# 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 | |
| --- | --- | --- | --- | --- |
|  | 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.   |  |  |  | | --- | --- | --- | | 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 button  A 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:   |  |  |  | | --- | --- | --- | | 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. | | | | | |
|  | 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. |