

# CMS Portal for Criminal Release

## - For Prosecution Agencies -

**From Tuesday 30 June 2026**, the CMS Portal will be the prescribed channel for legal practitioner and prosecution agencies to file on criminal matters with the Magistrates' and the Children's Courts, access case information and download court orders.

### Transitional Process for filing Charge and Summons:

To support this change, a transitional process has been made available to prosecution agencies. Please refer to the "*File Charge and Summons*" instructions provided in the [CMS Portal Help Centre](#) (> [Guides Criminal > Prosecution Agencies](#)).

**a) If you are an informant** filing the Charge and Summons, please disregard the next section and file as usual/use the "*File Charge and Summons*" instructions referenced above.

**b) If you are filing on behalf of the informant:**

- Also refer to the "*File Charge and Summons*" instructions referenced above. However, in CMS under "*description of offence*", for each charge you will be able to enter a full stop instead of re-entering the description again. Make note of the CMS reference number as you'll need this for the next step.
- After following the CMS steps, you will be required to submit the informant-signed Charge and Summons into [eDocs](#). Please note that the summons must be filed within 7 days of issue. It is important to refer to the CMS reference number when you file into eDocs so the two records can be linked.

### Know where to find support

- Refer to the [CMS Portal Help Centre](#) in the first instance. This will be your one-stop-shop for everything CMS-related.
- For Process support, continue to contact the courts.
- For CMS technical support, use the '[Contact CMS](#)' online form within the CMS Portal.



Find the CMS Portal and Help Centre here:

[cmsportal.courts.vic.gov.au](https://cmsportal.courts.vic.gov.au)