



## **Practice Note No.3 of 2014**

### **RedCrest Electronic Case Management System (Commercial Court)**

**This Practice Note is authorised by the Chief Justice.**

It commences operation on 1 August 2014.

**It may be subject to update.**

This version dated: 1 August 2014

**Vivienne Macgillivray**

**Executive Associate to the Chief Justice**

**1 August 2014**

#### **CONTACT DETAILS**

All inquiries in relation to RedCrest may be directed to:

RedCrest Help Desk

03 9603 6042

[redcrest@supremecourt.vic.gov.au](mailto:redcrest@supremecourt.vic.gov.au)

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**SCHEDULE 1**

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## 1 GENERAL

- 1.1 RedCrest commenced operation in the Commercial Court on 1 August 2014.
- 1.2 “RedCrest” is an electronic case management system developed by the Supreme Court.
- 1.3 This Practice Note applies to all proceedings commenced in those Lists of the Commercial Court to which RedCrest applies from 1 August 2014.
- 1.4 RedCrest will initially be used in the Commercial Court for Commercial List matters (Rules - Order 2 of Chapter 11); TEC List matters (Rules - Order 3 of Chapter 11); Judge managed (not Associate Judge managed) Corporations List matters (Rules - Chapter V); and Intellectual Property List matters (Rules - Order 2 of Chapter V111).
- 1.5 This Practice Note is to be read in conjunction with the provisions of the *Supreme Court (RedCrest Electronic Case Management System Amendment) Rules 2014* (‘RedCrest Rules’) which are incorporated into Order 28A, Chapter 1 of the *Supreme Court (General Civil Procedure) Rules 2005* (the ‘Rules’) and in the *Supreme Court (Corporations) Rules 2013*.
- 1.6 This Practice Note is also to be read in conjunction with the provisions of Practice Note No 10 of 2011 (Commercial Court) and any amendments thereto, which shall continue to apply to Commercial Court matters filed into RedCrest, except in relation to Schedule 1 of the Commercial Court Practice Note, which applies to headings to proceedings in the Commercial Court, and any other provisions of this Practice Note which are inconsistent, in which event the provisions of this Practice Note shall have precedence for proceedings filed into RedCrest.
- 1.7 This Practice Note supersedes Practice Note No 7 of 2011 (RedCrest SCV-CMC Instruction Manual) which is hereby revoked.
- 1.8 As this Practice Note will be amended from time to time, practitioners are advised to check the RedCrest Bulletin Board on the RedCrest homepage ([www.redcrest.com.au](http://www.redcrest.com.au)) or the Commercial Court website for the current version.
- 1.9 In this Practice Note:
  - 1.9.1 ‘RedCrest Rules’ means the *Supreme Court (RedCrest Electronic Case Management System Amendment) Rules 2014* (‘RedCrest Rules’) as incorporated into Order 28A, Chapter 1 of the *Supreme Court (General Civil Procedure) Rules 2005*;
  - 1.9.3 ‘Registry’ and ‘Commercial Court Registry’ means the Commercial Court Registry situated on the Ground Floor, 450 Little Bourke Street, Melbourne 3000.
  - 1.9.2 The ‘Rules’ means the *Supreme Court (General Civil Procedure) Rules 2005*; and
  - 1.9.3 The ‘Commercial Court Practice Note’ means Practice Note No 10 of 2011 (Commercial Court) and any amendments thereto.

## 2 DOCUMENT HEADINGS

- 2.1 The heading of all Commercial Court documents filed into RedCrest should conform with **Schedule 1**.
- 2.2 The filing practitioner or party must complete the parts of the heading marked “###” and the Court, through an automatic system in RedCrest, will insert the parts marked “xx”.

- 2.3 On the filing of the Originating Process into RedCrest the RedCrest system will automatically apply to the document a new Court number for the proceeding. For RedCrest matters, this will commence with the prefix 'S ECI' (meaning a Supreme Court Electronic Civil proceeding).
- 2.4 Where a proceeding is entered as a 'Non-corporations Proceeding' in the Commercial Court upon commencement, the Originating Process must specify the particular list into which it is intended that the proceeding be filed ('Commercial' for general commercial matters; 'TEC' for Technology, Engineering and Construction matters; and 'IP' for Intellectual Property matters). This may be effected by clicking on the selected list from the 'drop-down-box' provided in RedCrest. A special form will be used for Judge managed Corporations matters, which will include in the heading 'Corporations List'.
- 2.4 Unless the allocation of a proceeding to a list has already been ordered by a judicial officer, the allocation will be effected by the Commercial Court and the parties notified of the allocated judicial manager.
- 2.5 After commencement, all Court documents filed in the proceeding should bear in the heading the list identifier in accordance with Schedule 1.

### **3 FORMS AND FILING IN REDCREST**

- 3.1 A new form of case initiation has been designed for RedCrest. This will be incorporated in the RedCrest Rules and called "ORIGINATING PROCESS [REDCREST]". Form 5F will be for general usage and Form 2A will be used for Judge managed corporations matters.
- 3.2 The new originating process will, like the other forms available in RedCrest online, will be an interactive form. It will combine the features of a writ and an originating motion in one document. An originating process which includes a statement of claim will, for the purposes of the Rules, be deemed to be a writ, and one which merely claims the relief sought will be deemed to be an originating motion.
- 3.3 The originating process will contain a number of compulsory fields to be completed by the filing party, which, in addition to the matters to be contained in the heading (above) include:
- Nomination of the 'case manager' appointed by the filing party (the case manager has particular responsibilities and specialised access to RedCrest in order to maintain and update if necessary the "Case Contacts" and "Schedule of Parties" of the "Case Information" section of a Case Page); A short statement describing the Subject Matter of the Claim (this will automatically appear on the Case Page in the "Case Management" section of the "Case Page" on filing the document);
  - A summary of the main Causes of Action (this will also automatically appear on the Case Page in the "Case Management" section of the "Case Page" on filing the document);
  - The Certifications required by the Civil Procedure Act 2010 (these have now been incorporated into the form of Originating Process to eliminate the need for separate and additional documentation to commence a proceeding);
  - Trial estimate (this will also automatically appear on the Case Page in the "Case Management" section of the "Case Page" on filing the document).
- 3.4 On filing the Originating Process and payment online of the prescribed fee, RedCrest will automatically complete the following steps:
- Insert the new case number allocated for the proceeding to the Originating Process;
  - Open a new Case Page including necessary information derived from the interactive form;
  - Seal the document with an imprint of the Court seal;
  - Insert the date of filing;
  - Insert the date of the first directions hearing (this may be changed if necessary by arrangement with the managing Judge, once the case has been allocated);
  - File the completed Originating Process in the new Case Page; and
  - Display a receipt and acknowledgement of filing. This will enable the filing party to access the new Case Page and print out the completed filed and sealed Originating Process and arrange for its service in the usual way in accordance with the Rules.

- 3.5 An Appearance to be filed in RedCrest is a specially designed document to be in the Form 8AB (for general use) and Form 8AC (for a Conditional Appearance) and Form 4A (Corporations). These are new forms of Notice of Appearance under the Rules. They contain more contact information, including email contact addresses, and the name of the Case Manager appointed by the filing party.
- 3.6 Other interactive forms available online in RedCrest will be those requiring payment of a fee (online), namely:
- Third Party Notice (this is a specially designed document to be in the Form 11C of the RedCrest Rules);
  - Counterclaim (new party) (this is to be used where it is proposed to join a new party to the proceeding by counterclaim, in which case the interactive form available in RedCrest must be used);
  - Summons (the interactive form available in RedCrest must be used); and
  - Subpoena (in the form required by the Court Rules using the interactive form available in RedCrest).
- 3.7 Until interactive forms are provided online in RedCrest for all documents which require payment of a fee or the seal of the Court, the document may be presented, paid for and sealed in the Commercial Court Registry and then uploaded into RedCrest for filing, alternatively it may be filed via the CITEC electronic filing system pursuant to Rule 28 (Part 2) of the Rules.
- 3.8 All other documents are to be prepared in accordance with the Rules (with the heading for Commercial Court documents as above) and filed into RedCrest in the Case Page established for the relevant proceeding following the instructions contained in the Instruction Manual.

#### **4. SUMMONS FOR DIRECTIONS**

- 4.1 The notice of a first directions hearing contained in an Originating Process filed in RedCrest is deemed to be a summons for directions in the proceeding.
- 4.2 On the filing of an Originating Process in RedCrest (Form 5F), the date of the first directions hearing will automatically appear on the Case Page for the proceeding. The date set will be several weeks in advance usually on a Friday.
- 4.3 On the Court's own motion (usually initiated by the list Judge managing the proceeding) or on application by a party to the proceeding, the date for the first directions hearing may be changed. The changed date will be noted by the Court on the case page for the proceeding, upon which the parties will be automatically notified by email.

#### **5 ORDER FOR ELECTRONIC SERVICE**

- 5.1 In reliance on the document filing notice email which is automatically generated to all other parties on the filing of a document in RedCrest by another party, the Court may, unless under the Rules particular documents are required to be personally served, order that the filing of documents in RedCrest between parties shall have effect as service of those documents on the parties to be served.

#### **6 CONFIDENTIALITY STATUS**

- 6.1 A document that is to be designated "Confidential" on filing into RedCrest will form part of the Court Record but will NOT be accessible to the public, parties or practitioners who are not registered for the particular case. Confidential documents will be made available on RedCrest only to the Court, and to practitioners and parties registered for that case.

6.2 The following documents will be designated "Confidential" on filing into RedCrest, and except with the leave of the Court, no other documents will be so designated:

- Exhibits to affidavits
- Outlines of Submissions
- Outlines of Argument
- Lists of Authorities
- Order 33 Reports (Medical examination and other medical reports)
- Order 44 Reports (Expert Witness Statements)
- Witness Statements
- Outlines of Evidence
- Synopses of Evidence
- Submissions & Chronologies (except where there is an order or direction that they be retained on file. In this case they would form part of the main file index)
- Documents that by order are to be treated as confidential
- De Bene Esse evidence.

6.3 The Court may make any order it thinks fit under the RedCrest Rules as to confidentiality and privacy in relation to the filing of documents in RedCrest, including directing that particular documents be filed in a redacted form and directing that particular documents be filed with other levels of confidentiality (eg. commercial-in-confidence which shall not be available to other parties or only on a restricted basis, for example confined to legal practitioners).

## **7 ROLE OF CASE MANAGER**

7.1 Each party to a proceeding is to appoint a Case Manager to manage that party's file in RedCrest. In the case of a self-represented party, the Prothonotary (or his nominee) will act as the Case Manager for the party. The person who files the Originating Process and the Appearance in each case, automatically becomes the Case Manager for the relevant party on behalf of whom the document is filed.

7.2 The 'case manager' appointed by a party has particular and important functions and responsibilities in relation to RedCrest, namely:

- (a) Preparing and keeping up to date the Schedule of Parties (if applicable);
- (b) Granting access to other registered persons to a case managed by the Case Manager (eg. to appointed support solicitors and to new counsel briefed) and a facility to remove access to such cases; and
- (c) Assigning the functions of Case Manager to another Case Manager (if necessary).

7.3 In order to undertake these functions, on registration for the case, the Case Manager will be given a unique level of access to the RedCrest system.

## **8 FILING A DOCUMENT IN ERROR**

8.1 If a document or part of a document is filed into RedCrest in error, on an ex parte application made to the Court by any means, including by telephone, email, letter, or facsimile transmission made to an Associate of the Judge or Associate Judge who has been assigned to the proceeding, without prior notice to any other party, the Court may make an order that the document or part of the document be removed from RedCrest, and the Associate or the RedCrest Co-ordinator may then remove the document or part of the document from RedCrest.

## **9 OFFERS OF COMPROMISE**

- 9.1 Offers of compromise must not be filed in RedCrest.

## 10 PERMITTED FILING FORMATS

- 10.1 All Court documents which are specifically prepared for a proceeding (*eg. Pleadings, Witness Statements, Affidavits, Submissions etc.*) and which are filed into RedCrest must be capable of providing a 'cut and paste' facility for users.
- 10.2 For this reason, all Court documents as listed in **Schedule 2** (ie. documents created specifically for the case, and not original or copy documents which may be included in exhibits or documents in a Court Book) must be filed into RedCrest in 'Word' format. The document will automatically become immutable on filing. RedCrest will automatically bar the filing of such Court documents which are attempted to be filed in a format other than 'Word'.
- 10.3 Court Books, affidavit exhibits and authorities are to be filed into RedCrest in 'PDF' format. An electronic index is to be provided for all Court Books which is hyperlinked to each document contained in the Court Book. An example of a filed Court Book with a hyperlinked index is provided in **Schedule 3**.<sup>1</sup> Where the exhibits to an affidavit exceed 5 in number, a similar electronic index is to be provided which is hyperlinked to each exhibit. Where the total number of authorities filed in RedCrest in all categories exceed 5 in number, a similar electronic index is to be provided in the filed List of Authorities which is hyperlinked to each authority (whether hyperlinked to authorities filed in RedCrest or to authorities stored in AUSTLII or other electronic facility).
10. All other documents, for example those which have not been specifically prepared for a proceeding and which are original documents or copies thereof (*eg. Exhibits to an Affidavit or copy Documents included in a Court Book*) and which are to be filed into RedCrest, may be filed in any other appropriate format.<sup>2</sup>

## 11 REMOVAL OF HIDDEN VERSION HISTORIES

- 11.1 All documents filed into RedCrest must have any hidden version histories<sup>3</sup> removed. The onus is on filing practitioners and filing parties to ensure that this is done.
- 11.2 If necessary, a filing party should seek professional advice from a qualified computer consultant as to how best to comply with this requirement.

## 12 ACCESS BY PARTIES – INCLUDING SELF-REPRESENTED LITIGANTS

- 12.1 Only a Legal Practitioner will be able to apply for a username and password online. A represented party or self-represented party will not be able to apply for a username and password online.
- 12.2 A represented party or a self-represented party seeking access to RedCrest to view a Case Page for a case in which they are involved, must go to the Supreme Court Registry or the Commercial Court Registry to make the application.

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<sup>1</sup> In the example in **Schedule 4**, the hyperlinked index (in blue text) is shown in the left-hand section and the PDF documents filed in the Court book are shown in the right-hand section. Document 1 of 449 has been called up for viewing. Searching and calling up of documents in the Court Book may be undertaken in 3 ways using facilities in the PDF viewer: (a) clicking on the document in the hyperlinked index (shown as the bookmark(s) facility); (b) calling up a specific page in the Court Book by entering the requested page in the 'page finder' facility; and (c) undertaking a word search within the Court Book using the 'find' facility.

<sup>2</sup> E.g. *PDF; xls; .jpg; .gif or TIFF formats.*

<sup>3</sup> A 'hidden version history' is a history of prior versions of a document which is embedded in the document and may be recovered by an examining party using commonplace software. A document filed containing a hidden version history may be accessed, retrieved and used by an opposing party to the prejudice of a client (*e.g. draft versions of an earlier affidavit or witness statement*).

12.3 Upon Registry staff being satisfied that there is good reason for the person to make an application, Registry staff will review and determine the application, taking into account:

- competence in computer use sufficient to operate RedCrest;
- capacity to comply with the Court Rules and the User Instructions; and
- access to suitable equipment.

A username and password will then be issued to the party adding the person to the Party Access category.

12.4 A Party (unless otherwise ordered by the Court):

- will have full access to view to each case for which the party is registered (including public and confidential documents); and
- will NOT be able to file any documents into the system; and

12.5 Self-represented parties who have not been issued with a username and password or who are not authorised to file documents on RedCrest (and have been granted viewing status only as a condition of the issue of a username and password) may file documents at the Supreme Court Registry or Commercial Court Registry. Documents must be presented to Registry in electronic format filed on a USB stick or by other appropriate means approved by Registry.

12.6 Once the documents have been checked and approved for filing, Registry staff will assist in the filing process or perform this task, as may be necessary.

12.7 A self-represented party who is served with an Originating Process, a Third Party Notice or a Counterclaim (as a new party) and who wishes to contest the claim must:

(1) Complete the Notice of Appearance (Form 8AB (General), 8AC (Conditional) or 4A (Corporations) and

(2) Within the time stated in the Originating Process, deliver the Notice of Appearance to the Supreme Court Registry or the Commercial Court Registry.

12.8 Assistance will be given by Registry staff to ensure that the Notice of Appearance is correctly completed. Registry Staff will then file the Notice of Appearance into RedCrest in the electronic file in RedCrest for the proceeding.

## **13 CITEC**

13 Matters to which the RedCrest system applies will not be permitted to be filed via the Citec e filing system under Order 28 of the Rules, except for documents to which paragraph 3.7 applies, and in respect of documents to which Rule 28A.04 (6)(7) and (8) of the Rules applies.

## **14 ELECTRONIC TRIALS**

14.1 If requested by the parties to a proceeding or if directed by the trial Judge, the trial of a proceeding may be conducted electronically. This may be done if necessary through a facility operated by an approved third party provider engaged by the parties.

14.2 A list of approved eTrial third party providers is maintained by the Commercial Court Registry.

14.3 Documents filed electronically in RedCrest may be uploaded into the eTrial system set up by the eTrial third party provider, in which event the Court file in the proceeding will remain the file as filed in the case page in RedCrest.

## **15 MANUAL OPENING OF A CASE PAGE IN REDCREST**

- 15.1 The Commercial Court Registry will maintain the capacity to manually start and open a new Case Page and assign Registered Users to access the Case Page.
- 15.2 This Facility may be used, for example for new matters initiated in the Practice Court where originating process in paper form has not been filed. (In this event the Practice Court Judge may issue a direction that the parties attend before the Commercial Court Registrar or his delegate to open a new case page and grant access to relevant legal practitioners to the case page. Such a direction may also include a direction that some or all of the documents filed before the Court be filed into the RedCrest system).

## **16 ORDER 59 CONSENT ORDERS**

- 16.1 Where a consent order pursuant to Order 59 of the Rules is to be made, the draft order is to be referred to the Registrar of the Commercial Court: [commercialcourt@supremecourt.vic.gov.au](mailto:commercialcourt@supremecourt.vic.gov.au).

## **17 EXISTING TEC LIST MATTERS FILED IN REDCREST**

- 17.1 Existing TEC list matters filed in RedCrest will remain served by the Microsoft 365 Server and will be accessed via a link provided in RedCrest (“Pre-2014 RedCrest Cases” on the top Status Bar of the RedCrest Homepage).
- 17.2 Until further notice, upon commencement of the RedCrest system in the Commercial Court, all new RedCrest matters in the Commercial Court will be served from an ‘onshore’ server housed and maintained in Australia.

## **18 REDCREST USAGE RULES**

- 18.1 Each registrant to be issued with a username and password for RedCrest use shall, as a condition of being issued with a username and password and continuing to use RedCrest, read and agree to the following terms and conditions of RedCrest use. Each RedCrest user agrees:
- (a) to protect and maintain the confidentiality of any parts of a Court file in RedCrest designated “confidential”;
  - (b) to keep confidential the username and password used for access to RedCrest for the exclusive use of the registrant and any person who is a personal assistant of the registrant;
  - (c) to comply with any condition or limitation of registration issued in relation to RedCrest;
  - (d) to comply with the RedCrest Rules and the RedCrest Practice Note; and
  - (e) to pay the fees prescribed by *Supreme Court (Fees) Regulations 2012* which are the payable in respect of RedCrest (if any).
- 18.2 Under the RedCrest Rules the Prothonotary may refuse to issue a username and password to a person or may cancel the username and password of a person if the person, amongst other things, fails to comply with these terms and conditions.

## **19 TRANSITIONAL ARRANGEMENTS FOR PRE-2014 REDCREST MATTERS**

- 19.1 The RedCrest prototype for the TEC List, and Bushfire Class Action cases were hosted on the Microsoft 365 ‘Cloud’ server system. The new version 2014 of RedCrest is hosted on an onshore server.

- 19.2 Consequently, usernames and passwords issued pre 2014 will only provide access to the pre-2014 RedCrest system.
- 19.3 New usernames and passwords will be required to gain access to the present system.
- 19.4 The link to RedCrest for pre-2014 cases is accessible via a link of the top status bar of the RedCrest Homepage “Pre-2014 RedCrest Cases”.

## **20 USER ACCESS CATEGORIES**

- 20.1 The User Categories provided for in **Schedule 4** define the categories of user and the conditions of use which will be imposed on a username and password issued to a person in each category. The conditions on the use of a username and password provided for in **Schedule 4** have been approved by the Prothonotary pursuant to Rule 28A.12(3) of the RedCrest Rules.
- 20.2 The Prothonotary may add to or vary any such conditions.

## **21 PAYMENT METHODS**

- 21.1 Payments of prescribed Court fees may be undertaken online using: AMEX; Visa and Mastercard.
- 21.2 Until further notice, no other online payment method will be accepted [Note: watch for a RedCrest Bulletin for information relating to further payment facilities].

## **22 SYSTEM ADMINISTRATOR**

- 22.1 The Court shall appoint a System Administrator who will be granted access full access to all components of the RedCrest system for system maintenance and operations but shall not have access to a Judge’s personal “Judicial File.”
- 22.2 Without limiting the generality of the foregoing, ‘system maintenance and operations’ shall include the ability to:
- upload new forms or amend existing forms;
  - change document properties (eg. document name; confidentiality status etc.);
  - add new attributes to the Homepage, Logged-in Page and Case Page elements and create new pages within the system; and
  - make any other changes or additions to the pages of the RedCrest system (including links therefrom) as may be necessary or desirable.

## **23 JUDICIAL ELECTRONIC SIGNATURE FOR JUDGMENTS AND ORDERS**

- 23.1 For the purposes of the authentication of judgments and orders in RedCrest pursuant to Rule 28A.11 of the RedCrest Rules, the electronic signature of a Judge, Associate Judge, judicial registrar or the Prothonotary may be the name of the Judge, Associate Judge, judicial registrar or the Prothonotary electronically printed in ‘*Lucida Handwriting*’ font or such other font as is selected by the relevant judicial officer and notified to the System Administrator.

**SCHEDULE 1**

**DOCUMENT HEADINGS IN THE COMMERCIAL COURT**

See Practice Note paragraph 2.1

[Non-Corporations Proceeding]

IN THE SUPREME COURT OF VICTORIA  
COMMERCIAL COURT

#####LIST  
[insert List as appropriate, e.g. Commercial List  
TEC List or Intellectual Property List]

S ECI No.#####

BETWEEN

#####

Plaintiff

and

#####

Defendant

-----

[Corporations Proceeding]

IN THE SUPREME COURT OF VICTORIA  
COMMERCIAL COURT

#####LIST  
[insert RedCrest Corporations List]

S ECI No. #####

IN THE MATTER OF ##### Pty Ltd  
(ACN ### ##) )

BETWEEN

#####

Plaintiff

- and -

#####

Defendant

## **SCHEDULE 2**

### **COURT DOCUMENTS TO BE FILED IN 'WORD' FORMAT**

See Practice Note paragraph 10.2

The following Court documents are to be filed into RedCrest in 'Word' format:

- Authorities;
- Expert Reports;
- Lists of Documents;
- List of Issues;
- Orders;
- Pleadings;
- Rulings and Judgments;
- Submissions (Applications);
- Submissions (Trial);
- Subpoenas;
- Summonses;
- Transcripts;
- Trial Affidavits (not exhibits);
- Witness Statements.

**SCHEDULE 3**  
**EXAMPLE OF ELECTRONIC INDEX FOR A COURT BOOK**

See Practice Note paragraph 10.3

The screenshot shows a PDF viewer interface. On the left is a 'Bookmarks' sidebar with a list of 9 items, including '1 - IAMA Adjudication Application Form' and '2 - Adjudication Application Submissions & attachments A to I'. The main area displays 'Gilbert Court Book Contents' and 'Page 1 of 449'. The document content includes the logo for 'THE INSTITUTE OF ARBITRATORS & MEDIATORS AUSTRALIA' and the title 'IAMA Victorian Adjudication Application'. Below the title is a table for 'Claimant Details' with handwritten entries for 'JOSEPH GILBERT T/AS J. GILBERT CONCRETING' and 'ANNA DOUGHAN'. At the bottom of the page, contact information for The Institute of Arbitrators and Mediators Australia is provided.

**THE INSTITUTE OF  
ARBITRATORS & MEDIATORS  
AUSTRALIA**  
Australian leading ADR organisation since 1973

**IAMA Victorian Adjudication Application**  
Building and Construction Industry Security of Payment Act 2002

The claimant hereby applies to IAMA Vic under the Act of the referenced pay claim. Any documents attached to or submitted with this application form part of this application.

The claimant must ensure all details are correct and complete.

Claimant Details			
Adjudication Number			
Name of Claimant	JOSEPH GILBERT T/AS J. GILBERT CONCRETING		
Name of business (and trading name if applicable) (if different to Business Address (number, street, suburb, state and postcode))	J. GILBERT CONCRETING ABN 62 164 470 431		
Business Address (number, street, suburb, state and postcode)			
Postal Address	c/- NEVETT FORD LAWYERS, 40 ARMSTRONG ST NORTH BALLARAT VIC 3850		
Phone Number	(03) 5331 4444		
Fax Number	(03) 5333 2694		
Email Address	adoughan@nevettford.com.au		
Contact person	ANNA DOUGHAN		
Claimant Type (Place YES opposite the selection)	<input type="checkbox"/> Pty Ltd	<input type="checkbox"/> Limited Company	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Trust	<input type="checkbox"/> Incorporated Association
Claimant Business Type (Place YES opposite the selection)	<input type="checkbox"/> Trade Contractor	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> General / Main / Supplier
	<input type="checkbox"/> Consultant	<input type="checkbox"/> Designer	<input type="checkbox"/> Project Manager
	<input type="checkbox"/> Developer /Client	<input type="checkbox"/> Surveyor	<input type="checkbox"/> Other [Describe]
Claimant Trade (i.e. plumbing, electrical, concreting, scaffolding)	CONCRETING		
ABN / ACN (Provide both if applicable)	ABN: 62 164 470 431	ACN:	

The Institute of Arbitrators and Mediators Australia  
ABN 81 008 530 945  
Victorian Chapter Office: Level 1/3200 Queen Street, Melbourne VIC 3000  
Phone: (03) 8646 6578 Fax: (03) 8648 6480 Email: [vic.chapter@iama.org.au](mailto:vic.chapter@iama.org.au) Website: [www.iama.org.au](http://www.iama.org.au)

## SCHEDULE 4

### USER ACCESS CATEGORIES

See RedCrest Practice Note

paragraph 20.1

**A. COURT ADMINISTRATOR - All registered members of Court staff:**

- will have full access to all cases in the system (including public and confidential documents) and to all “Administrative” functions under “Admin.” and “Judicial Links”

**B. JUDGE - A registered Judge:**

- will have full access to all cases in the System, and in addition, access to the registered Judge’s personal “Judicial File”.

**C. JUDGE’S ASSOCIATE - A Judge’s Associate:**

- will have Court Administrator access.

**D. LEGAL PRACTITIONER - A legal practitioner (Barrister / Solicitor):**

- will have full access (including viewing and filing rights) to each case for which the legal practitioner is registered (including public and confidential documents);

**E. PARTY ACCESS - A represented party and a party who is self- represented:**

- will have full access to view each case for which the party is registered (including public and confidential documents); but
- will NOT be able to file any documents into the system [subject to further development of RedCrest].

**F. CASE MANAGER - A Case Manager who is registered as a Legal Practitioner and is NOT a self-represented party in addition to Legal Practitioner Access will have the following further access rights:**

- a facility to grant access to other registered persons to a case managed by the Case Manager (eg. to appointed support solicitors and to new counsel briefed) and a facility to remove access to such cases; and
- a facility to assign the functions of Case Manager to another Case Manager (if necessary).

- G. COURT APPOINTED AND PRIVATELY APPOINTED PERSONS - Appointed persons** (such as Mediators, Arbitrators, Referees, Assessors):
- will have the same level of access as a represented party.
- H. TRANSCRIPT WRITERS - Transcript writers and transcript services:**
- will have access to all cases in the system to file transcript into a Case Page for a case in which the hearing has been transcribed.
- I. PUBLIC [In due course when System constructed] - Members of the public:**
- will have access to all cases in the system for viewing;
  - but will NOT be able to view confidential documents; and
  - will NOT be able to file any documents.
- J. SYSTEM ADMINISTRATOR - System Administrators:**
- Full access to all components of the System for system maintenance and operations except access to any registered Judge's personal "Judicial File".
- K. CASE ALLOCATION JUDGES AND ADMINISTRATORS - Judges (and their nominees) and Administrators who perform the task of Case Allocation:**
- Members of this Group are granted the facility to assign a case to a Judge for management, hearing or trial.
  - This may be in addition to any other category a Judge (or nominee) or Court Administrator may be assigned.