



This is a list of all forms included in the new CMS Portal for Child Protection cases. As the CMS Portal will be rolled out in stages, more forms may be added at each release. At the beginning of each release, this list will be updated to reflect the forms to be included in the CMS Portal.

Category	Description
Form Category	There are three form categories that have been identified for filing via the CMS Portal, these include: Case Initiation, Subcase and Document.
Smart Forms	<p>A Smart Form is a form that requires you to add information electronically through the Portal into the form.</p> <p>Upon electronic data entry into all of the mandatory sections and submission of the filing, the CMS Portal will render this information into the required court document as a PDF and the user will be able to view and download a copy of this.</p> <p>There are a number of smart forms which can be filed via the CMS Portal without the need to have the document pre-prepared. These processes may require or have an option to file additional documents at the same time.</p> <p>Depending on the type of filing this may be automatically issued, or it will be processed by the court and the user will receive a notification when their filing has been issued.</p>
Upload Form	<p>This is a form you will need to pre-prepare for upload in PDF form. You can also upload supplementary documents into the CMS Portal.</p> <p>There are user-friendly templates of some documents for child protection on the Children's Court of Victoria (ChCV) website for downloading.</p>
Files that cannot be submitted through the CMS Portal	<p>These forms are not listed in this document but can be found at: https://www.childrenscourt.vic.gov.au/court-forms/child-protection-forms</p> <p>These forms should be filed directly with the proper venue.</p>
Initiation document	A document lodged that creates a new case.
Document	A record of a form lodged on an existing case or subcase. Could be a record of a physical document or a smart form.
Subcase	<p>Subcase is a new category that has been introduced with the CMS.</p> <p>Generally, documents that have been categorised as Subcase are applications that are for an existing case but are determined on their own. Please refer to the forms category to confirm if the document/application you would like to file is a Subcase.</p>

Child Protection - Case Initiation on CMS				
Form or Document Name	Number	Form Code or Sub case Name	Method	Child Protection
Affidavit in support of search warrant	-	Search Warrant	Upload	Y
Application for temporary assessment order	Form 1	Temporary Assessment Order	Smart Form	Y
Application for therapeutic treatment order	Form 4	Therapeutic Treatment Order	Smart Form	Y
Child protection interstate order	-	Registration of Interstate Child Protection Order or Proceeding	Upload	Y
Protection application	Form 10	Protection application	Smart Form	Y

NOTE: When filing documents, you may also use Form Code or Form numbers. When lodging subcases, you may use subcase name, but not Form numbers. Searches and drop down lists can also be used to select documents and subcases.

Child Protection - Subcase Initiation on CMS

Form/Document Name	Number	Subcase Name	Method
Application for care by Secretary order	Form 23	Care by Secretary Order	Smart Form
Application for costs order	-	Costs	Smart Form
Affidavit in support of search warrant	-	Search Warrant	Upload
Application for a new interim accommodation order	Form 14	New Interim Accommodation Order	Smart Form
Application to dispense with service	-	Order to dispense with service	Smart Form
Application for leave to be joined as a party	-	Leave to be joined as a party	Smart Form
General application	-	General	Smart Form
Application to restrict access to a report	Form 38	Restrict access to a Report	Smart Form
Application for substituted service order	-	Substituted Service	Smart Form
Notice of hearing - Breach of family preservation order	Form 37	Breach	Smart Form
Notice of hearing - Breach of interim accommodation order	Form 16	Breach	Smart Form
Notice of hearing - Breach of interim accommodation order made under section 262(1)(c)	Form 17	Breach	Smart Form
Application to include conditions in a family preservation order (where care by Secretary order taken to be family preservation order)	Form 32	Include conditions on Family Preservation Order	Smart Form
Application for extension of care by Secretary order	Form 27	Extend	Smart Form
Application for extension of family preservation order	Form 27	Extend	Smart Form
Application for extension of family reunification order	Form 27	Extend	Smart Form
Application for extension of therapeutic treatment order	Form 9	Extend	Smart Form
Application for extension of therapeutic treatment (Placement) order	Form 9	Extend	Smart Form
Application for a new interim accommodation order - Interim accommodation order made under section 262(1)(c)	Form 15	New Interim Accommodation Order (s262(1)(c) Children, Youth and Families Act 2005)	Smart Form
Application for long-term care order	Form 25	Long-term Care Order	Smart Form
Application for leave of the court to make application to revoke a permanent care order	Form 36	Leave to apply to revoke Permanent Care Order	Smart Form
Application for leave of the court to make application to vary a permanent care order	Form 36	Leave to apply to vary Permanent Care Order	Smart Form
Direction to convert care by Secretary order to family preservation order (CONCSO)	-	Direction to convert Care by Secretary Order to Family Preservation Order (CONCSO)	Upload

Child Protection - Subcase Initiation on CMS

Form/Document Name	Number	Subcase Name	Method
Direction to convert family reunification order to family preservation order (CONFRO)	-	Direction to convert Family Reunification Order to Family Preservation Order (CONFRO)	Upload
Direction to convert permanent care order to care by Secretary order (CONPCO)	-	Direction to convert Permanent Care Order to Care by Secretary Order (CONPCO)	Upload
Notice of objection (Subpoena/Witness summons)	-	Notice of objection (Subpoena/Witness summons)	Upload
Application for permanent care order	Form 33	Permanent care order	Smart Form
Application under s534 - Publication of proceedings	Form 42	Publication of proceedings	Smart Form
Application to revoke a care by Secretary order	Form 30	Revoke	Smart Form
Application to revoke a family preservation order	Form 28	Revoke	Smart Form
Application to revoke a family reunification order	Form 28	Revoke	Smart Form
Application to revoke a long-term care order	Form 31	Revoke	Smart Form
Application to revoke a permanent care order	Form 35	Revoke	Smart Form
Application to revoke a temporary assessment order made without notice	Form 3	Revoke	Smart Form
Application to revoke a therapeutic treatment order	Form 8	Revoke	Smart Form
Application to revoke a therapeutic treatment (Placement) order	Form 8	Revoke	Smart Form
Application to revoke an undertaking (Common law)	-	Revoke	Smart Form
Application to revoke an undertaking (s272)	Form 20	Revoke	Smart Form
Application to revoke an undertaking (s278)	Form 20	Revoke	Smart Form
Application for review of determination of judicial registrar under section 542K	Form 1	Review of determination of Judicial Registrar	Smart Form
Application to release documents/materials	-	Release of documents/materials	Smart Form
Application for stay of determination of judicial registrar under section 542K	Form 1	Stay determination of Judicial Registrar	Smart Form
Application to transfer a pending child protection proceeding from Victoria to another jurisdiction	-	Transfer protection application proceedings interstate	Smart Form
Application for therapeutic treatment (Placement) order	Form 6	Therapeutic Treatment (Placement) Order	Smart Form
Application to vary a family preservation order	Form 28	Vary	Smart Form
Application to vary a family reunification order	Form 28	Vary	Smart Form
Application to vary a family reunification order without notice	Form 29	Vary	Smart Form
Application to vary an interim accommodation order	Form 14	Vary	Smart Form

Child Protection - Subcase Initiation on CMS

Form/Document Name	Number	Subcase Name	Method
Application to vary an interim accommodation order - Interim accommodation order made under section 262(1)(c)	Form 15	Vary Interim Accommodation Order (s262(1)(c) Children, Youth and Families Act 2005)	Smart Form
Application to vary a permanent care order	Form 35	Vary	Smart Form
Application to vary a temporary assessment order made without notice	Form 3	Vary without notice	Smart Form
Application to vary a therapeutic treatment order	Form 8	Vary	Smart Form
Application to vary a therapeutic treatment (Placement) order	Form 8	Vary	Smart Form
Application to vary an undertaking (Common law)	-	Vary	Smart Form
Application to vary an undertaking (s272)	Form 20	Vary	Smart Form
Application to vary an undertaking (s278)	Form 20	Vary	Smart Form

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Child Protection and Family Case - Documents on CMS

Form/Document Name	Number	Code	Form Category	Method	Child Protection (CP)	Family Case (FC)
Aboriginal agency authorisation		AAUTH	Document	Upload	Y	Y
Aboriginal agency authorisation revocation		AAUTHR	Document	Upload	Y	Y
Application for conciliation counselling (s260(1) Children, Youth and Families Act 2006)		ACCO	Document	Upload	Y	-
Affidavit		AFF	Document	Upload	Y	-
Affidavit of attempted service		AFFAS	Document	Upload	Y	-
Affidavit/Declaration of service		AFFCP	Document	Upload	Y	-
Family violence intervention order application		AFVIOR	Document	Upload	Y	-
Personal safety intervention order application		APSIOR	Document	Upload	Y	-
Court report - Addendum		AREP	Document	Upload	Y	-
Court report - Addendum (Redacted)		AREPRD	Document	Upload	Y	-
Affidavit in support		AS	Document	Upload	Y	-
Court book		BOOC	Document	Upload	Y	-
Change assigned case worker		CACWCP	Document	Upload	Y	-
CC - Addendum report		CCDAR	Document	Upload	-	Y
CC - Addendum report (Redacted)		CCDARRD	Document	Upload	-	Y
Court report - Disposition in support of application to <breach/extend/vary/revoke> protection order		CCRD	Document	Upload	Y	-
Court report - Disposition		CCRDIS	Document	Upload	Y	-
Court report - Disposition (Redacted)		CCRDISRD	Document	Upload	Y	-
Court report - Disposition in support of application to <breach/extend/vary/revoke> protection order (Redacted)		CCRDRD	Document	Upload	Y	-
Court report - Contracted case manager's report in support of application		CCRM	Document	Upload	Y	-
Court report - Contracted case manager's report in support of application (Redacted)		CCRMRD	Document	Upload	Y	-
Court report - Protection report		CCRPR	Document	Upload	Y	-
Court report - Protection (Redacted)		CCRPRRD	Document	Upload	Y	-
Consent/Unopposed proposed orders		CONPRORD	Document	Upload	Y	-
Child protection interstate order		CPIOA	Document	Upload	Y	-
Consent of interstate officer to transfer of child protection proceedings or order		CPTSFR	Document	Upload	Y	-
Witness summons to attend to give evidence	Form 41	CPWIT	Document	Smart Form	Y	-

Child Protection and Family Case - Documents on CMS

Form/Document Name	Number	Code	Form Category	Method	CP	FC
CRIS notes		CRIS	Document	Upload	Y	-
CRIS notes (Redacted)		CRISRD	Document	Upload	Y	-
Court report - Other		CRO	Document	Upload	Y	-
Court report - Other (Redacted)		CRORD	Document	Upload	Y	-
Conciliation counselling certificate under s260(2)		DCCC	Document	Upload	Y	-
Declaration by witness summons recipient - Summons to produce and to attend to give evidence (Form 41B)		DPA	Document	Upload	Y	-
Declaration by witness summons recipient - Summons to produce (Form 41A)		DSP	Document	Upload	Y	-
Family violence intervention order		FVIOR	Document	Upload	Y	-
Application for fee waiver and affidavit of financial circumstances		FW	Document	Upload	Y	-
Interim accommodation order (Bail Justice hearing)	Form 12	IAOBJ	Document	Upload	Y	-
CC - Information exchange document		IED	Document	Upload	-	Y
Request to inspect subpoenaed material		INSSUB	Document	Upload	Y	-
Interpreter booking request form		INTREQ	Document	Upload	Y	-
Consent from the parents regarding application to extend protection order		LFRO	Document	Upload	Y	-
Appearance form		MAFCP	Document	Upload	Y	-
Medical records		MEDRE	Document	Upload	Y	-
Medical report		MEDRP	Document	Upload	Y	-
Notice that legal practitioner commences to act or change of legal practitioner		NCCLP	Document	Upload	Y	-
Notification to court of transfer of child/ren placed on an interim accommodation order		NCTIAO	Document	Upload	Y	-
Notice that legal practitioner ceases to act		NLPC	Document	Upload	Y	-
Protection application information form		PAII	Document	Upload	Y	-
Court Report - Permanent care order assessment		PCOCR	Document	Upload	Y	-
Court Report - Permanent care order assessment (Redacted)		PCOCD	Document	Upload	Y	-
Notice of determination that protection order should end		POEND	Document	Upload	Y	-
Personal safety intervention order		PSIOR	Document	Upload	Y	-

Child Protection and Family Case - Documents on CMS

Form/Document Name	Number	Code	Form Category	Method	☺	☹
Request for copy of audio recording		RARCP	Document	Upload	Y	-
Request for copy of audio recording (DFFH only)		RARCPD	Document	Upload	Y	-
Readiness certificate	Form C6	READY	Document	Upload	Y	-
Refund claim form		REFUNDCP	Document	Upload	Y	-
Reserved submissions booking form		RESSUB	Document	Upload	Y	-
Statement of grounds for application for emergency care		SEC	Document	Upload	Y	-
Summary information form for application for emergency care (Form B)		SIEC	Document	Upload	Y	-
Statement of placement availability	Form 13	SPA	Document	Upload	Y	-
Statutory declaration		STDEC	Document	Upload	Y	-
Supporting document		SUPDOC	Document	Upload	Y	-
Court report - Temporary assessment order		TAOCR	Document	Upload	Y	-
Court report - Temporary assessment order (Redacted)		TAOCR RD	Document	Upload	Y	-
Court report - Therapeutic treatment extension		TTECR	Document	Upload	Y	-
Court report - Therapeutic treatment extension (Redacted)		TTECR RD	Document	Upload	Y	-
Court report - Therapeutic treatment order		TTOCR	Document	Upload	Y	-
Court report - Therapeutic treatment order (Redacted)		TTOCR RD	Document	Upload	Y	-
Court report - Therapeutic treatment (placement) order		TTPCR	Document	Upload	Y	-
Court report - Therapeutic treatment (placement) order (Redacted)		TTPCR RD	Document	Upload	Y	-
Court report - Therapeutic treatment revoke		TTRCT	Document	Upload	Y	-
Court report - Therapeutic treatment revoke (Redacted)		TTRCT RD	Document	Upload	Y	-
Undisclosed placement details		UNPD	Document	Upload	Y	-
Witness summons to produce	Form 41A	WITP	Document	Smart Form	Y	-
Witness summons to produce and to attend to give evidence	Form 41B	WITPA	Document	Smart Form	Y	-

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