Submitting documents via the VRB's online Justice Portal

The online portal allows you to electronically submit documents to the Board. Once submitted, you will be provided with a Receipt number for the submission.
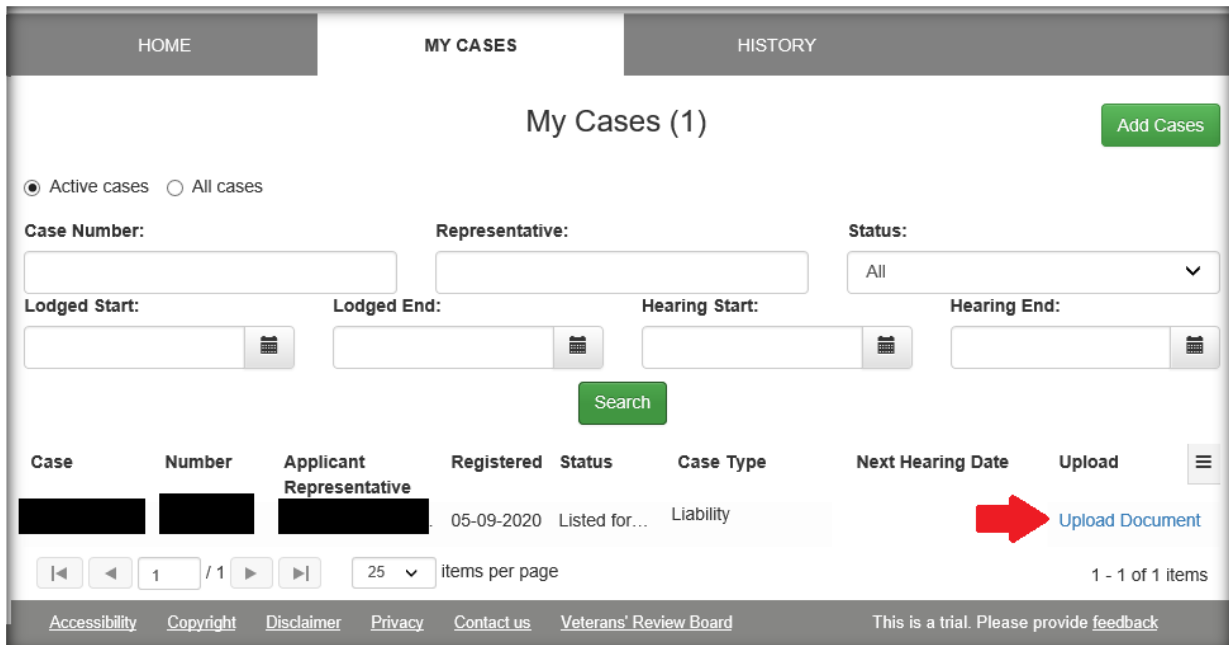
How to submit document(s)

Important Note: You may submit up to 20 documents at a time in the one transaction.

- Maximum **document** size is **20MB.**
- Maximum transaction **upload** size is **25MB.**

Tip: If you are sending a **single document**, and where it is larger than 25 MB, try to reduce the size by scanning a black and white copy with reduced resolution.

Alternatively, if the document is a combination of different forms of evidence/additional material, split this into multiple documents to send.

1. Click on **My Cases** icon (Justice Portal Home page).

   A list of your active applications is displayed.

2. **Identify / search** for the case that you want to submit documents for.

3. **Click on Upload Document link**.

4. The **Document Upload** screen is displayed.

Completing Document Upload screen

Once the Document Upload screen is displayed, go the **Upload documents** section (bottom of page).

1. Click on **Browse** button.

2. **Find the document** and then click on **Open** button.

3. Select **Document Type** from the picklist (i.e. the type of document being submitted). *For example:*

   - Applicant's Advice – s148(1) Notice
   - Additional documents or new evidence from Applicant / Representative
   - ONLINE DISPUTE RESOLUTION – Applicant request for ODR
   - ONLINE DISPUTE RESOLUTION – Additional documents from Applicant / Representative

4. Enter a **Document Description**

5. If you want to submit additional documents in the one transaction:

   - Click on **Add another document** button.
   - **Repeat steps 1 to 4** for each additional document.

6. Once all documents have been selected, click on **Submit** button.

7. The Portal displays a message while it packages the document(s) to send to the Board:

8. **Once the file(s) have been transferred**, the **Document Upload – Receipt** tab is then displayed with the **reference number**.

Online Dispute Resolution (ODR)

There are 3 document types specific to ODR.

ONLINE DISPUTE RESOLUTION – Applicant request for ODR.

➢ Use this document type to submit your request for your application to be considered under this process.

ONLINE DISPUTE RESOLUTION – Additional documents from Applicant / Representative

➢ Use this document type to submit the documentation that the Conference Registrar has requested from you.

It is important you provide the information by selecting the ODR related document type, rather than the option *"Additional documents or new evidence from Applicant / Representative"*. This ensures that the requested information is directed straight to the requesting officer.

ONLINE DISPUTE RESOLUTION – Applicant - Response to recommendation (advice on how to progress)

➢ Use this document type to advise how you wish to proceed (where the Conference Registrar has provided the recommendation from the ODR review of your application)