

Navigate home screen functionality

Portal Quick Reference Guide

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| Purpose |
| Quick Reference Guide shows how to: Navigate home screen functionality |

## Home Page

1. Log in to Portal

Home screen displays:



1. Navigating CMS Portal home screen

| Top navigation menu |
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| Button: | Action: |
| Home | Return to Home screen after navigating to a different screen. |
| Hearing Search | Search for hearings currently listed in CMS.Note:Child Protection hearings are unable to be searched and will therefore not appear. |
| Help Centre | Online support for external parties using CMS Portal. |
| Contact Us | Contact information for technical and procedural support. This service does not provide advice on legal matters. |

| Jurisdictions |
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| Button: | Action: |
| Magistrates’ Court of Victoria | Click court jurisdiction to initiate a case, file a new application or take actions on an existing case. |
| Children’s Court of Victoria | Click court jurisdiction to initiate a case, file a new application or take actions on an existing case. |

| Options |
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| Button: | Action: |
| File on One of My Cases | Search for case you already have access to file on. |
| My Account | Access the following related to your account:* Your Profile Information
* Draft Documents
* Filed Documents
* Draft Orders
* Court Orders

Resources:See Quick Reference Guide:* Navigate My Account screen
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| File Subpoenaed Document | Type case number to file a subpoena. |
| Organisation Administration | Administrators access to manage user accounts, case access and filing reports. |