

eAppearances – User Guide



This document provides a step-by-step guide on how to use the County Court's new eAppearances portal. Legal practitioners and self-represented litigants attending either a virtual or in-person hearing in a civil matter are now able to use this portal to lodge their appearance up to 14 days in advance.

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

Victorian Practitioners are able to register an account, which is linked to their Victorian Legal Services Board registration. During sign up, practitioners will be asked for their practitioner number. In order to successfully sign up, the entered details must match the details as registered with the Victorian Legal Services Board. Once the account has been verified, practitioners can login and record appearances on behalf of themselves, as well as other solicitors and barristers.

Interstate Practitioners must register their appearance using their iCode via the Public Registration form, without the need to create an account. When lodging an appearance, the Interstate Practitioner must enter their iCode (provided by the Registry), enter the case number and select the exact date of the hearing they wish to lodge an appearance for.

Self-represented litigants can use the Public Registration Form to lodge their appearance for each hearing they attend. They are not required to create an account. In order to lodge an appearance, the Self-Represented litigant will be required to provide the case number and the exact date of the hearing they wish to lodge an appearance for.

Once you have lodged an appearance, you will receive an email notification confirming your appearance has been recorded. You will also be automatically notified should the hearing be cancelled or if the date has been changed by the Court. Your appearance will then be cancelled, and you will be required to lodge another appearance for the new hearing date if applicable.

For further information regarding the eAppearances portal or iCodes, please contact the relevant Registry. If you are having technical difficulties, please contact CCV-eHearings.Support@courts.vic.gov.au.

Please navigate to the applicable section below (Victorian Practitioners, Interstate Practitioners or Self-represented litigants) for the step-by-step guides.

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Victorian Practitioners

1) Sign up

1. Click on 'Sign Up'



Electronic Appearances

If you are Victorian Legal Practitioner or you are appearing as a non-practitioner, you will be able to register an appearance for hearings up to 14 days in advance.

If you have registered previously, please **Sign In** to register.

If you do not have an account, please **Sign Up** and follow the registration process.

If you are representing yourself, please **register** by using the Public Registration Form.

If you are a legal practitioner outside of Victoria, please register **here** using iCode provided to you by the Court Registry.


2. Complete the form.

Please note, in order to successfully sign up, your Practitioner Number (this can be found on your practising certificate) and last name need to match your registration with the Victorian Legal Services Board. Please also ensure you select your preferred role. If required, you are able to change this at a later stage for each appearance or via 'Manage User Profile'.

Create Account

You must be a registered practitioner with the Victorian Legal Services Board to create an eAppearance account.
If you are an interstate solicitor, or you are representing yourself, please register your appearance **here**

Practitioner Number	<input type="text" value="P0000000"/>
Email address	<input type="text"/>
Confirm Email	<input type="text"/>
Password	<input type="password" value="Password"/> <div> Your password must be 8 - 20 characters long, contain numbers, lowercase characters, uppercase characters and special character "!@#%&*~_". </div>
Title	<input type="text" value="Select"/>
First name	<input type="text"/>
Chosen First Name	<input type="text"/>
Last Name	<input type="text"/>
Pronunciation of Name	<input type="text" value="Add phonetic pronunciation of full name with hyphens between each sound"/>
Pronouns	<input type="text" value="Select"/>
Mobile Phone	<input type="text"/>
Business Phone	<input type="text"/>
Preferred Role	<input type="text" value="Select"/>

☐ I'm not a robot
 

3. Click on 'Create'

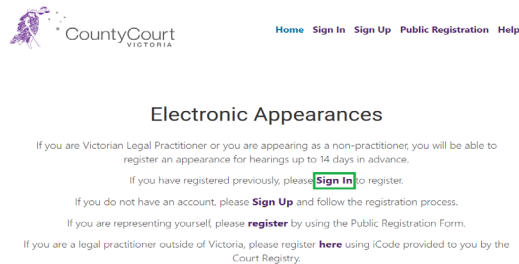
Create

4. Check the inbox of the email address you have registered with. You will receive an email asking you to verify your email address. Click the 'Verify Email' link.



2) Log in

1. Click on Sign In



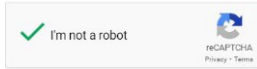
2. Enter your email address and password as per previous registration

Practitioner Login

Please enter your username and password

Email Address	<input type="text" value="Test@gmail.com"/>
Password	<input type="password" value="*****"/>

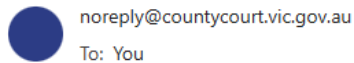
3. Complete reCAPTCHA



4. Click on Sign In



5. You will receive an email from noreply@countycourt.vic.gov.au containing a one-time verification code.



Here's your one-time verification code:

076253

It expires in 10 minutes. Do not share this code with anyone.

County Court of Victoria

250 William Street, Melbourne, VIC 3000

Commercial Registry | T 03 8636 6690 | E commercial.registry@countycourt.vic.gov.au

Common Law Registry | T 03 8636 6515 | E commonlaw.registry@countycourt.vic.gov.au

Criminal Registry | T 03 8636 6570 | E criminal.registry@countycourt.vic.gov.au

www.countycourt.vic.gov.au

6. Enter the six-digit one-time verification code into the code field

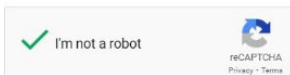
Verify with your email

We've sent a security code to the email address on your account.

Enter 6-digit code

076253

7. Complete reCAPTCHA



8. Click on 'Verify'

[Verify](#)

3) Lodge Appearance

Search

1. Search for a case number with an upcoming hearing (you can also search for the party's name or the Judicial Officer hearing the matter). You will see suggestions.

What hearing do you want to lodge an appearance for?

You can search for a hearing by entering either a full case number, part of a case number, the case name, or the name of the Judicial Officer. Alternatively, you can search for a case on an upcoming Court List, using the Civil menu above.

☒ Include related cases[Search](#)

2. Set the date in the date field to the relevant date (the date of the hearing)

What hearing do you want to lodge an appearance for?

You can search for a hearing by entering either a full case number, part of a case number, the case name, or the name of the Judicial Officer. Alternatively, you can search for a case on an upcoming Court List, using the Civil menu above.

☒ Include related cases[Search](#)

3. Click 'Search'. A list of search results will be displayed.

What hearing do you want to lodge an appearance for?

You can search for a hearing by entering either a full case number, part of a case number, the case name, or the name of the Judicial Officer. Alternatively, you can search for a case on an upcoming Court List, using the Civil menu above.

☒ Include related cases[Search](#)

4. Click on 'Represent' next to a hearing

Civil Sittings - 09 April 2025

Select 'Represent' on the case to register appearance. If you are registering appearance on multiple cases, use the checkbox and then select 'Represent'.

Civil Hearing Courtroom				
<input type="checkbox"/>	10 am	[REDACTED]	CI-23- [REDACTED]	Case Conference Represent
<input type="checkbox"/>	10 am	[REDACTED]	CI-23- [REDACTED]	Civil Trial Represent
<input type="checkbox"/>	10 am	[REDACTED]	CI-25- [REDACTED]	Summons Represent
<input type="checkbox"/>	10.30 am	[REDACTED]	CI-23- [REDACTED]	Civil Jury Trial Represent
<input type="checkbox"/>	10.30 am	[REDACTED]	CI-23- [REDACTED]	Civil Jury Trial Represent
<input type="checkbox"/>	10.30 am	[REDACTED]	CI-24- [REDACTED]	Serious injury application Represent

5. You will be asked whether you are lodging an appearance on behalf of yourself. Select 'Yes' and click 'Save'. *For steps on lodging an appearance on behalf of another representatives, please see the next section.*

Appearance Registration

Are you lodging an appearance on behalf of yourself?

Select

Save

Cancel

6. Select the party or parties you represent from 'Represents' field by clicking on each relevant party name

Represents

Select

Role

[REDACTED] (Defendant)

Press to select

[REDACTED] (Plaintiff)

7. If required, update your role. Note: this will default to what you have selected during registration but can be changed for each appearance

Role

Instructing Solicitor

Select

Instructing Solicitor

Solicitor Advocate

Barrister

Barrister KC

Barrister SC

8. Click 'Save'

Appearance Registration

×

Are you lodging an appearance on behalf of yourself?

Yes

Represents

(Defendant) × Select

Role

Instructing Solicitor

Save

Cancel

9. Click 'Save & Close'

Appearance Registration

×

The appearance has been saved successfully.

Do you wish to lodge an appearance on behalf of counsel?

No

Save & Close

10. Your appearance has been saved successfully, and you will receive an email confirmation. You can now view, edit or cancel the appearance via 'Manage' (see section 4 for steps).

List

1. Click on 'Civil' at the top right-hand side

Home **Civil** Manage ▾ Help Logout

2. Ensure you select or enter the relevant date, as this will default to today's date. If you would like to lodge an appearance for a hearing in the future, change the date and click 'Search'. You can also filter down further by entering the relevant details in the field above the date field.

e.g. CI-20-00000 or Victoria

09/04/2025

Search

☒ Include related cases

3. Find the relevant hearing in the list and click on 'Represent' on the right of the hearing

Civil Hearing Courtroom				
<input type="checkbox"/>	10 am	[REDACTED]	CI-23-[REDACTED]	Civil Trial
				Represent

4. You will be asked whether you are lodging an appearance on behalf of yourself. Select 'Yes' and click 'Save'. *For steps on lodging an appearance on behalf of another representatives, please see the next section.*

Appearance Registration ×

Are you lodging an appearance on behalf of yourself? Select

Save Cancel

5. Select the party or parties you represent from 'Represents' field by clicking on each relevant party name

Represents

Role

Select

[REDACTED] (Defendant) Press to select

[REDACTED] (Plaintiff)

6. If required, update your role. Note: this will default to what you have selected during registration but can be changed for each appearance

Role

Instructing Solicitor
Select
Instructing Solicitor
Solicitor Advocate
Barrister
Barrister KC
Barrister SC

7. Click 'Save'

Appearance Registration

Are you lodging an appearance on behalf of yourself? Yes

Represents (Defendant) Select

Role Instructing Solicitor

Save Cancel

8. Click 'Save & Close'

Appearance Registration

The appearance has been saved successfully.

Do you wish to lodge an appearance on behalf of counsel? No

Save & Close

- Your appearance has been saved successfully, and you will receive an email confirmation. You can now view, edit or cancel the appearance via 'Manage' (see section 4 for steps).

Appearance on behalf of another

- Follow the steps above under 'Search' or 'List' until you get to the step 'You will be asked whether you are lodging an appearance on behalf of yourself'. Select 'No'. *Note: you can also first lodge an appearance on behalf of yourself and then on behalf of another once you have*

saved your own. The question ‘Are you lodging an appearance on behalf of yourself?’ will appear after each appearance registration until you select ‘No’ and click ‘Save & Close’ (see step 9 under ‘List’ for a screen shot)

Alternatively, you can file an appearance on behalf of another representative by going to manage your appearance and clicking ‘edit’ (see section 4).

Appearance Registration ✕

Are you lodging an appearance on behalf of yourself?

Select

Select

Yes

No

Cancel

- You will be displayed with a form to enter the details of the legal representative you wish to record the appearance on behalf of

Appearance Registration

Are you lodging an appearance on behalf of yourself? No

Fill in the form below to lodge an appearance on behalf of another legal representative.

Title Select

First name

Chosen First Name

Last Name

Pronunciation of Name Add phonetic pronunciation of full name with hypens between each sound

Pronouns Select

Email

Mobile Phone

Business Phone

Represents Select

Role Select

Save Cancel

- Enter the details of the person you are lodging an appearance on behalf of.
- Select the party or parties you are lodging the appearance against. *Note: if you are lodging an appearance on behalf of another after first logging your own appearance on this matter, the party or parties will default to what you selected during your own appearance.*

Represents Select

Role [Redacted] (Defendant) Press to select

[Redacted] (Plaintiff)

5. Select the relevant role

Role

Select

Select

Instructing Solicitor

Solicitor Advocate

Barrister

Barrister KC

Barrister SC

6. Click 'Save'

Save

- The appearance has been saved successfully and the person who you have registered on behalf of will receive an email confirmation. You can now view, edit or cancel the appearance via 'Manage' (see section 4 for steps).
- If you would like to add more appearances on behalf of other legal representatives, follow the above steps again. If you have no more appearances to record for this matter, ensure 'Do you wish to lodge an appearance on behalf of another legal representative' is set to 'No' and click 'Save & Close'

Appearance Registration



The appearance has been saved successfully.

Do you wish to lodge an appearance on behalf of another legal representative?

No



Save & Close

Appearances for multiple hearings

Important: you must only select multiple cases to record an appearance on if the appearance is for the same party/parties across all cases you have selected. If you need to record an appearance for different parties across more than one case, please do this separately. For example, if you represent the DPP in one matter, but the accused in another you should lodge your appearances for these matters separately. However, if you represent the DPP in both matters, you are able to record your appearance for both matters using the steps below.

- Find your relevant hearings using either the 'Search' or 'List' function (see above for steps)
- Select the relevant hearings using the check boxes on the left-hand side

County Court G-6	
<input checked="" type="checkbox"/>	10.30 am

County Court 1-2	
<input checked="" type="checkbox"/>	10 am

County Court 2-8	
<input checked="" type="checkbox"/>	10.30 am

3. Click on 'Represent' next to one of the hearings
4. If you are recording an appearance on behalf of yourself, follow the relevant steps above under 'List' or 'Search'. If you're recording an appearance on behalf of another, follow the steps under 'Appearance on behalf of another' (see above). **Ensure the party or parties you select under 'Represent' are the same across all cases you have selected.**
5. Once you click 'Save' or 'Save & Close', your appearance has been saved successfully, and you will receive an email confirmation. You can then view, edit or cancel the appearance via 'Manage' (see section 4 below for steps).

4) Manage Appearances

Edit your appearance

1. Click on 'Manage' at the top right
[Home](#) [Civil](#) [Manage](#) [Help](#) [Logout](#)
2. Click 'Appearances'

[Home](#) [Civil](#) [Manage](#) [Help](#) [Logout](#)

Appearances

User Profile

3. Click 'Edit'

CI-23-	
09 Apr 2025, 10.30 am Civil Hearing Courtroom	Instructing Solicitor [REDACTED] [REDACTED]
	Edit

4. You are then able to change your role. If you need to change any of your other details, please cancel your appearance (see steps below), modify your details (see section 5) and then re-lodge your appearance.
5. Once you are done, click 'Save' and then 'Close'

Cancel appearance

1. Click on 'Manage' at the top right

Home Civil **Manage** ▾ Help Logout

2. Click 'Appearances'

Home Civil **Manage** ▾ Help Logout

Appearances
User Profile

3. Click 'Edit'

CI-23- [REDACTED]

09 Apr 2025, 10:30 am
Civil Hearing Courtroom

Instructing Solicitor
[REDACTED]

Edit

4. Click on the Status drop down and update from 'Recorded' to 'Cancelled'

Status

Recorded ▾

Select

Recorded

Cancelled

5. Click 'Save' and then 'Close'
6. You will receive an email confirmation of the cancellation, and you will no longer see the appearance in your list

5) Manage account

Update personal details

1. Click on 'Manage' at the top right

[Home](#) [Civil](#) [Manage ▾](#) [Help](#) [Logout](#)

- Click on 'User Profile'

[Home](#) [Civil](#) [Manage ▾](#) [Help](#) [Logout](#)

Appearances

User Profile

- Here you can update the following details:
 - 'Mobile Phone' field by entering a valid phone number (e.g., 0412345678)
 - 'Business Phone' field by entering a valid phone number (e.g., 0312345678)
 - 'Preferred Role' field by selecting a different role from the drop-down menu. *Note: this will then become the default role for your appearances*
- Once you have made the relevant changes, click 'Update'

Update

Forgot password

- Click on Sign In

[Home](#) [Sign In](#) [Sign Up](#) [Public Registration](#) [Help](#)

- Click 'Forgot Password?'

Practitioner Login


Please enter your username and password

Email Address

Password

Forgot Password?

☐ I'm not a robot



3. Enter your email address

Forgotten Password

Please complete this form to receive instructions on how to reset your password.

Email Address

☐ I'm not a robot  [Privacy](#) - [Terms](#)

Reset Password

4. Check 'I'm not a robot'

Forgotten Password

Please complete this form to receive instructions on how to reset your password.

Email Address

☐ I'm not a robot  [Privacy](#) - [Terms](#)

Reset Password

5. Click 'Reset Password'

Forgotten Password

Please complete this form to receive instructions on how to reset your password.

Email Address

☐ I'm not a robot  [Privacy](#) - [Terms](#)

Reset Password

6. If your account is registered, you will receive an email from noreply@countycourt.vic.gov.au with a link to reset your password

Dear practitioner,

A password reset request was made for your Electronic Appearance online account.

Click the following link to reset your password. This link will expire in 10 minutes.

[Reset Password](#)

Kind Regards,

County Court of Victoria

250 William Street, Melbourne, VIC 3000 | DX 290078 Melbourne

Commercial Registry | T 03 8636 6690 | E commercial.registry@countycourt.vic.gov.au

Common Law Registry | T 03 8636 6515 | E commonlaw.registry@countycourt.vic.gov.au

Criminal Registry | T 03 8636 6570 | E criminal.registry@countycourt.vic.gov.au

www.countycourt.vic.gov.au

7. Click on the 'Reset Password' link in the email

Dear practitioner,

A password reset request was made for your Electronic Appearance online account.

Click the following link to reset your password. This link will expire in 10 minutes.

[Reset Password](#)

Kind Regards,

County Court of Victoria

250 William Street, Melbourne, VIC 3000 | **DX** 290078 Melbourne

Commercial Registry | **T** 03 8636 6690 | **E** commercial.registry@countycourt.vic.gov.au

Common Law Registry | **T** 03 8636 6515 | **E** commonlaw.registry@countycourt.vic.gov.au

Criminal Registry | **T** 03 8636 6570 | **E** criminal.registry@countycourt.vic.gov.au

www.countycourt.vic.gov.au

8. Enter a new password in password and confirm password. Your password must be 8 - 20 characters long, contain numbers, lowercase characters, uppercase characters and a special character "!@#%&* _?".

Reset Password

Please complete this form to reset your password.
You are resetting password for [REDACTED]

Password

Your password must be 8 - 20 characters long, contain numbers, lowercase characters, uppercase characters and special character "!@#%&* _?".

Confirm Password

☐ I'm not a robot



9. Complete the 'I'm not a robot' reCAPTCHA

Reset Password

Please complete this form to reset your password.
You are resetting password for [REDACTED]

Password

Your password must be 8 - 20 characters long, contain numbers, lowercase characters, uppercase characters and special character "!@#%&* _?".

Confirm Password

☐ I'm not a robot



10. Click 'Reset Password'

Reset Password

Please complete this form to reset your password.
You are resetting password for [REDACTED]

Password

Your password must be 8 - 20 characters long, contain numbers, lowercase characters, uppercase characters and special character "!@#%&* _?".

Confirm Password

☐ I'm not a robot



[Reset Password](#)

11. Your password has now been reset. Click on 'click here to login' to go back to the login page.

Reset Password Confirmation
Your password has been reset. Please [click here to log in](#).

Interstate practitioners

6) Lodge Appearance

1. Click on 'here' or 'Public Registration'



Electronic Appearances

If you are Victorian Legal Practitioner or you are appearing as a non-practitioner, you will be able to register an appearance for hearings up to 14 days in advance.

If you have registered previously, please **Sign In** to register.

If you do not have an account, please **Sign Up** and follow the registration process.

If you are representing yourself, please **register** by using the Public Registration Form.

If you are a legal practitioner outside of Victoria, please register [here](#) using iCode provided to you by the Court Registry.

2. Select 'Interstate Solicitor' in the 'Role' field

Role

Select

Title

Select

Interstate Solicitor

First Name

Self Represented Litigant

3. Enter the digits from the iCode number provided to you from the Registry in the proceeding

Role

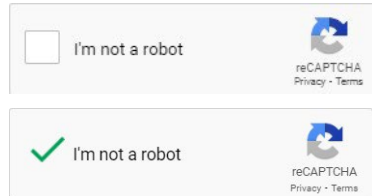
Interstate Solicitor

iCode

Please type iCode provided for you by Registry for this matter

4. Complete all remaining relevant fields. Please note that you must enter your case number and the exact hearing date. The solution will use this to ensure your appearance is recorded against the correct hearing

5. Complete the reCAPTCHA



6. Click 'Register'

Register

7. Once registered, you will receive an email from noreply@countycourt.vic.gov.au confirming your appearance registration

7) Manage Appearances

1. Please contact the associate to modify or cancel your appearance. This cannot be done via the portal.

Self-represented litigants

8) Lodge Appearance

1. Click on 'Register' or 'Public Registration'



Electronic Appearances

If you are Victorian Legal Practitioner or you are appearing as a non-practitioner, you will be able to register an appearance for hearings up to 14 days in advance.

If you have registered previously, please [Sign In](#) to register.

If you do not have an account, please [Sign Up](#) and follow the registration process.

If you are representing yourself, please [register](#) by using the Public Registration Form.

If you are a legal practitioner outside of Victoria, please register [here](#) using iCode provided to you by the Court Registry.

2. Select 'Self Represented Litigant' in the 'Role' field.


Role	Select
Title	Select
First Name	Interstate Solicitor
	Self Represented Litigant

3. Complete the fields in the form. Please note that you must enter your case number and the exact hearing date. The solution will use this to ensure your appearance is recorded against the correct hearing.

Self Represented Litigant and Interstate Solicitor Appearance Registration



Please complete the form below to register your appearance for a hearing.

Note: You can register an appearance up to 14 days in advance. The system is currently available for Civil matters only.

Email address	<input type="text"/>
Confirm Email	<input type="text"/>
Role	Self Represented Litigant
Title	Select
First Name	<input type="text"/>
Last Name	<input type="text"/>
Pronouns	Select
Mobile/Home Phone	<input type="text"/>
Case Number	<input type="text" value="e.g. CI-20-00000"/>
Hearing Date	<input type="text" value="09/04/2025"/>
<input type="checkbox"/> I'm not a robot  Privacy Terms	

Register

4. Complete the reCAPTCHA

<input type="checkbox"/> I'm not a robot	 Privacy Terms
<input checked="" type="checkbox"/> I'm not a robot	 Privacy Terms

5. Click 'Register'

Register

6. Once registered, you will receive an email from noreply@countycourt.vic.gov.au confirming your appearance registration.

9) Manage Appearances

1. Please contact the associate to modify or cancel your appearance. This cannot be done via the portal.