



# Supreme Court of Victoria

## Practice Note SC GEN 19

### RedCrest Electronic Case Management System

#### 1. INTRODUCTION

- 1.1 The Chief Justice has authorised the issue of the following Practice Note.
- 1.2 This Practice Note replaces Practice Note SC CC 5.
- 1.3 The purpose of this Practice Note is to make provision for certain aspects of the conduct of proceedings initiated on RedCrest, the Court's electronic filing system.
- 1.4 This Practice Note is to be read in conjunction with Order 28A of the *Supreme Court (General Civil Procedure) Rules 2015* and the eFiling User Guide.
- 1.5 All enquiries in relation to RedCrest may be directed to the Registry responsible for managing the relevant matter. Please refer to the Supreme Court website for contact details.

#### 2. COMMENCEMENT

- 2.1 This Practice Note commences on 2 July 2018 and applies to all documents filed in RedCrest in accordance with Order 28A of the *Supreme Court (General Civil Procedure) Rules 2015*.

#### 3. DEFINITIONS

- 3.1 In this Practice Note:  
*eFiling User Guide* means the RedCrest eFiling User Guide (available for download from the RedCrest Homepage at [www.redcrest.com.au](http://www.redcrest.com.au)).  
*Registry* means the applicable registry of the Supreme Court of Victoria responsible for managing the relevant matter.  
*Rules* means the *Supreme Court (General Civil Procedure) Rules 2015*.

#### 4. COMMERCIAL IN CONFIDENCE AND SENSITIVE MATERIAL

- 4.1 Practitioners or parties who intend to file material that is Commercial-in-Confidence or otherwise sensitive, and which is **not intended to be made available to other parties** or made available only on a restricted basis, may

require an order of the Court in advance of filing pursuant to r.28A.06 of the Rules.

- 4.2 It is critical that a practitioner or party who anticipates filing material of this nature contacts the Registry or the Associate to the Judge managing the case **before** filing to ensure that appropriate arrangements are in place for the treatment of that material.

## **5. FILING A DOCUMENT IN ERROR**

- 5.1 If a document or part of a document is filed in RedCrest in error, on notification made to the Court, a Judge, Associate Judge or Judicial Registrar may direct that the Prothonotary remove that document or part of the document from the Court record including RedCrest.

## **6. IMPEDIMENTS TO FILING**

- 6.1 In the event that access to RedCrest for the purpose of filing a document in a proceeding is impeded due to:

- 6.1.1 an unplanned outage to RedCrest and/or its payment gateway; or
- 6.1.2 RedCrest and/or its payment gateway being unavailable due to an incident beyond the control of the Court,

the Prothonotary directs, pursuant to r 28A.03(3), that the document may be submitted for filing by:

- 6.1.3 emailing it to [redcrest@supcourt.vic.gov.au](mailto:redcrest@supcourt.vic.gov.au); and
- 6.1.4 briefly describing the impediment and stating the relevant time that the impediment occurred.

## **AMENDMENT HISTORY**

29 June 2018: This Practice Note was issued on 29 June 2018 and replaced former Practice Note SC CC 5

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