

CMS Portal for Criminal Release

- For Legal Practitioners -

Town Hall Q&As (Feb 2026)

| Questions: | Answers: |
|---|---|
| <i>Will EFAS still exist, i.e., will the public still be able to do all case searches, or only those with CMS accounts?</i> | EFAS will be turned off when CMS Portal goes live. However, a public Hearing Search function exists on CMS Portal and can be accessed by any person, with or without a portal account. |
| <i>Currently EFAS indicates which courtroom matters are listed in. Will CMS retain this functionality?</i> | Yes, courtroom information will be displayed in the new public Hearing Search on CMS Portal . |
| <i>When searching for an accused on the case lists, will the portal identify when the accused has different spellings of names (for instance, via their date of birth)? Currently with EFAS, a practitioner is required to manually search for different spellings.</i> | The Hearing Search supports partial searches for the accused surname and first name but does not provide the ability to return different spellings for accused name. |
| <i>Advocates supporting victims use EFAS to monitor prosecutions of cases without being a direct party. Will we still have access to general case information and links to view prosecutions on CMS?</i> | Yes, users who do not have a CMS Portal account can still access the public Hearing Search , which replaces EFAS. In this functionality, you can enter your details to track the hearing and receive notifications. |
| <i>Any tips to make sure files we are registered for in EFAS are re-registered on CMS? Is a manual print out the best option to check this?</i> | If you're able to obtain the case numbers for cases you are registered for in EFAS, it will make requesting case access much simpler when CMS Portal goes live. You can export a list of cases from EFAS in the 'My Cases' tab. |
| <i>Will we be able to request administrative adjournments through the hearing search function as we do currently in EFAS?</i> | Adjournment requests (and abridgement requests) can be submitted via the CMS Portal for users who have access to the case. |
| <i>Will practitioners be able to view the allocated court room/AVL time for Children's Court matters on the portal?</i> | Yes, when requesting case access, solicitors will be able to obtain hearing details from within the case record on CMS Portal. Children's Court matters cannot be published on a public facing platform so these will not be available on the CMS Hearing Search . |
| <i>Will a legal representative with access to a particular matter be able to see who all other users with access to that matter are?</i> | No, this is not viewable in CMS Portal. However, the court will have these details for auditing purposes. |
| <i>Will advocates have the same list as the VLA Duty Lawyer list (for those appearing in daily filing hearings)?</i> | Currently, the Duty Lawyer List is only accessible by VLA CMS Portal users. |
| <i>What sort of documents does the press get access to, for example, does it get to access unredacted charge sheets?</i> | Media are not currently enrolled as CMS Portal users. Any requests for media access to documents will still need to be made to the Court for the Court to approve. Any release of material will be conducted via the Registry, not via the CMS Portal. |
| <i>When a matter is appealed to the County Court, will the OPP and appellant's solicitor be able to access CMS Portal and view the documents uploaded in the original MCV hearing?</i> | Yes, if the OPP and appellant's solicitor have a CMS Portal account, and abide by the terms of use, they can request case access to view materials on the file. |
| <i>Will coordinators lists be prepopulated with appearances from CMS or will we need to still speak to coordinators on the morning of court?</i> | CMS Portal users can view courtroom allocations for hearings in the portal. Prior to the hearing date, legal practitioners will be able to lodge their appearance via CMS Portal, including the case intention, and this will come across to eCourt for the court to view. However, please note that this does not replace the need to advise coordinators that you have arrived at court, as self-check-in is not available. |
| <i>When asking for an abridgement/adjournment etc, do we still need to file the relevant forms, such as what we do when emailing?</i> | When filing an abridgement request, it will still be mandatory to file an abridgement notice. When filing an adjournment request, supporting documents should be filed but are not mandatory. |
| <i>Will there be another opportunity for practitioners to look through the video demonstrations?</i> | You can access videos via the CMS Portal Help Centre – please refer to the Legal Law Firms section on the CMS Portal Help Centre. All videos are available for you to view at any time. |



Find the CMS Portal and Help Centre here:

cmsportal.courts.vic.gov.au

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| <i>Will documents filed by the opposing party or Court be viewable (e.g. can the Prosecution view documents filed by Defence?)</i> | Only certain documents on the case file will be visible to CMS Portal users by default (e.g., Charges, Applications, Orders). |
| <i>What is the file size limit and preferred document type for documents being uploaded into CMS Portal?</i> | The file limit for an individual document is 50MB, and the recommended document type is PDF. |
| <i>Will uploaded documents need to be approved or rejected by a registrar before they upload?</i> | Certain documents that require actioning from the court will require approval from Registrars, while other documents will automatically be accepted. You will receive notifications upon filing to advise you if your uploaded document has been accepted or rejected (with reasons). |
| <i>Will defence practitioners be able to access briefs through CMS Portal?</i> | No, briefs will still need to be requested from the informant or via CBSS. |
| <i>Will CMS provide court dates like the Electronic Mention Diary?</i> | For agencies that initiate/create cases, functionality that allows agencies to obtain court dates will be available. |
| <i>Do documents need to be uploaded individually?</i> | Yes, documents for cases need to be uploaded per case. There is no ability to file one document across multiple cases. |
| <i>Who has authority to request access to a file? What is stopping people from accessing my client's file?</i> | All lawyer/law firm users can request access to a case. In doing so, they need to confirm they are requesting access to the case in line with the CMS Portal terms of use. When requesting case access, CMS Portal users can indicate that they are taking over representation from another firm. |
| <i>How long does case access authorisation take - is it automatic, or delays should be expected?</i> | Case access is effectively instant. Once the request is submitted, the system validates that you are a trusted user (e.g., a lawyer registered with the VLSBC) and will provide a token via email to access the case. |
| <i>When orders are generated, will the system send emails to the relevant practitioner, or will we have to log in for each case to check for listing updates?</i> | No notifications are provided upon making of an order to a legal practitioner. However, orders will be instantly available to view and download in CMS Portal. |
| <i>Can you locate the case (to grant access) if you don't know the case number, or is the case number required?</i> | You can undertake other search criteria besides the case number to request case access, e.g., surname, first name, DOB, court location or solicitor code. |
| <i>If we are registered for civil and/or child protection matters on CMS Portal, do we need to re-register for the criminal case access?</i> | If you are already registered for civil and/or child protection matters on CMS Portal, then you won't need to do anything further. The criminal functionality will be available once it is live and you'll be able to file accordingly. |
| <i>When dealing with a criminal matter that is linked with an intervention order application, will IVO application information be accessible through CMS?</i> | Our IVO release will proceed on a later date. Once that release is complete, CMS Portal functions related to IVOs will become available. |
| <i>Are multiple people able to have access to and file on the same matter? E.g., a lawyer and their admin both requiring access to a case and both filing material.</i> | Multiple portal users can request and have access to a matter at the same time. Each user requiring access will need to submit their own case access request. |
| <i>Will there be an ability to remove documents from the portal if one is added in error?</i> | If a document is filed in error, the relevant court venue will need to be contacted to ask to cancel/reject the document. |
| <i>Can barristers register for CMS portal, and if they can, what are the specific things we need to know before doing so?</i> | Yes, barristers can register for the CMS Portal . To enrol you will need to know your Legal Entity number provided by the VLSBC. |
| <i>Will VicPol prosecutors have access to all matters, or would they need to add themselves individually for each case they prosecute?</i> | VicPol prosecutors will need to request access to each case individually. |
| <i>Can I log into CMS Portal with my eDocs login details?</i> | No, you will need new login details to access the CMS Portal. |



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