

CMS - Family Case (Conciliation Conference)

What is a Family Case?

Conciliation Conference (CC) hearings are facilitated via *Family Case* on CMS.

A *Family Case* (and its case number) is initiated when a request for a CC for a child is made via the Portal, this process replaces the historical filing of an 'intake form'.

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A *Family Case* may be initiated for one child or join multiple children together for a CC hearing.

After initiating the *Family Case* practitioners will receive a tentative CC hearing date (pending Court Order) via a CMS notification.

How to gain access to a Family Case?

A *Family Case* is separate from a CP Case and requires a separate access request.

All related, open and finalised *Family Cases* will display against a CP case under the [Filings Tab](#).

Conference Case			
Case Number	Case Name	Status	Filing Date
L. CHI-FAM-		Open	01/08/2023

Legal Practitioners gain access via the portal function 'Request Case Access' by entering the *Family Case* number or searching the child's name and following automated email prompts.

Case Access Search

REQUEST CASE ACCESS

First Name

Last Name

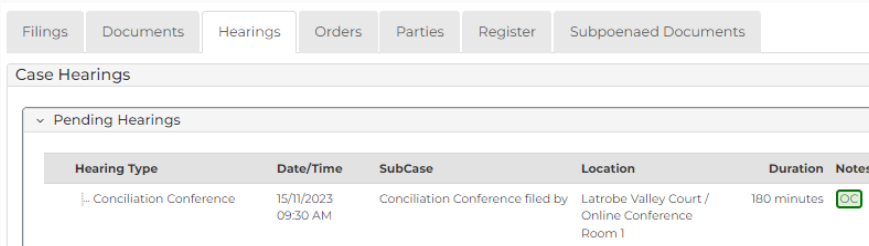
Case Number

At least one search criteria must be entered.

What can be viewed and filed on a Family Case?

Information Exchange Documents (IEDs) and CC Addendum Reports must be filed on the *Family Case*.

In a *Family Case*, the CC hearing date, time and location displays in the [Hearings Tab](#). The 'OC' (Online Court) alert displays when the conference is assessed to proceed online.



Hearing Type	Date/Time	SubCase	Location	Duration	Notes
Conciliation Conference	15/11/2023 09:30 AM	Conciliation Conference filed by	Latrobe Valley Court / Online Conference Room 1	180 minutes	OC

[Parties Tab](#) allows you to view Legal Representatives and Child Protection workers. It also shows custody and interpreter alerts.

Child Protection workers can view and update party contact details.

How is a Conciliation Conference hearing cancelled and rebooked?

Requests to cancel (vacate) and rebook are submitted via email to the relevant Conciliation Conference email inbox with the:

- reason for seeking the cancellation and rebooking,
- suggested timeframe for new Conciliation Conference hearing, and
- unsuitable dates.

A CC rebooking form will be required to ensure updated contact details for parties and practitioners.

Where the request to cancel and rebook proceeds, a new Conciliation Conference hearing date will be allocated under the same Family Case number. A CMS notification will be sent to the practitioners with a new Hearing Notice.