**Lodge Warrant to seize property**

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|  | **Prerequisites:** Before completing the steps in this User Guide, ensure a case exists which meets the following criteria:   * A claim or monetary order has been made, and * You have access to the case in the **CMS Portal.** |
|  | **Please see**: If you don’t have access to the case in the CMS Portal, please see User Guide: **Requesting access to a case** |

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| Step | Action | | | | Result | |
|  | Log in to the **CMS Portal** | | | | 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** screen and **Cases** tab display:  The My Account Search Case screen displays with numerous fields to search with. | |
|  | Type information in the **Search Case** fields to search for the relevant case, or locate the case in the list below the search fields:  Search Case screen displays with First name and surname fields highlighted. A case at the bottom of screen is also highlighted. | | | | | |
|  | | | **Hint:** If your case displays in the list at the bottom of the page, proceed to step 5. | | |
|  | Click: **Submit**  **Submit button** | | | | The **Results** section displays cases matching the search criteria:  Screenshot of result matching the case search criteria | |
|  | In the **Action** column, click: **File a document**  **File a document highlighted in the Action column** | | | | The **Case Summary** screen displays: | |
|  | In the **Action** column, click: **File a Document** within the relevant subcase | | | | The **Add Filing** screen displays: | |
|  | 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 | Any name or number used by you to identify this filing. | | | PANEL: Add Document | | | | 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 menu,  Start typing **Warrant to seize** and select **Form 68A – Warrant to seize property**  **Warrant to seize property code displays** |   *Continued …* | | | | | |
| 7 | *Continued …*   |  |  |  | | --- | --- | --- | | **PANEL: Claim** | | | | In this field… | | Provide this information… | |  | **Important**: The amount entered in the claim fields must match the exact amounts awarded in the order related to the **Warrant to Seize Property** | | | Date of judgement | | Type the date the judgment was made. | | Claim amount | | Type the **Claim amount** | | Cost amount | | Type the **Cost amount** | | Interest ordered | | Type the **Interest ordered** | | Amount paid since order made | | Type the **Amount paid since order was made** | | Total | | **Total** claim and costs amount displays. | | PANEL: Costs | | | |  | **Important**: The amounts entered for fees and scaled costs must match the fees paid or amounts allowed in the scale. | | | Fees on Warrant | | Type the **Fees on Warrant** | | Professional Costs | | Type the **Professional Costs** | | Previous Warrant Costs | | Type the **Previous Warrant Costs** | | Previous SOE costs | | Type the **Previous SOE costs** | | Other Costs (Monetary Amount) | | Type **Other Costs** | | Other Cost Description | | Type description for **Other Costs**, if applicable. | | Total | | **Total** claim and cost amount displays. |   *Continued …* | | | | | |
| 7 | *Continued …*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PANEL: Interest** | | | | | | In this field… | Provide this information… | | | | | Manual interest calculation required | Select **Yes** if requesting interest be awarded at an alternate rate to the penalty interest rate. If **Yes** is selected, a percentage amount field displays. | | | | | From | Select interest period start date using the calendar icon. | | | | | To | Select interest period end date using the calendar icon. | | | | | Principal Amount $ | Type the principal interest amount. | | | | | Interest Total | The **Interest Total** is automatically calculated. | | | | | ADDITIONAL PANELS | | | | | | In this panel … | | Provide this information … | | | Address Details | | Start typing the address into the search box and select the correct option from the results. | | |  | **Important**: The address MUST be in Victoria. | | Filed By | Tick box iconSelect the party filing the document. | | | | | Representation | Tick box iconSelect the legal representation you are filing on behalf of. | | | | | Filed Against | Tick box iconSelect the party the application is filed against. | | | | | Related Orders | Tick box iconSelect the order the **Warrant to seize property** relates to. | | | | | Fee Waiver | Displays **No**, only change if required. | | | | | | | | | |
|  | Click: **Proceed**  **Proceed button** | | | | The **My Account** screen displays:  The Cart tab within the My Account screen displays, with item requiring payment and the Submit Payment button | |
|  | Select Tick box icon the item requiring payment.  Click: **Submit payment**  **Submit Payment button** | | | | The **Process Payment** screen displays:  The Process Payment screen with payment options. Continue and Back buttons also display. | |
|  | Radio buttonIn the **Payment Options** panel, select . a payment method, then click: **Continue**  **Continue button** | | | |  | **Please See**: Payment options can be added and removed from the **My Account** screen. For more information, please see User Guide: **My account features.** |
|  | | **Note**: If **ePayment by Credit/Debit card** is selected, a popup displays.  Enter your payment details, then click: **Make Payment**  **Make payment button** | | | |
|  | The **Warrant to Seize Property** is filed | | | | Confirmation of Filing notification | |
|  | | **Note**: **Warrants to Seize Property** are issued automatically in certain circumstances. Warrants with alternate interest claimed, or with previous or other costs claimed, are subject to review by the court and issued manually. | | | | |

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| Step | Action | | Result |
|  | OPTIONAL:  To view the status of the **Warrant to Seize Property**, click: **My Account**  **My Account button** | | The **My Account** screen displays the **Filings** tab: |
| The Filings tab within the My Account screen displays. My Reference, Case/Record Number, Filing Status, and Action columns highlighted.   |  |  | | --- | --- | |  | | | Field | Description | | **Filing Date** | Shows filing date - the most recently filed document displays first. | | **My Reference** | Displays the reference typed when filing the document. | | **Case/Record Number** | Assists with locating filings. | | **Filing Status** | Shows the filing’s live status. | | Action/**View** | Allows you to view the **Case Summary** screen for the relevant case. | |  |  | | | |
|  | **Note**:   * An **Acknowledgment for filing** email is sent to the **CMS Portal** user when the document is filed. * An additional email is sent once the document is reviewed by registry staff. * These emails may arrive simultaneously if the **Warrant to Seize Property** is automatically approved by the **CMS Portal** | |