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**Supreme Court of Victoria**

**Practice Note SC GEN 19**

**RedCrest Electronic Case Management System**

# INTRODUCTION

* 1. The Chief Justice has authorised the issue of the following Practice Note.
  2. This Practice Note replaces Practice Note SC CC 5.
  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.
  4. This Practice Note is to be read in conjunction with Order 28A of the *Supreme Court (General Civil Procedure) Rules 2015*, Order 1A of the *Supreme Court (Criminal Procedure) Rules 2017* and the eFiling User Guide.
  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.

# COMMENCEMENT

* 1. This Practice Note was reissued on 30 September 2019, replaces the earlier version issued 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* and Order 1A of the *Supreme Court (Criminal Procedure) Rules 2017*.

# DEFINITIONS

* 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.

***Chapter I Rules*** means the *Supreme Court (General Civil Procedure) Rules 2015*.

***Chapter VI Rules*** means the *Supreme Court (Criminal Procedure) Rules 2017*.

# COMMERCIAL IN CONFIDENCE AND SENSITIVE MATERIAL

* 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.[[1]](#footnote-2)
  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.

# FILING A DOCUMENT IN ERROR

* 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.

# IMPEDIMENTS TO FILING

* 1. The Prothonotary, Judicial Registrar-Criminal Division and Registrar direct[[2]](#footnote-3) that in the event that access to RedCrest for the purpose of filing a document in a proceeding is impeded due to:
     1. an unplanned outage to RedCrest and/or its payment gateway; or
     2. RedCrest and/or its payment gateway being unavailable due to an incident beyond the control of the Court,

the document may be submitted for filing by:

* + 1. emailing it to [redcrest@supcourt.vic.gov.au](mailto:redcrest@supcourt.vic.gov.au); and
    2. briefly describing the impediment and stating the relevant time that the impediment occurred.

**AMENDMENT HISTORY**

12 September 2019: This Practice Note was reissued on 30 September 2019, replacing the version issued on 29 June 2018.

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

Vivienne Macgillivray

Executive Associate to the Chief Justice

12 September 2019

1. See Chapter I Rules rr 28A.03(3), (4) and 28A.06; Chapter VI Rules rr 1A.03(3), (4) and 1A.05. [↑](#footnote-ref-2)
2. Pursuant to the following as applicable: Chapter I Rules r 28A.03(3), (4); Chapter VI Rules r 1A.03(3), (4). [↑](#footnote-ref-3)