

File Free Text Order (draft order)

Portal Quick Reference Guide

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| Purpose |
| Quick Reference Guide shows how to: File Free Text Order (draft order) |

1. From CMS Portal Home page, click: File on One of My Cases

List of cases display:



|  |  |
| --- | --- |
| Icon  Description automatically generated | Note:Only cases user previously filed on or requested access to, display. |
|  |  |
| Icon  Description automatically generated | Resources:See Quick Reference Guides:* Locate and view case
* Request case access
 |
|  |  |

1. For relevant case, click case number link.

Filings tab displays:



1. Click: Hearings tab.

Hearings tab displays:



1. For relevant hearing, click: Add Draft Order

Add Draft Order screen displays:



1. To identify filing, type reference in My Reference field.
2. Complete required panels and fields.

| Order Panels |
| --- |
| Panel: | Action: |
| Consent Type | Select relevant option. |
| Hearing Notations | Type if required. |
| Sub-cases | Select relevant subcase. |
| Add Order(s) | Select: Free Text Order |

1. Click plus icon.

Free Text Order panel displays:



1. Type free text order in Details field.
2. Click: Add Order

Order Summary displays:



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| --- | --- |
| Icon  Description automatically generated | Note:Once all orders are added, click Preview button to review order in more detail.  |
|  |  |

1. Is another order required?

|  |  |
| --- | --- |
| If | Then |
| Yes | Add orderResource:See Quick Reference Guide: File Minutes of Proposed Orders (Amend, Add or Delete) |
| No | Go to next step |

1. Is Order Summary correct?

|  |  |
| --- | --- |
| If | Then |
| Yes | Go to next step |
| No | Amend orderResource:See Quick Reference Guide: File Minutes of Proposed Orders (Amend, Add or Delete) |

1. In Share with parties or submit to court? field, select relevant option.

|  |  |
| --- | --- |
| Icon  Description automatically generated | Note:Share with Parties allows other parties to view and update proposed draft orderDraft order cannot be updated once Submit to Court selected |

1. Click: Proceed

Confirmation of Filing screen displays:



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| --- | --- |
| Icon  Description automatically generated | Note:* Draft order can be updated in Orders tab any time before submission to Court

Once submitted, Minutes of proposed orders document generates and can be accessed through My Account screen |
|  |  |
| Icon  Description automatically generated | Resources:See Quick Reference Guides:* File Minutes of Proposed Orders (Amend, Add or Delete)
* Download document
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