

# File Information Exchange Document on Family Case

## Portal Quick Reference Guide



### Purpose

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Quick Reference Guide shows how to: **File Information Exchange Document on Family Case**

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

List of cases display:

## My Account

Profile Drafts Filings **Cases** Cart Payments Payment Profile Organisation Payment Profile

Search Case

Search Case

Case Number

Case Name

First Name

Last Name

Organisation Name

Case Type

Court

Status

Filing Date  to

Hearing Date  to

Case Number	Case Type	Case Name	Court	Filing Date	Status	ACTION
CHI-FAM-230034087	Family Case	SMITH SIBLINGS	Melbourne Children's Court	24/10/2023	Open	<a href="#">File a document</a>

Results 1 - 1



### Note:

Only cases user previously filed on or requested access to, display.



### Resources:

See User Guides:

- **View and action case**
- **Request case access**

- For relevant case, click: **File a Document**.

**SubCases** panel displays:

**CHI-FAM-230034087** SMITH SIBLINGS  
Court Location: Melbourne Children's Court - Children's Court  
Family Case | Conciliation Conference

Subcases

Filing Date	Subcase	Status	Action
24/10/2023	Conciliation Conference filed by Jessica Truong	Open	<a href="#">File a Document</a>

- For relevant subcase, click: **File a Document**

**Add Document** screen displays:

## Add Filing

My Reference\*

My Reference can be any name or number and can be used by you to identify this filing.

Add Document

Please wait while this page refreshes

Code / Name\*

Upload Document\*  No file chosen

- To identify filing, type reference in **My Reference** field.

5. Complete required panels and fields.

### Panel: Add Document

Field:	Action:
<b>Code/Name</b>	Type document <b>Code or Name</b> and select document from list.  <b>Note:</b> <ul style="list-style-type: none"> <li>Use magnifying glass icon to look up document</li> </ul>
<b>Upload Document</b>	Click: <b>Choose File</b> and attach PDF document

Type document **Code or Name** to display document in list:

Add Document

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**Please wait while this page refreshes**

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	Number	Short Name	Name	Document Type	Fee
Code / Name*	CCDAR	CCDAR	CC - Addendum Report	Report	
	CCDARRD	CCDARRD	CC - Addendum Report (Redacted)	Report	
	IED	IED	CC - Information exchange document	Notice	

Choose File
No file chosen

6. Further fields display, depending on which document is selected:

## Additional Panels - CC Addendum Report

Field:	Action:
<b>Additional Information</b>	Complete relevant fields.
<b>Filed by</b>	Select filing party or type name in <b>Add Filed By</b> panel. <b>Note:</b> To set Add Filed By person as the new worker select <b>Yes</b> for 'Set new worker as the current case assigned worker?'
<b>Related Hearings</b>	Expand the Related Hearings panel and select the related Conciliation Conference date.
<b>Additional Documents</b>	Type document <b>Code or Name</b> and select document from list. <b>Note:</b> Use magnifying glass icon to look up document Additional Documents - <b>Consent Form</b>

## Additional Panels - CC Information Exchange Document

Field:	Action:
<b>Additional Information</b>	Complete relevant fields.
<b>Filed by</b>	Select filing party or type name in <b>Add Filed By</b> panel.
<b>Representation</b>	Select filing party's legal representation if applicable. To add representation, click: <b>Add Representation</b>
<b>Related Hearings</b>	Expand the Related Hearings panel and select the related Conciliation Conference date.

### 7. Click: **Proceed**

**Confirmation of Filing** screen displays:

## Confirmation of Filing

Your filing (My reference: Smith, John IED) is submitted.

Filing Information	
My Reference	<b>Smith, John IED</b>
Status	Submitted
Filing Date	24/10/2023 04:17:53 pm
Filed By	Jessica Truong
Internal Reference No.	412ba07a1b29
Received By	CMS PORTAL TEST CP

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**Note:**

Document can be accessed and filing status can viewed through **My Account** screen.