eDocs Quick Reference Guide

Getting started

eDocs Portal is a tool provided by Court Services Victoria that allows you to:
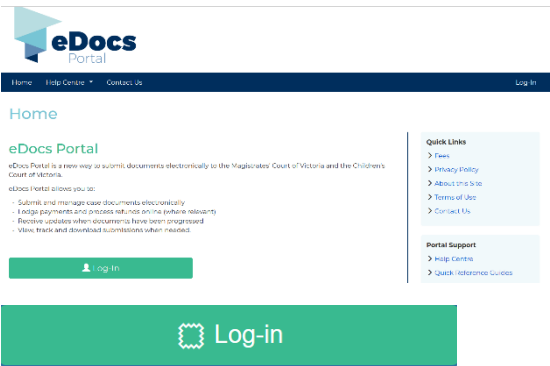
- submit documents to initiate cases

- submit documents against existing case

- pay associated fees (if applicable)

- view previously filed documents.

Please note: References to 'submission' on the eDocs Portal, and in related documentation, refers to the process of electronically filing a document through the portal and should not be confused with other definitions related to 'submission' in a legal context.

This quick reference guide includes instructions on:

- how to login to the eDocs Portal

- basic navigation

- quick tips.

eDocs Quick Reference Guide

Logging in to the eDocs Portal

Step	Action	Result
1	Go to https://edocsportal.courts.vic.gov.au	
2	Click the **Log-in** button.	The **Home** page is displayed.
3	Enter your username and password.	The **eDocs User Account** page will display.

eDocs Quick Reference Guide

Step	Action	Result
4	You are ready to use **eDocs**.	The **Home** page will display.

eDocs Quick Reference Guide

Navigating the eDocs Portal

Click **Home** from anywhere in the eDocs Portal to return to the **Homepage**

Click **Help Centre** for help with the eDocs Portal

Click **Contact Us** for information on how to contact Court Services Victoria

Click **Login** to login to the eDocs Portal

| Home | Help Centre ▾ | Contact Us | | Login |

eDocs Quick Reference Guide

To log-in to eDocs, click the **Log-in** button

[ ] Log-in

Click **Contact Us** for support contact information

✉ Contact Us

eDocs Quick Reference Guide

Contact Us

eDocs Portal support

Our support team is available between 8:30am and 5:00pm, Monday to Friday to help with general use of the portal.

E-Mail: edocs.support@courts.vic.gov.au

Court Services Victoria

Web: https://www.courts.vic.gov.au

eDocs Quick Reference Guide

The below programs are out of scope for eDocs

eDocs Portal has a staged roll out, with some current court initiatives potentially included in later stages. The below programs are currently out of scope for eDocs:

- EDI – lodgement of civil documentation
- Online Magistrates' Court
- Online Application for Family Violence Intervention Orders (MCV only)

eDocs Quick Reference Guide

Click **Quick Links** for quick information.

Quick Links

> Fees

> Privacy Policy

> About this Site

> Terms of Use

> Contact Us

eDocs Quick Reference Guide

Click **Portal Support** for further support information including Quick Reference Guides.

Portal Support

> Help Centre

> Quick Reference Guides

   - Getting Started
   - Filing a new document
   - Add to an existing case
   - Getting Help
   - View my filed documents
   - My Account
   - Organisation Admin

For further support contact:

edocs.support@courts.vic.gov.au

eDocs Quick Reference Guide

Quick Tips for using the eDocs Portal

Registered user: To use the portal, you must be a registered user. Instructions on how to register are included in this quick reference guide.

File formats: The portal currently only accepts PDFs.

Documents: Download the forms to submit, complete them and save them as PDFs. Continue to visit wherever you download, create or source your documents from (such as the MCV, ChCV or VOCAT websites). If you are a member of an organisation using the eDocs portal - you may continue to access the forms from your organisation's document management system.

Case Number: You may also need the court provided case number.

Payment methods: The portal currently only accepts credit cards and debit cards.

Mandatory fields: Are indicated by a red asterisk *.