

Locate and view case

Portal Quick Reference Guide

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| Purpose |
| Quick Reference Guide shows how to: Locate and view case |

1. From CMS Portal Home page, click: My Account

My Account screen displays:



1. Click Cases tab.

Search Case panel displays:



|  |  |
| --- | --- |
| Icon  Description automatically generated | Notes:* List of recently accessed cases display at bottom of screen
* Case search not required if case displays
* Only cases user previously filed on or requested access to, display
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|  |  |
| Icon  Description automatically generated | Resource:See Quick Reference Guide: Request Case Access |

1. Is case search required?

|  |  |
| --- | --- |
| If | Then |
| Yes | Go to next step |
| No | Go to step 6 |

1. Type details in one or more Search Case fields.

| Search filters |
| --- |
| Field: | Action: |
| Case Number | Type full or partial case number. |
| Case Name | Type full or partial case name. |
| First Name | Type first name of party. |
| Last Name | Type last name of party. |
| Organisation Name | Type organisation name. |
| Case Type | Select relevant option. |
| Court | Select relevant option. |
| Status | Select relevant option. |
| Filing Date | Select date (or range of dates) of filing. |
| Hearing Date | Select date (or range of dates) of hearing. |

1. Click: Submit

Search results display:



1. Does case display in Results panel?

|  |  |
| --- | --- |
| If | Then |
| Yes | Go to next step |
| No | Refine search criteria and repeat search**Notes:**If relevant case does not display in list of results, adjust search criteria and click: **Submit** * To reset all fields, click: **Clear**
 |

1. Is view of full case required?

|  |  |
| --- | --- |
| If | Then |
| Yes | Go to next step |
| No | Go to step 9 |

1. Click Case Number link.

Case Summary screen displays:



1. Is filing required on case?

|  |  |
| --- | --- |
| If | Then |
| Yes | Click File a Subcase or File a documentResources:See Quick Reference Guides:* File document on case
* Relevant Quick Reference Guide for application type
 |
| No | Complete required action on case. |