

# CourtConnect – User Guide



This document provides a guide on how to use the County Court’s free case information search tool. This service is designed to provide selected information concerning cases being heard in the County Court of Victoria.

CourtConnect is a free search tool provided by the County Court of Victoria and is available to the public. It does not require registration to access the available information.

CourtConnect can be accessed via the link on the County Court’s website, or by navigating to the following web address:

<https://eappearance.countycourt.vic.gov.au/courtconnect>

CourtConnect can be accessed from anywhere, using any smartphone, tablet, laptop or desktop with an internet connection.

Any commercial use of information obtained through use of this site is strictly prohibited.

In civil matters, users can search for case numbers, party names, documents filed, filing dates, summaries of judgments made, future hearing dates and jury or hearing fee payments.

In criminal matters, users can search for case numbers, the names of accused persons, indictment numbers and information about upcoming hearings.

Please navigate to the applicable sections below for more information about how to use the available search options.

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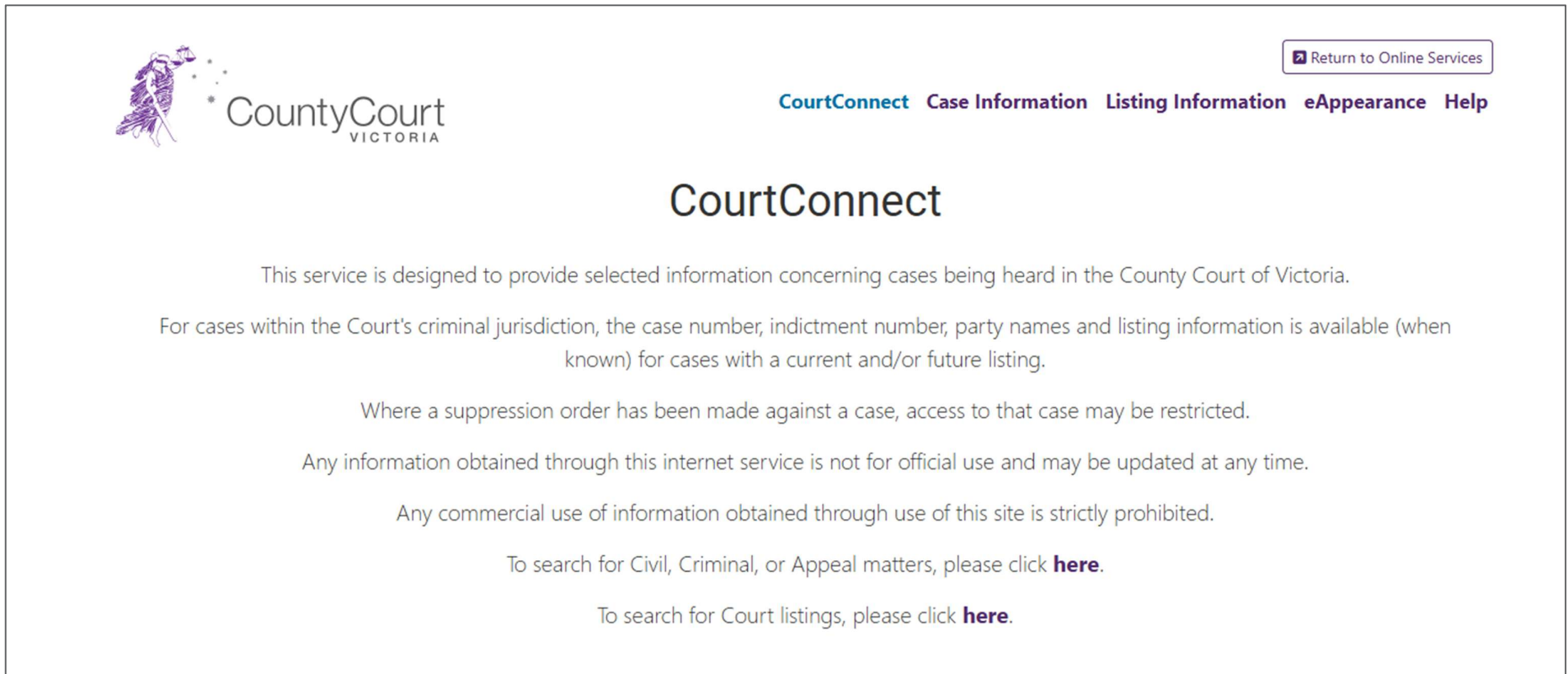
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## CourtConnect Home Page

When the CourtConnect icon is selected on the County Court Online Services landing page, the user will be directed to the below CourtConnect home page.

Along the top right-hand side are hyperlinks to navigate to each of the available searches – **Case Information** and **Listing Information**.

There are also hyperlinks to navigate the user to the eAppearances homepage, the Help page and to return to the Online Services landing page.



The screenshot shows the CourtConnect Home Page. At the top left is the County Court Victoria logo, featuring a stylized figure holding a scale. To the right of the logo is the text "CountyCourt VICTORIA". In the top right corner, there is a button labeled "Return to Online Services". Below the logo and button is a navigation menu with the following items: "CourtConnect", "Case Information", "Listing Information", "eAppearance", and "Help". The main heading "CourtConnect" is centered on the page. Below the heading, there is a paragraph of text: "This service is designed to provide selected information concerning cases being heard in the County Court of Victoria. For cases within the Court's criminal jurisdiction, the case number, indictment number, party names and listing information is available (when known) for cases with a current and/or future listing. Where a suppression order has been made against a case, access to that case may be restricted. Any information obtained through this internet service is not for official use and may be updated at any time. Any commercial use of information obtained through use of this site is strictly prohibited. To search for Civil, Criminal, or Appeal matters, please click [here](#). To search for Court listings, please click [here](#)."

## Case Information search

The Case Information search is designed to assist users search for cases in the Civil and Criminal/Appeal jurisdictions of the County Court.

### Case Information


This service is designed to provide selected information concerning cases in the Court's civil and criminal jurisdictions. Information for civil proceedings is available for proceedings commenced after 1 January 1996. Information for criminal and appeal cases is limited to those with a current and/or future listing. Where a suppression order has been made against a case, access to that case may be restricted. Any information obtained through this Internet service is not for official use and commercial use is strictly prohibited.

This information may be updated at any time.

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Division	<input type="text" value="Civil"/>		
Case Number	<input type="text"/>	Case Filing Date From	<input type="text"/>
Last/Company Name	<input type="text"/>	Case Filing Date To	<input type="text"/>
First Name	<input type="text"/>	Case Type	<input type="text" value="All Case Types"/>
Middle Name	<input type="text"/>	Location	<input type="text" value="All Court Locations"/>
		Judgment	<input type="checkbox"/>

\* Indicates required field - Please use one of the following mandatory criteria Case Number, Last Name/Company Name, or Case Filing Dates

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## Mandatory search options

There are several ways to search for cases, however **at least one** of the following mandatory search options must be used as a basis for your search.

### Case Number

To search by case number, users must have the relevant case number handy. For example:

- Civil Division case numbers will start with the prefix of **CI**;
- Criminal Division case numbers will start with the prefix of **CR**; and
- Appeal Division case numbers will start with the prefix of **AP**

### Last/Company Name

Users can conduct a search for a case based on the **Last name** of an individual or the name of a **Company**.

A **First name** is not mandatory to search for cases for an individual. However, if a search includes a first name, users will receive more refined search results.

The search will automatically return results that are a partial match or contain the name the user has entered.

### Filing Date

**Filing date** refers to the date that the case was commenced at the County Court of Victoria.

If a user has an exact commencement date, the user can enter this in both the **Case Filing Date From** and the **Case Filing Date To** fields.

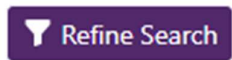
If a user is unsure of the commencement date, the user can enter a date range of up to 3 months at a time.

## Civil Case Search

When a search is conducted where the Division of **Civil** is selected, the user will be presented with a list of results with the following headings:

Party/Company Name	Case ID	Case Description	Party Type	Filing Date
--------------------	---------	------------------	------------	-------------

At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.



At the end of each search result, there will be a **View** button that will allow the user to navigate into the full Case Information screen for that case.



## Civil Judgment Search

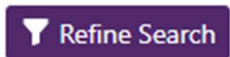
To perform a Civil Judgment search, the user must select the **Judgment Search** checkbox in order for the **Judgment Date From** and **Judgment Date To** fields to be available.

Judgment	<input checked="" type="checkbox"/>
Judgment Date From *	<input type="text"/>
Judgment Date To *	<input type="text"/>

The user will then be presented with a list of results with the following headings:

Party/Company Name	Filing Description	Case ID	Case Description	Judgment Amount	Judgment Date
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At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.



At the end of each search result, there will be a **View** button that will allow you to navigate into the full Case Information screen for that case.



### Civil Case Information screen

The Civil Case Information screen will allow the user to see detailed information about cases filed in the Civil Division. The information is divided into the following sections:

- **Case Information:** will show the Case ID and description, the date of filing, the case type and the case location.

#### Case Information

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CI-26- [REDACTED]

<b>Filing Date</b>	Tuesday, 31 March 2026
<b>Case Type</b>	BF - Commercial Div-Bank/Fin List
<b>Case Location</b>	ME - Melbourne

- **Related Cases:** will display the case number and case description of any related cases to the case being viewed.

Related Cases
CI-24-

- **Case Parties:** will display a list of all the parties associated with the case, their party type and any legal representation details.

Case Parties				
Name	Type	End Date	Seq #	Association

- **Subpoenaed Materials Received:** will show any related subpoena's that have been issued on the case and their status in relation to being produced, objected to or disposed of.

Subpoenaed Materials Received									
Addressee	Evidence Description	Subpoena Type	Date of Production	Date Evidence Received	Evidence Code	Objection (Received /Withdrawn)	Objection Date (Received /Withdrawn)	Temporarily Release From Court	Date Disposed

- **Hearings:** will display a list of all hearings listed on the case, both past and present. It will also display details of the Judicial Officer and the location of those hearings.

Hearing				
Type	Date/Time	Courtroom	Location	Judicial Officer

- **Setting Down/Jury Fees 1<sup>st</sup> Day:** will display any associated trial fees payable and their payment status.

Setting Down/Jury Fees 1 <sup>st</sup> Day		
Fee Description	Due Date	Date Paid

- **Filing Entries:** will display a chronological list of case activities including document filings, fees paid and orders made by the Court.

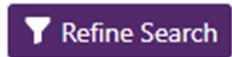
Filing Entries
Filing Date
Description
Name
Filing Entry

## Criminal/Appeal Case Search

When a search is done where the Division of **Criminal/Appeal** is selected, the user will be presented with a list of results with the following headings:

Case ID	Case Description	Party Type	Hearing Date/Time
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At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.



At the end of each search result, there will be a **View** button that will allow the user to navigate into the full Case Information screen for that case.



## Criminal/Appeal Case Information screen

The Criminal/Appeal Case Information screen will allow the user to only see limited information about cases filed in the Criminal/Appeal Division. The information is broken down into the following screen sections:

- **Case Information:** will show the Case ID and description, the date of filing, the case type, the case location, the Indictment Number (if available) and the Courtlink Number from the lower jurisdiction.

**Case Information**

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[Redacted]

**Filing Date**

**Case Type**

**Case Location**

**Indictment Number**

**Courtlink Number**

- **Hearings:** will display a list of all hearings listed for a proceeding, both past and present. It will also display details of the Judicial Officer and the location of those hearings.

Hearing					
Type	Date/Time	Status	Courtroom	Location	Judicial Officer

## Listing Information

The Listing Information search is designed to assist users search for hearings in the Civil and Criminal/Appeal jurisdictions of the County Court for **future dates only**.

The user **must** enter a **Start Date** and **End Date** as a basis for any search.


### Listing Information

This service is designed to provide selected information concerning details of upcoming hearings in the County Court. The following information is available: Case Number, Case Title, Hearing Date, Hearing Description, Judicial Officer, Start Time, Room, Location. Where a suppression order has been made against a case, access to that case may be restricted. Any information obtained through this Internet service is not for official use and commercial use is strictly prohibited.  
This information may be updated at any time.

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Division	<input type="text" value="All Division"/>		
Start Date *	<input type="text"/>	Judicial Officer	<input type="text" value="All Judicial Officers"/>
End Date *	<input type="text"/>	Hearing Type	<input type="text" value="All Hearing Types"/>
Solicitor Firm ID	<input type="text"/>	Case Type	<input type="text" value="All Case Types"/>
		Location	<input type="text" value="All Court Locations"/>
		Victoria Police Number	<input type="text" value="e.g. 001"/>

\* Indicates required field

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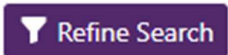
## All Divisions Search

When a search is conducted where the Division of **All Divisions** is selected, the user will be presented with a list of results with the following headings:

Case ID	Case Description	Hearing Date/Time	Hearing Type	Judicial Officer	Room	Location
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Results will be sorted by Appeal Cases, then Civil Cases, then Criminal Cases.

At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.



## Civil Hearing Search

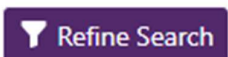
When a search is conducted where the Division of **Civil** is selected, the user will be presented with a list of results with the following headings:

Case ID	Case Description	Hearing Date/Time	Hearing Type	Judicial Officer	Room	Location
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Results will be sorted by from the oldest case number to the newest case number.

Users can also use a Legal Practitioners solicitor code (e.g. CR12345) to refine the results down further. It is **not** required to add the CR in before the number.

At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.



## Criminal/Appeal Hearing Search

When a search is conducted where the Division of **Criminal/Appeal** is selected, the user will be presented with a list of results with the following headings:

Case ID	Case Description	Hearing Date/Time	Hearing Type	Judicial Officer	Room	Location
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Results will be sorted by Appeal Cases then Criminal Cases. If only results are required from one Division, refine the search by making a selection from the **Case Type** drop down selection.

Users can also use a Legal Practitioners solicitor code (e.g. CR12345) to refine the results down further. It is **not** required to add the CR in before the number.

Users can also use a Victoria Police members badge number (e.g. 6789) to refine the results down further to cases associated with that police member.

At any time, the user can refine their search parameters by clicking the **Refine Search** button at the top right-hand side of the search results.

