

Embrace QCase

QCase

QCase is the Department of Justice and Attorney-General's new system for managing minor civil dispute matters in QCAT and civil matters in Magistrates Courts Services (MCS).

The online system allows the legal profession and self-represented litigants to file cases and interact electronically with the court and tribunal registries.

Release dates

Stage 1 – 6 Mar 2023

QCAT Brisbane

(QCAT functionality only)

Stage 2 – TBA 2023

Brisbane Magistrates Court

(MCS functionality only)

Stage 3 – TBA 2023

Magistrates Courts – Large

Dual Centres

(QCAT & MCS functionality)

Stage 4 – TBA 2023

Magistrates Courts – Regions

(QCAT and MCS functionality)

Contact us

QCase Transition Team

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This issue

File & manage civil cases online **P.1**

Let's go paperless **P.2**

Who can use QCase **P.2**

File and manage civil cases online

The new QCase system allows registered users (legal profession, self-represented litigants and other court users) to commence proceedings, securely file documents, search cases and inspect documents for Magistrates Courts civil proceedings and Queensland Civil and Administrative Tribunal (QCAT) minor civil disputes.

The new system supports a fully digital civil case management functionality and will deliver many benefits, including:

- online civil case file and minor civil dispute lodgement
- a user portal to manage case details, status and history of lodgements
- ability to lodge matters in bulk online
- ability for firms/businesses to manage their own users and cases
- a public-facing search facility.

There is no administration fee for using QCase, however usual filing fees still apply.

When will QCase be available?

QCase will launch in a staged approach across QCAT and Magistrates Courts.

The new QCase portal went live at QCAT Brisbane on 6 March 2023. Find out more information about filing minor civil dispute matters at QCAT Brisbane at qcat.qld.gov.au/qcase.

It is anticipated that QCase will roll out in Magistrates Courts later in 2023. We are currently working on the development of Magistrates Courts functionality within QCase. We hope to be in a position to provide release dates soon.

For more information or to provide feedback

To stay up to date with QCase information for Magistrates Courts, visit courts.qld.gov.au/services/qcase

To contact us, please email:

QCase-Transition-Team@justice.qld.gov.au



Let's go paperless

If scanning, saving digital versions of documents, and uploading files is second nature to you, you're well on your way to working in a paperless way.

If these methods are new for you, read on for tips to get ready for paperless filing with QCase.

As QCase can be used to commence an action by filing initiating documents and supporting documents, you can upload documents to QCase in an approved electronic format (.doc, .docx, .pdf, .jpg, .jpeg, .png, .xls, .xlsx).

Parties can also electronically file documents relating to existing matters, if they have the relevant file number of the case.

Going paperless tips

Prepare

Choose a location to store your files. For example, a cloud file storage system or your computer harddrive. Set up a folder system and you may like to think of a file naming convention – something that works for you or the business.

Scan

Using a scanner (desktop, portable, smartphone), scan your paper documents.

Save

To make documents easy to find, change default file names to your preferred file naming convention and save in your folder.

Upload

Within the QCase Portal, upload your files and supporting materials.

You will need to ensure your items are in an approved electronic format (.doc, .docx, .pdf, .jpg, .jpeg, .png, .xls, .xlsx with a size limit of 100MB for individual files).



Who can use QCase & which matters can be filed?

Any person including the legal profession and self-represented litigants can use the QCase portal once they are registered.

QCase can be used for civil proceedings in Queensland Magistrates Courts, and QCAT minor disputes.

Listed below is an example of some of the civil cases that can be filed in QCase.

Queensland Magistrates Courts civil proceedings

- Civil monetary claims up to \$150,000*, such as:
 - › Breach of agreement, contract, or lease
 - › Rates and body corporate
 - › Motor vehicle accidents and negligence
 - › Personal injury claims
 - › Defamation
 - › Consumer and trader disputes
- Enforcement of QCAT decisions or interstate judgments
- Wage recovery and employment claims
- Originating applications

* Minor civil disputes up to \$25,000 can be filed in QCAT also.

QCAT minor civil disputes

- Minor debt disputes (up to \$25,000)
- Residential tenancy disputes
- Consumer and trader dispute

How to register for QCase

When you visit QCase for the first time, it will ask you to login with either your myGovID or QGov account where you will need to prove your 'digital identity'.

You can prepare for the release of QCase by ensuring you have either a [myGovID](#) or [QGov](#) account. Click on the links to find out more information or to register.

It is recommended to use a professional/business email address and details when setting up an account.

Please note that you can setup multiple, separate QGov accounts to keep your personal and professional/business details separate, and link your business account to QCase.

Manage your team and cases

One great feature of QCase is that law firms and other companies/government departments may apply to have an account set up where they can register their firm/entity/department and manage their own staff and cases.

More information, including when this functionality is available to set up, is coming soon.

