# File amended document

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|  | **Note**: ALL amended documents are subject to court review. The filer will receive an email notification advising whether the filing has been accepted or rejected. |
|  | **Please see**: If you don’t have access to the case in the CMS Portal, please see User Guide: **Requesting access to a case** |
|  | **Important:** If you require fee reimbursement for an amended document, you will need to file request in person at the relevant Registry. |

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| Step | Action | | Result |
|  | Log into the CMS Portal.  Log-In button | | The CMS Portal screen displays:  Graphical user interface, website  Description automatically generated |
|  | Click: **File on One of My Cases**  File on One of My Cases button | | The **My Account** **Search Case** screen displays:  The My Account Search Case screen displays with numerous fields to search with. |
|  | | **Note**: This screen enables you to search by numerous filter options. The result of your search will appear at the bottom of the page and states required ACTION, such as File amended document.  **Search result with the Action column highlighted** | |
|  | Click: **File amended document** link | | The **Case Summary** screen displays: |
|  | In the **Action** column, click: **File Amended Document** within the relevant subcase  Graphical user interface, text, application, email  Description automatically generated | | The **File Amended Document** screen displays: |
| Important icon | | **Important**: Panels and fields will vary depending on Document type selected. | |
|  | Complete the required panels and fields:  Fields marked with a red asterisk \* are mandatory.   |  |  |  | | --- | --- | --- | | PANEL: My Reference | | | | In this field … | Provide this information … | | | My Reference | My Reference can be any name or number and can be used by you to identify this filing. | | | PANEL: Add Amended Document Portal | | | | Code/Name | Start typing the document **Code/Name** and select relevant document from the list. | | |  | Magnifying glass icon**Hint**:  If you are unsure of the document **Code/Name**, click the magnifying glass icon to open the search functionality. | | Upload Document | Chose File buttonClick and add the required \*PDF document to the case.  *\*All document uploads must be PDF.* | | | PANEL: Filed By | | | | Filed by | Tick box iconSelect the party that is filing the application. | | | Representation | Tick box iconSelect the legal representation of the filing party if applicable.  To add representation, click:  Add Representation for Filed By (New Representation) link | | | Filed Against | Select the party the application is filed against. | | | Related Documents | Tick box iconMUST select the original version of the document being amended. | | | Related Hearings | Tick box iconSelect related hearings date. | | | | |
|  | Click: **Proceed**  **Proceed button** | | The **Confirmation of Filing** screen displays:  Confirmation of Filing screen displays with filing information. Also includes Home, My Account and Print This Page buttons. |
|  | Click: **My Account**  **My Account button** | | The **My Account** screen displays indicating that the document is either pending review by the Court or is accepted.  The My Account screen displays with the document filing status as Pending Review highlighted. |
|  | OPTIONAL:  To see a record of the amended filing, click: **View**  **View button** | | **The Case summary displays with File a Subcase, File a Document and File Amended Document buttons. Amended document highlighted.** |