatically generated with medium confidence** | The **Case Hearings** screen displays:Case Hearings tab displays with Pending Hearings list.  |
|  | **Note**:Displays both pending and finalised hearings in separate panels. |
|  | If required, select: **Adjourn request****Adjourn Request button** | The **Add Adjournment Request** screen displays:Add Adjournment Request screen displays with My Reference field and Hearing Information.  |
|  | Complete the required panels and fields:Fields marked with a red asterisk \* are mandatory.

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| PANEL: Case Details  |
| In this field … | Provide this information … |
| Subcases | Tick box iconSelect subcases. |
| Requesting Parties | Tick box iconSelect party who is seeking the adjournment |
| Consent | Select either: **Yes** or **No** |
|  | **Note**:If selecting **No**: a sub menu appears which requires the following: Please specify which parties do not consent and why. |
| Proposed Hearing Type | Displays the current hearing type the matter is listed for.  |
| Event Location | Displays the location where the matter is currently listed.  |
| Proposed date/time | Either:* Select an option from the Calendar Assistant

OR* Manually provide a different date and time in the fields using the date and picker tools
 |
| Calendar Assistant: Select: **Show Slots****CALENDAR ASSISTANT displays with drop-down boxes and a Show Slots button.**  | Select suitable date radio buttonA list of time slots show in the CALENDAR ASSISTANT panel.  |
|  | **Note**:An error occurs if you don’t make a selection from the available slots now. |

*Continued …* |
|  | *Continued …*Complete the required panels and fields:

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| PANEL: Case Details *continued* |
| In this field … | Provide this information … |
| Resources | Click in the checkbox(s) to select resource(s). |
| Interpreter | Tick box iconSelect the party requiring the Interpreter. |
| Interpreter language | Select the required Interpreter language. |
| Add to Underlying Cases | Select or search for case and select checkbox  |
| Adjournment Details | Tick box iconSelect an Adjournment Reason.  |
| Adjournment Notes | Type any required adjournment notes. |
|  | **Note**:For Civil cases, interpreters are not provided by the court. Interpreter details are only entered if an interpreter is booked for your client and you need to advise the court. |

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|  | Click **Proceed****Proceed button** | The **Confirmation of Filing** screen displays:Confirmation of Filing screenshot.  |
|  | **Note**:A confirmation of filing is sent to the Log-in email address. |