



# 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*, Order 1A of the *Supreme Court (Criminal Procedure) Rules 2017* 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 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*.

#### 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.
  - Chapter I Rules* means the *Supreme Court (General Civil Procedure) Rules 2015*.
  - Chapter VI Rules* means the *Supreme Court (Criminal Procedure) Rules 2017*.

#### 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.<sup>1</sup>
- 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 The Prothonotary, Judicial Registrar-Criminal Division and Registrar direct<sup>2</sup> that 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 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

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

---

<sup>1</sup> See Chapter I Rules rr 28A.03(3), (4) and 28A.06; Chapter VI Rules rr 1A.03(3), (4) and 1A.05.

<sup>2</sup> Pursuant to the following as applicable: Chapter I Rules r 28A.03(3), (4); Chapter VI Rules r 1A.03(3), (4).