

## **Annex A**

### **Organization Accounts of the integrated Court Case Management System (“iCMS”):**

#### **Roles and Responsibilities of the Primary Administrator, Secondary Administrator and Organization User Account Holders**

This Annex provides for the detailed roles and functions of the holders of the following three types of sub-accounts for Organization Accounts:

- (a) Primary Administrator Accounts (“PA Accounts”);
- (b) Secondary Administrator Accounts (“SA Accounts”); and
- (c) Organization User Accounts (“OU Accounts”).

#### **PA Accounts**

2. A PA Account holder is authorized by the organization to administer the accounts within the organization. He/she is the representative of the organization in the use of the iCMS and will have full responsibilities in account management matters for the organization. Any activity and/or transaction conducted through the iCMS by any holder of an SA or OU Account created directly or indirectly under the purview of a PA Account holder shall be regarded as activity and/or transaction allowed by the PA Account holder within the limits of any policies or instructions that are imposed by the organization concerned, save for special circumstances such as the specific type of Organization Account for the Hong Kong Bar Association (“HKBA”).

3. Specifically, PA Account holders, who may be assisted by SA Account holders as appropriate, have the following roles:

- (a) to bear the ultimate responsibilities of all account management matters for the organization concerned and be the coordinator representing his/her organization to liaise with the Judiciary on all matters relating to user registration;

- (b) to perform administrative functions on the management of all the other sub-accounts (i.e. SA and OU Accounts) held by the same organization. The administrative functions include, as appropriate, creation, updating, management, re-setting passwords, defining access rights, court case<sup>1</sup> assignment and housekeeping for these SA and OU Accounts;
  - (c) to verify the identities of SA and OU Account holders created for the same organization; in particular, the full name of each account holder as recorded in the identity document, and the first four alphanumeric characters of the relevant identity document should be inputted in the iCMS during account creation for record purpose; and
  - (d) to apply for and manage a deposit account (if any) in the iCMS, including topping up deposit account and transferring deposit amount between the deposit account and sub-account(s) of all branches of the same Organization Account.
4. The Judiciary allows, as a default, a maximum of two PA Accounts for an organization, and minor increase in the number of PA Accounts may be considered as an exception on a case-by-case basis. If an organization considers that it needs more than two PA Accounts, they may seek the Judiciary Administrator's exceptional approval with justifications.
5. Before an organization can perform electronic transactions in the iCMS, a PA Account of the organization will have to be approved and created in the iCMS. The Judiciary will consider creating PA Accounts for organizations upon their applications, together with the necessary information and supporting documents.
6. As a PA Account cannot be used to conduct electronic transactions with the Judiciary for individual court cases, PA Account holder will have to create an OU Account for himself/herself if he/she wishes to conduct electronic transactions on behalf of the organization he/she represents.

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<sup>1</sup> For the avoidance of doubt, "court case(s)" and "case(s)" hereinafter be referred to, means a proceeding that electronic technology has been implemented for that proceeding in an e-Court in accordance with the applicable legislation and Practice Directions.

7. The applying organizations are required to take note of the following:
- (a) if a PA Account holder accepts the terms and conditions for using the iCMS, this represents that he/she is authorized to do so and acknowledges and agrees that all users of the organization must comply with the terms and conditions for using the iCMS;
  - (b) each PA Account will be assigned to one natural person only;
  - (c) PA Accounts will not have any expiry date, as long as the status of the account holders remains unchanged;
  - (d) PA Account holders must assign an expiry date for SA and OU Accounts to tie in with the likely duration of the court cases concerned; and
  - (e) if a PA Account holder accepts the terms and conditions for using the deposit account in the iCMS, this will be taken to mean that he/she is authorized to do so, and that he/she acknowledges and agrees that all users of the organization must comply with the terms and conditions for using the deposit account in the iCMS.
8. In view of the important roles to be played by PA Account holders, the applying organizations should consider assigning the suitable persons in the organizations to perform this role.

### **SA Accounts**

9. To assist in the day-to-day administration and management of OU Accounts and the deposit account (if any) of an organization, as well as performing the identity verification process for OU Accounts, SA Account(s) may be created by PA Account holders. The rights of SA Account(s) may be defined by PA Account holders, including for example the right to create OU Accounts and handle various account management matters of OU

Accounts and the right to manage the deposit account and sub-account(s)<sup>2</sup> of all branches of the Organization Account.

10. The Judiciary allows, as a default, a maximum of 10 SA Accounts for an organization. If an organization, owing to its scale of operation, needs to create more SA Accounts, they may seek the Judiciary Administrator's exceptional approval for additional SA Accounts with justifications.

11. As OU Accounts may be grouped into different clusters to facilitate the handling of court cases of different types/locations etc., the Judiciary will allow the use of "branch codes" to facilitate the grouping of OU Accounts and deposit sub-account(s) (if any) for management under different SA Account holders. For example, a PA Account holder of a large-sized organization operating with a number of office locations (e.g. A, B, C and D) may consider assigning different branch codes to its different offices (e.g. Branch A, Branch B, Branch C and Branch D) and creating different SA Accounts so that each SA Account holder will manage his/her own group of OU Accounts and deposit sub-account(s) (if any). For example, an SA Account holder for Branch A will only manage OU Accounts and deposit sub-account(s) (if any) in Branch A. The Judiciary allows, as a default, a maximum of 10 branch codes per organization/entity. If an organization considers that more branch codes are required to facilitate its operational need, its PA Account holder may apply for an increase to the Judiciary Administrator with justifications.

12. If necessary, more than one SA Account can be created for the same branch so that a small team of SA Account holders may share out the day-to-day account management tasks for that branch.

13. If an SA Account holder requires practical help from say his/her secretary to do the actual assignment of cases using the iCMS, his/her secretary will need to become an SA Account holder as well.

14. Similar to the holders of PA Accounts, while electronic transactions with the Judiciary for individual court cases cannot be made with an SA

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<sup>2</sup> A deposit sub-account will be created automatically in the iCMS for each branch under the Organization Account upon creation of a deposit account.

Account, SA Account holder may create an OU Account for himself/herself if he/she is required to conduct electronic transactions.

## **OU Accounts**

15. The Judiciary allows, as a default, a maximum of 50 OU Accounts for an organization. If an organization, particularly a large one, needs to create more OU Accounts, they may seek the Judiciary Administrator's approval with justifications.

16. An OU Account holder may access court cases assigned to him/her by the respective PA/SA Account holder(s) and conduct electronic transactions with the court (e.g. send documents to the court, make payments, etc.) in respect of such cases.

17. As explained above, "branch codes" may be used to facilitate the grouping of OU Accounts and deposit sub-account(s) (if any) for management under different SA Account holders. The branch information of an OU Account will be identical to that of the SA Account creating the OU Account.

### *OU Account Holders for HKBA*

18. OU Account holders under the Organization Account of HKBA will act in the individual's own name and may use the iCMS to lodge the following types of documents to the e-Courts:

- (a) Submission/Speech;
- (b) Skeleton Arguments;
- (c) List of Authorities/Authorities;
- (d) Not in List; and
- (e) List of Documents specified by individual court levels.

19. OU Account holders under HKBA will be exempted from the case linking-up requirement. In other words, OU Account holders of HKBA will be able to lodge the documents specified in paragraph 18 above to the e-Courts by inputting case specific information, such as case number, hearing date, etc., so as to ensure the relevant submission will be sent to appropriate

court cases. Yet, this type of OU Account cannot access to the related Electronic Case Files.

### **Access Controls in the iCMS for Organization Accounts**

20. The roles of PA, SA and OU Account holders are different (“iCMS roles”). They will also be given different access rights to the use of the various functions under the iCMS (“iCMS functions”).

21. For the convenience of user account management, PA/SA Account holders will be given iCMS roles for selection. These roles are defined and preset with access right to specific iCMS functions. This is to facilitate the PA/SA Account holder’s assignment of iCMS functions to OU Accounts of his/her organization.

22. The table at **Appendix I** shows the list of iCMS roles available for each type of account holders.

### **User Account Management Work of Organization Accounts**

23. In general, the account management work for iCMS Organization Accounts cover the following six main areas:

- (a) Administration of PA Accounts;
- (b) Administration of SA/OU Accounts (by PA and SA Account holders);
- (c) Self-administration of accounts;
- (d) Linking up with (and delinking from) individual court cases;
- (e) Default OU assignment by PA Account holder; and
- (f) Administration of deposit account and sub-account(s).

24. Details of each area are set out in the following:

#### **(A) Administration of PA Accounts**

- (a) PA Account holders may submit a request to the Judiciary for password reset, if required;

- (b) PA Account holders may ask the Judiciary to re-activate their accounts which may be suspended due to long inactivity. After five consecutive unsuccessful login attempts, the account will be locked temporarily. PA Account holders may retry after 30 minutes of the last unsuccessful login;
  - (c) PA Account holders may request for change of the maximum number of PA Accounts for the organization concerned with justifications;
  - (d) partners/owners or authorized representatives of an organization may send a request to the Judiciary for replacement of PA Account holder. The requester will need to submit relevant details for the application of new PA Account, together with all the required supporting documents and the reason(s) for the replacement; and
  - (e) PA Account holder or the authorized representative of the organization should seek termination of PA Account within three working days if the account holder is no longer representing an organization or the organization does not wish to remain as registered under the iCMS or the organization is going to discontinue/has discontinued its business. If all PA Accounts of an organization are terminated, no SA/OU Accounts of that organization can be used any more.
- (B) Administration of SA/OU Accounts by PA and SA Account Holders
- (a) PA Account holder can update the relevant particulars of his/her branch(es) under his/her purview;
  - (b) PA and SA Account holders can enquire/update personal particulars of OU Accounts under their purview;
  - (c) PA and SA Account holders can assign iCMS role(s) to OU Accounts under their purview;

- (d) PA and SA Account holders can reset password of OU Accounts under their purview;
- (e) PA and SA Account holders can suspend and/or reactivate OU Accounts under their purview;
- (f) PA Account holder, or the SA Account holders assigned with the access rights, can suspend and/or reactivate SA Accounts of his/her organization; and
- (g) PA Account holder may request for a change in the maximum number of SA/OU Accounts of their organization via system function to the Judiciary Administrator with justifications.

(C) Self-administration of Accounts

- (a) Holders of all accounts can maintain their own contact details; and
- (b) holders of all accounts can change their own passwords.

(D) Linking Up with (and Delinking from) Individual Court Cases

- (a) There are three ways for a registered organization to link up its account with an e-proceeding as follows:
  - upon application to be a registered user, the applicant may list out the e-proceeding(s) in which the applicant opts to transact with the e-Court by means of the iCMS;
  - a registered user may opt to link up its account via the iCMS with a particular court case by lodging a “Notice of Consent to transact with the e-Court by means of the integrated Court Case Management System (“iCMS”)” at **Annex E (“Notice of Consent”)** with the respective court registry; the court support staff will link up the case concerned with the registered user accordingly; or



- when a registered user files an originating document through the iCMS to commence a new court case, or the relevant types of documents<sup>3</sup> with the e-Court, the iCMS will automatically link up the registered Organization Account with the court case;
- (b) upon receipt of information in (a) above (or “ceased to act”), which indicates the intention of the registered user to conduct electronic transactions with the e-Court (or to be removed from the court’s record as the case may be), the court support staff will link up (or delink) the case concerned with the registered organization accordingly. PA/SA Account holder of the organization concerned can then be able to locate the case number of the court case concerned in iCMS function for case link-up and assign it to appropriate OU Account(s) of his/her organization;
- (c) for law firms and government departments/agencies, in view of caseload, on top of case-based link-up in (b) above, PA/SA Account holder may also grant access rights to transact with specific court cases to (or remove access rights from) OU Accounts by case profiles which enables selective linking with or delinking from cases relating to the specified level of courts and types of proceedings, e.g. the Personal Injuries Action in the District Court;
- (d) for law firms and government departments/agencies, the PA/SA Account holder may establish profile-based link-up (or delink) as follows:
  - define the case profile by court level and/or case types; and
  - search and link up (or delink) OU Account(s) of his/her organization with the selected case profile(s) as appropriate;

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<sup>3</sup> Examples are “Acknowledgement of service” of an originating document, Defence (or Defence and Counterclaim) and Notice to Act.

- (e) flexibility is built in the iCMS so that a court case may be assigned to up to 10 OU Accounts. Changes to assignment of cases can also be made whenever necessary. For re-assigning court cases to different OU Account(s), PA/SA Account holder may follow the procedures set out in (b) and (d) above; and
- (f) where the e-Court has been informed that a case party appoints a solicitor to act on his/her behalf, the relevant legal representative will take charge of all legal matters relating to that court case as well as access to the specified electronic case file/court documents as appropriate, subject to any prevailing leave requirement. All case-related correspondence will be directed by the Judiciary via the iCMS to the legal representative. Hence, except the previously enabled function for inspecting the documents filed by the case parties, any other access rights to this specified court case previously granted to any user account(s) other than that of the prevailing legal representative's, including those for the litigants themselves, will be revoked.

(E) Default OU Assignment by PA Account Holder

- (a) To facilitate electronic communications between the organization and the Judiciary, PA Account holder will have to designate one or more (but not more than five) OU Accounts as the "default OU" for receiving case-specific messages of court cases which have not been assigned to any OU Accounts;
- (b) the first created OU Account of the organization will be set as default OU to receive case-specific messages by the iCMS. PA or SA Account holder(s) (as appropriate) may update the setting in accordance with the internal policy of the organization; and
- (c) when an organization, for example a law firm, assigns a default OU account to receive court notifications of all cases collectively, PA or SA Account holder(s) (as appropriate) must take necessary precautionary measures to avoid any potential conflict of interest where its firm is representing both sides of a case simultaneously.

- (F) Administration of Deposit Account and Sub-account(s)
- (a) PA Account holder can apply for the creation of a deposit account;
  - (b) PA Account holder, or the SA Account holders assigned with the access rights, can top up deposit account and sub-account(s) of all branches within the same Organization Account;
  - (c) PA Account holder, or the SA Account holders assigned with the access rights, can transfer deposit amount among deposit account and sub-account(s) of all branches within the same Organization Account; and
  - (d) PA Account holder, or the SA Account holders assigned with the access rights, can enquire about transaction details and balances of deposit account and sub-account(s) of all branches within the same Organization Account.

## Appendix I

iCMS Roles	iCMS Functions		
	User management related	Court case management related	Deposit account related
<b>PA Account holder</b>	<ul style="list-style-type: none"> <li>➤ maintain account profile of PA</li> <li>➤ maintain and manage account profiles of SA or OU Accounts (including iCMS roles, iCMS functions accessible to SA or OU)</li> <li>➤ create / suspend / re-activate SA or OU Accounts</li> <li>➤ request for change of the maximum number of PA / SA / OU Accounts / Branch codes for the organization concerned</li> <li>➤ create / maintain branches</li> </ul>	<ul style="list-style-type: none"> <li>➤ assign court case(s) to OU Account(s)</li> <li>➤ maintain default OU Accounts</li> </ul>	<ul style="list-style-type: none"> <li>➤ apply for the creation of a deposit account</li> <li>➤ top up deposit account and sub-account(s) of all branches</li> <li>➤ transfer deposit amount among deposit account and sub-account(s) of all branches within the same Organization Account</li> <li>➤ enquire about transaction details and balances of deposit account and sub-account(s) of all branches</li> </ul>
<b>SA Account holder</b>	<ul style="list-style-type: none"> <li>➤ create / suspend / re-activate OU Account(s) of same branch</li> <li>➤ maintain and manage account profiles of OU Accounts of same branch</li> </ul>	<ul style="list-style-type: none"> <li>➤ assign court case(s) to OU Account(s) of same branch</li> </ul>	<ul style="list-style-type: none"> <li>➤ top up deposit sub-account(s) of same branch</li> <li>➤ enquire about transaction details and balance of deposit sub-account(s) of same branch</li> </ul>

iCMS Roles	iCMS Functions		
	User management related	Court case management related	Deposit account related
	Optional role(s) to be assigned by PA to individual SA as appropriate -		
	<p>Role: To create SA Account(s)</p> <ul style="list-style-type: none"> <li>➤ create / suspend / re-activate SA Account(s)</li> <li>➤ maintain and manage account profiles of SA Account(s)</li> </ul>	<p>Role: To maintain default OU Account(s)</p> <p>Role: To assign court case(s) to any OU Account(s) across branches</p>	<p>Role: Deposit Account – SA (All Branches)</p> <ul style="list-style-type: none"> <li>➤ top up deposit account and sub-account(s) of all branches</li> <li>➤ transfer deposit amount among deposit account and sub-account(s) of all branches within the same Organization Account</li> <li>➤ enquire about transaction details and balances of deposit account and sub-account(s) of all branches</li> </ul>

iCMS Roles	iCMS Functions		
	User management related	Court case management related	Deposit account related
<b>OU Account holder:</b> Court case processing (Full access)	<ul style="list-style-type: none"> <li>➤ maintain OU's personal profile (except branch information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ send and receive court documents</li> <li>➤ inspect filed documents</li> <li>➤ conduct other electronic services such as apply for certification of translation service</li> <li>➤ make electronic payment</li> </ul>	<ul style="list-style-type: none"> <li>➤ top up deposit sub-account(s) of same branch</li> <li>➤ enquire about transaction details and balance of deposit sub-account(s) of same branch</li> </ul>
<b>OU Account holder:</b> Court case processing	<ul style="list-style-type: none"> <li>➤ ditto</li> </ul>	<ul style="list-style-type: none"> <li>➤ send and receive court documents</li> <li>➤ inspect filed documents</li> <li>➤ conduct limited electronic services such as Document Reference Number checking</li> </ul>	<ul style="list-style-type: none"> <li>➤ ditto</li> </ul>
<b>OU Account holder:</b> Conduct other electronic	<ul style="list-style-type: none"> <li>➤ ditto</li> </ul>	<ul style="list-style-type: none"> <li>➤ inspect filed documents</li> <li>➤ conduct other electronic services such</li> </ul>	<ul style="list-style-type: none"> <li>➤ ditto</li> </ul>

iCMS Roles	iCMS Functions		
	User management related	Court case management related	Deposit account related
services		as apply for certification of translation service	
<b>OU Account holder:</b> Make electronic payment only	➤ ditto	➤ make electronic payment	➤ ditto



**integrated Court Case Management System (“iCMS”)  
User Registration  
Individual User Account –  
Application Form**

**Important Notes:**

- (1) Registration for an Individual User Account under the iCMS is to enable transactions with the e-Court in respect of the relevant court proceedings via the iCMS. Personal data collected in this application form and any authorization for completing the identity authentication process will only be used for processing of the application for registration of an Individual User Account under the iCMS, and in transactions relating to court proceedings and in the course of performing judicial functions. Section 51A of the Personal Data (Privacy) Ordinance (Cap. 486) applies to the personal data held by a court, a magistrate or a judicial officer in the course of performing judicial functions.
- (2) All fields marked with an asterisk (\*) in this application form are mandatory. An application may be rejected if any mandatory information is not provided.
- (3) An application without supporting documents will be deemed incomplete and rejected.
- (4) You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#), the [Terms and Conditions for using the iCMS of the Judiciary](#), and the **Guidance Notes** before completing this form. The Administrative Instructions and the Terms and Conditions can be accessed at the Judiciary Website [[https://www.judiciary.hk/en/e\\_courts/index.html](https://www.judiciary.hk/en/e_courts/index.html)] while the Guidance Notes are attached.
- (5) For applicant who chooses to submit the application form by fax, by email or by post to the Help Centre; or by hand to the Help Centre, registries of the High Court, general offices of the Magistrates’ Courts or Small Claims Tribunal Information Centre, please ensure that all the supporting documents are attached to the completed application form. For applicant who chooses to submit the application online via the iCMS, please prepare the necessary supporting documents for uploading purpose.
- (6) Notification(s) will be sent to the applicant by email. The email address given will be used for communication with the applicant for iCMS registration matters and be served as an additional means to notify the account holder that a message or document has been sent to his/her Message Box on the iCMS. Account holder should log into his/her iCMS account to view the details.



Account Type:	Individual User
<p>Application from Case / Claim No.* and</p> <p>Case Party Type*:</p> <p><u>OR</u></p> <p>Acting in other capacity and with approval obtained for registration under paragraph 10(c) of the <b>Administrative Instructions on Matters relating to Registration as a User of the iCMS:</b></p> <p><u>OR</u></p> <p>Prospective litigant under paragraph 15 of the <b>Administrative Instructions on Matters relating to Registration as a User of the iCMS:</b></p>	<p>Case / Claim No. _____ /20_____</p> <p>[Plaintiff / Claimant / Defendant / _____]#</p> <p><input type="checkbox"/> A copy of the relevant court document showing applicant's involvement in an on-going or a new e-proceeding is attached.</p> <p>[Remarks: If there is/are other e-proceedings that the applicant intends to transact with the e-Court by means of the iCMS, please provide particulars on a separate sheet.]</p> <p>_____</p> <p>[Please provide the capacity to the on-going e-proceeding]</p> <p>Approval obtained on [dd/mm/yyyy] _____</p> <p><input type="checkbox"/> A copy of the related directions is attached.</p> <p><input type="checkbox"/> A copy of the duly completed document for filing a new e-proceeding is attached. Any approval for this application will be subject to the applicant's filing a new e-proceeding within the period specified in the notification email for activating an account under the iCMS.</p>

<b><u>Particulars of Individual User</u></b>	
<p>Title*:</p> <p>Name*:</p> <p>(English in capital letter)</p> <p>(Chinese)</p>	<p>Miss/ Mr/ Mrs/ Ms#:</p> <p>_____</p> <p>(Surname) _____</p> <p>(Given Name) _____</p> <p>[Remarks: This information is required for account activation. The name should be the same as that shown in the identification document below.]</p> <p>(Surname) _____ (Given Name) _____</p>

Account Type:	Individual User
Identification Document Type and No.*:	<input type="checkbox"/> HK Identity Card No.: _____ <input type="checkbox"/> Macau Resident Identity Card No.: _____ <input type="checkbox"/> People's Republic of China Resident Identity Card No.: _____ <input type="checkbox"/> Passport No.: _____ <input type="checkbox"/> Other Identification Document Type and Document No. (Please specify): _____ _____ _____ _____
Contact Address*:	District: _____  <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Others  _____ _____
Telephone No.*:	_____
Mobile Phone No.:	[Remarks: This information is required for account activation.] _____
Fax No.:	_____
Email Address*:	_____

### Declaration

- I confirm that the above information given is true and complete, and match with the supporting document(s) provided.
- I have read, understood and agreed with the Terms and Conditions for using the iCMS of the Judiciary.

Signature of  
the Applicant:

\_\_\_\_\_ Date\*: \_\_\_\_\_

*# Please delete as appropriate.*

☐ *Please tick as appropriate.*

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**FOR OFFICE USE ONLY**

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*(Following part to be filled in by the Judiciary Administration)*

Name and Signature of  
the processing staff:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Name: \_\_\_\_\_  
Post: \_\_\_\_\_ )

**The following documents are checked and/or provided for identity verification purpose:**

- ☐ The application form duly completed by the Applicant;  
AND
- ☐ A proof of the Applicant's involvement in an on-going or a new e-proceeding is attached; or
- ☐ A copy of the related approval obtained for registration under paragraph 10(c) of the **Administrative Instructions on Matters relating to Registration as a User of the iCMS** is provided; or
- ☐ A copy of the duly completed document for filing a new e-proceeding is attached;  
AND
- ☐ The HK Identity Card or other identification document of the Applicant is produced for verification;  
or
- ☐ Authorization of the Applicant, and a copy of the HK Identity Card or other identification document of the Applicant are shown PLUS the identity document of the appointed personal representative is produced for verification; and
- ☐ Others, please specify: \_\_\_\_\_

## **Application for registration of a User Account of the iCMS**

### **Guidance Notes**

1. This application form is for registration for an Individual User Account of the iCMS of the Judiciary.
2. Generally, the applicant should be aged 18 or above. The applicant should not be subject to any disqualification from registration for an Individual User Account of the iCMS as directed by the Judiciary Administration. Please refer to paragraphs 11 and 12 of the Administrative Instructions on Matters relating to Registration as a User of the iCMS.
3. You can submit the application online through this URL [<https://www.judwebportal.judiciary.hk>]; or return the completed application form through the following means:
  - (a) by fax (fax no.: 2340 7819);
  - (b) by email (email address: [e-registration@judiciary.hk](mailto:e-registration@judiciary.hk));
  - (c) by post to the Help Centre [Address: 5<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong]; or
  - (d) by hand to the Help Centre [Address: 5<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong], registries of the High Court (please see the addresses below), general offices of the Magistrates' Courts (please see the addresses below) or Small Claims Tribunal Information Centre [Address: 1<sup>st</sup> Floor, Tower B, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon] during office hours [Mondays to Fridays (except public holidays) from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm].

<b>Registries of the High Court</b>	<b>Addresses</b>
Clerk of Court's Office	G/F, High Court Building, 38 Queensway, Hong Kong
High Court Registry	LG1, High Court Building, 38 Queensway, Hong Kong
Probate Registry	LG3, High Court Building, 38 Queensway, Hong Kong

<b>General offices of the Magistrates' Courts</b>	<b>Addresses</b>
Eastern Magistrates' Courts	7/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong
Kowloon City Magistrates' Courts	3/F, Kowloon City Law Courts Building, 147M Argyle Street, Kowloon City, Kowloon

Kwun Tong Magistrates' Courts	2/F, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong, Kowloon
West Kowloon Magistrates' Courts	3/F, Tower A, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon
Fanling Magistrates' Courts	2/F, Fanling Law Courts Building, 1 Pik Fung Road, Fanling, New Territories
Shatin Magistrates' Courts	2/F, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin, New Territories
Tuen Mun Magistrates' Courts	2/F, Tuen Mun Law Courts Building, 1 Tuen Hi Road, Tuen Mun, New Territories

4. The applicant, or the appointed personal representative, is required to present the original identification document in person to the staff of the Help Centre, registries of the High Court, general offices of the Magistrates' Courts or Small Claims Tribunal Information Centre for identity authentication within a period specified by the Judiciary to complete the application procedure. If the applicant or his/her personal representative fails to complete the identity authentication procedure within the specified time, the application will be rejected. A template of letter of authorization to appoint personal representative in completing the identity authentication process is provided at **Appendix**.
5. Relevant notification email(s) will be sent to your email address provided in the application form. If you have not received any notification email after submission of this application form by seven working days, you may call 2477 1002 or email to "e-registration@judiciary.hk" to inquire the progress of your application.
6. These Notes are for general guidance only. You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#) and the [Terms and Conditions for using the iCMS of the Judiciary](#) before completing this application form.
7. For enquiries on iCMS registration, please call 2477 1002 or email to "e-registration@judiciary.hk".

To: The Judiciary

**Application for registration of a User Account of the  
integrated Court Case Management System (“iCMS”)**

**Letter of Authorization**

I, \_\_\_\_\_, being an applicant for an  
(full name)  
Individual User Account, holder of \*HKID / Passport / Other (please specify)  
\_\_\_\_\_. No. \_\_\_\_\_,  
hereby authorize \*Mr / Ms / Miss \_\_\_\_\_, holder  
(full name)  
of HKID No. \_\_\_\_\_ to act for and on my behalf in completing the  
identity authentication process in respect of the iCMS registration application.

A copy of my \*HKID Card / Passport / Identification document is enclosed for  
checking purpose.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

*\*Please delete as appropriate.*



**integrated Court Case Management System (“iCMS”)  
User Registration  
Organization Account for Primary Administrator –  
Application Form**

**Important Notes:**

- (1) Registration for an Organization Account under the iCMS is to enable transactions with the e-Court in respect of the relevant court proceedings via the iCMS. Personal data collected in this application form will be used for processing of the application for registration of an Organization Account under the iCMS, and in transactions relating to court proceedings and in the course of performing judicial functions. For transparency, the name of the organizations registered for Organization Account under the iCMS may be disclosed in the Judiciary website. For information, personal data held by a court, a magistrate or a judicial officer in the course of performing judicial functions are exempt from the provisions in relation to the data protection principles of the Personal Data (Privacy) Ordinance (Cap. 486).
- (2) All fields marked with an asterisk (\*) in this application form are mandatory. An application may be rejected if any mandatory information is not provided.
- (3) An application without supporting documents will be deemed incomplete and rejected.
- (4) You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#), the [Terms and Conditions for using the iCMS of the Judiciary](#), and the **Guidance Notes** before completing this form. The Administrative Instructions and the Terms and Conditions can be accessed at the Judiciary Website [[https://www.judiciary.hk/en/e\\_courts/index.html](https://www.judiciary.hk/en/e_courts/index.html)] while the Guidance Notes are attached.
- (5) For applicant who chooses to submit the application form by fax, by email or by post to the Help Centre; or by hand to the Help Centre, registries of the High Court, general offices of the Magistrates’ Courts or Small Claims Tribunal Information Centre, please ensure that all the supporting documents are attached to the completed application form. For applicant who chooses to submit the application online via the iCMS, please prepare the necessary supporting documents for uploading purpose.
- (6) Notification(s) will be sent to the applicant by email. The email address given will be used for communication with the applicant for iCMS registration matters and be served as an additional means to notify the account holder that a message or document has been sent to his/her Message Box on the iCMS. Account holder should log into his/her iCMS account to view the details.

Account Type:	Organization Account: Primary Administrator
Please complete either 1, 2 or 3 as appropriate*	
<p>1. Organization covered in paragraph 10(b) of the <b>Administrative Instructions on Matters relating to Registration as a User of the iCMS:</b></p> <p><u>OR</u></p> <p>2. Party to an e-proceeding:</p> <p>Case Party Type:</p> <p><u>OR</u></p> <p>3. Acting in other capacity and with approval obtained for registration under paragraph 10(c) of the <b>Administrative Instructions on Matters relating to Registration as a User of the iCMS:</b></p>	<p> <input type="checkbox"/> Hong Kong Bar Association  <input type="checkbox"/> The Law Society of Hong Kong  <input type="checkbox"/> Law Firm  <input type="checkbox"/> Government Department  <input type="checkbox"/> Law Enforcement Agency  <input type="checkbox"/> Statutory Body </p> <p>Case / Claim No. _____ /20_____</p> <p>[Plaintiff / Claimant / Defendant / _____ / the Solicitors for the _____ Plaintiff(s) / Defendant(s) / Other _____]#</p> <p><input type="checkbox"/> A copy of the relevant court document showing applicant's involvement in an on-going or a new e-proceeding is attached.</p> <p>[Remarks: If there is/are other e-proceedings that the applicant intends to transact with the e-Court by means of the iCMS, please provide particulars on a separate sheet.]</p> <p>_____</p> <p>[Please provide the capacity to the on-going e-proceeding]</p> <p>Approval obtained on [dd/mm/yyyy] _____</p> <p><input type="checkbox"/> A copy of the related directions is attached.</p>



Account Type:	<b>Organization Account: Primary Administrator</b>
<b><u>Organization Information</u></b>	
Organization Name* (English)	_____
(Chinese)	_____
Organization Registration Document Type and No.*:	<input type="checkbox"/> Business registered with the Business Registration Office only Business Registration Certificate No.: _____ <input type="checkbox"/> Company registered with the Companies Registry Company No.: _____ Business Registration Certificate No. (if applicable): _____ <input type="checkbox"/> Other Registration Document (please specify): _____ <input type="checkbox"/> The applicant is a statutory body in Hong Kong / Bureau or Department of the Government of HKSAR
Organization Address (Headquarters)*	_____ _____ District: _____ <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Others
<b><u>Particulars of Primary Administrator (1)</u></b>	
Title*:	Miss/ Mr/ Mrs/ Ms #: _____
Name*:	(Surname) _____

Account Type:	Organization Account: Primary Administrator
(English in capital letter)	(Given Name) _____
	[Remarks: This information is required for account activation. The name should be the same as that shown in the identification document below.]
(Chinese)	(Surname) _____ (Given Name) _____
Identification Document Type and No.*:	<div><input type="checkbox"/> HK Identity Card No.: _____</div> <div><input type="checkbox"/> Macau Resident Identity Card No.: _____</div> <div><input type="checkbox"/> People’s Republic of China Resident Identity Card No.: _____</div> <div><input type="checkbox"/> Passport No.: _____</div> <div><input type="checkbox"/> Other Identification Document Type and Document No. (Please specify): _____</div>
Job / Post Title*: (English)	_____
(Chinese)	_____
Contact Address (if different from the organization address):	_____ _____ _____
	District: _____
	<div><input type="checkbox"/> Hong Kong      <input type="checkbox"/> Kowloon      <input type="checkbox"/> New Territories</div> <div><input type="checkbox"/> Others</div>
Telephone No.*:	_____
Mobile Phone No.:	[Remarks: This information is required for account activation.] _____
Fax No.:	_____

Account Type:		Organization Account: Primary Administrator	
Email Address*:			
<b><u>Particulars of Primary Administrator (2) #</u></b> (Applicable for organization applying for two Primary Administrator accounts)			
Title*:		Miss/ Mr/ Mrs/ Ms #: _____	
Name*: (English in capital letter)		(Surname) _____ (Given Name) _____ <b>[Remarks:</b> This information is required for account activation. The name should be the same as that shown in the identification document below.]	
(Chinese)		(Surname) _____ (Given Name) _____	
Identification Document Type and No.*:		<input type="checkbox"/> HK Identity Card No.: _____ <input type="checkbox"/> Macau Resident Identity Card No.: _____ <input type="checkbox"/> People's Republic of China Resident Identity Card No.: _____ <input type="checkbox"/> Passport No.: _____ <input type="checkbox"/> Other Identification Document Type and Document No. (Please specify): _____	
Job / Post Title*:		(English) _____ (Chinese) _____	
Contact Address (if different from the organization address):		_____ _____ _____	
		District: _____ <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Others	

Account Type:	<b>Organization Account: Primary Administrator</b>
Telephone No.*:	
Mobile Phone No.:	[Remarks: This information is required for account activation.]
Fax No.:	
Email Address*:	

### Declaration

1. I/We# confirm that the above information given is true and complete, and match with the supporting document(s) provided.
2. I/We# have read, understood and agreed with the Terms and Conditions for using the iCMS of the Judiciary.

Signature of the  
Authorized Signatory  
of the Primary  
Administrator

Account (1) Applicant (for and on behalf of the Organization) Date\*: \_\_\_\_\_  
with the Official chop  
affixed\* (if applicable):

Signature of the  
Applicant for Primary  
Administrator

Account (2) (for and on behalf of the Organization) Date\*: \_\_\_\_\_

# Please delete as appropriate.

☐ Please tick as appropriate.

---

**FOR OFFICE USE ONLY**

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*(Following part to be filled in by the Judiciary Administration)*

Name and Signature of the  
processing staff: \_\_\_\_\_

Date: \_\_\_\_\_

(Name: \_\_\_\_\_

Post: \_\_\_\_\_ )

**The following documents are checked and/or provided for identity verification purpose:**

- ☐ The application form duly completed by the Applicant;  
AND
- ☐ A proof of the Applicant's involvement in an on-going or a new e-proceeding is attached; or
- ☐ A copy of the related approval obtained for registration under paragraph 10(c) of the **Administrative Instructions on Matters relating to Registration as a User of the iCMS** is provided; or
- ☐ A copy of the duly completed document for filing a new e-proceeding is attached;  
AND
- ☐ A copy of valid Business Registration Certificate or Certificate of Incorporation is attached; or
- ☐ Letter of Authorization/Resolution with the official chop authorizing the appointed Primary Administrator(s) for the Organization is attached;  
AND
- ☐ The HK Identity Card or other identification document of the appointed Primary Administrator(s) for the Organization is produced for verification;  
or
- ☐ Authorization of the Applicant, and a copy of the HK Identity Card or other identification document of the appointed Primary Administrator(s) for the Organization are shown PLUS the identity document of the appointed personal representative of the applying Primary Administrator(s) is produced for verification; and
- ☐ Others, please specify:  
\_\_\_\_\_

## **Application for registration of a User Account of the iCMS Guidance Notes**

1. This application form is for registration for a Primary Administrator Account of the Organization Account of the iCMS of the Judiciary.
2. The organization should not be subject to any disqualification from registration for an Organization Account of the iCMS as directed by the Judiciary Administration. Please refer to paragraphs 11 and 12 of the Administrative Instructions on Matters relating to Registration as a User of the iCMS.
3. You can submit the application online through this URL [<https://www.judwebportal.judiciary.hk>]; or return the completed application form through the following means:
  - (a) by fax (fax no.: 2340 7819);
  - (b) by email (email address: [e-registration@judiciary.hk](mailto:e-registration@judiciary.hk));
  - (c) by post to the Help Centre [Address: 5<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong]; or
  - (d) by hand to the Help Centre [Address: 5<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong], registries of the High Court (please see the addresses below), general offices of the Magistrates' Courts (please see the addresses below) or Small Claims Tribunal Information Centre [Address: 1<sup>st</sup> Floor, Tower B, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon] during office hours [Mondays to Fridays (except public holidays) from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm].

<b>Registries of the High Court</b>	<b>Addresses</b>
Clerk of Court's Office	G/F, High Court Building, 38 Queensway, Hong Kong
High Court Registry	LG1, High Court Building, 38 Queensway, Hong Kong
Probate Registry	LG3, High Court Building, 38 Queensway, Hong Kong

<b>General offices of the Magistrates' Courts</b>	<b>Addresses</b>
Eastern Magistrates' Courts	7/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong
Kowloon City Magistrates' Courts	3/F, Kowloon City Law Courts Building, 147M Argyle Street, Kowloon City, Kowloon
Kwun Tong Magistrates' Courts	2/F, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong, Kowloon

West Kowloon Magistrates' Courts	3/F, Tower A, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon
Fanling Magistrates' Courts	2/F, Fanling Law Courts Building, 1 Pik Fung Road, Fanling, New Territories
Shatin Magistrates' Courts	2/F, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin, New Territories
Tuen Mun Magistrates' Courts	2/F, Tuen Mun Law Courts Building, 1 Tuen Hi Road, Tuen Mun, New Territories

4. The Primary Administrator(s) of the organization, or the appointed personal representative(s), are required to present the original identification document in person to the staff of the Help Centre, registries of the High Court, general offices of the Magistrates' Courts or Small Claims Tribunal Information Centre for identity authentication within a period specified by the Judiciary to complete the application procedure. If the Primary Administrator or his/her personal representative fails to complete the identity verification procedure within the specified time, the application will be rejected. A template of letter of authorization to appoint personal representative in completing the identity authentication process is provided at **Appendix**.
5. Relevant notification email(s) will be sent to your email address provided in the application form. If you have not received any notification email after submission of this application form by seven working days, you may call 2477 1002 or email to "e-registration@judiciary.hk" to inquire the progress of your application.
6. These Notes are for general guidance only. You are advised to read the [Administrative Instructions on Matters relating to Registration as a User of the iCMS](#) and the [Terms and Conditions for using the iCMS of the Judiciary](#) before completing this application form.
7. For enquiries on iCMS registration, please call 2477 1002 or email to "e-registration@judiciary.hk".

**Appendix**

To: The Judiciary

**Application for registration of a User Account  
of the integrated Court Case Management System (“iCMS”)  
Letter of Authorization**

I, \_\_\_\_\_, being an applicant  
(full name)  
for a Primary Administrator Account of an Organization Account, holder of  
\*HKID / Passport / Other (please specify) \_\_\_\_\_  
No. \_\_\_\_\_, hereby authorize  
\*Mr / Ms / Miss \_\_\_\_\_, holder of HKID  
(full name)  
No. \_\_\_\_\_ to act for and on my behalf in completing the  
identity authentication process in respect of the iCMS registration  
application.

A copy of my \*HKID Card / Passport / Identification document is  
enclosed for checking purpose.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

*\*Please delete as appropriate.*



## **Annex D**

### **Documents normally required for registration as user of the integrated Court Case Management System (“iCMS”)**

#### **(A) Individual User Account**

Any person who applies for an Individual User Account may submit the application online via the iCMS. The applicant may also choose to submit a completed and signed Application Form by fax, by email or by post to the Help Centre; or by hand to the Help Centre, registries of the High Court, general offices of the Magistrates’ Courts or Small Claims Tribunal Information Centre (collectively referred to as “the designated offices”). The following document is required to be provided when submitting the registration application to the Judiciary:

- proof of the applicant’s involvement in an on-going or new e-proceeding (e.g. writ of summons or other originating document, court orders or judgments).

#### **(B) Organization Account - Primary Administrator Account**

2. Any person, who is authorized to act on behalf of a company/partnership/association/corporation/organization/entity, etc.; or a government department/law enforcement agency/statutory body, etc. (hereinafter be referred to as the “Organization”) in applying for a Primary Administrator Account, may submit the application online via the iCMS. The applicant may also choose to submit a completed and signed Application Form by fax or by post to the Help Centre; or by hand to any one of the designated offices. The following documents are required to be provided when submitting the registration application to the Judiciary:

- (a) a letter of authorization and/or the resolution, prepared on a letterhead of the Organization, with the signature of the authorized/approved signatory and/or from the head of the Organization, and with the official stamp (if any) authorizing the representative(s) (i.e. the proposed Primary Administrator

Account holder) to make a registration application on behalf of the Organization;

(b) proof of the Organization's involvement in an on-going or new e-proceeding. This requirement is not applicable to organizations covered in paragraph 10(b) of the Administrative Instructions on Matters relating to Registration as a User of the iCMS; and

(c) other relevant supporting documents set out below as appropriate:

(i) For Law Firms:

- Copy of a valid business registration certificate issued under the Business Registration Ordinance (Cap. 310).

(ii) For Other Commercial Organizations:

- Copy of Business Registration Application Form registered, or copy of an extract of information of a business on the Business Register issued, under the Business Registration Ordinance (Cap. 310); and/or
- Copy of latest Annual Return registered and kept in the Companies Register in accordance with the Companies Ordinance (Cap. 622).

(iii) For Non-commercial Organizations:

- Copy of latest Annual Return registered and kept in the Companies Register in accordance with the Companies Ordinance (Cap. 622);

Or, if not applicable, any supporting documents showing the status of the subject Organization. Examples are as follows:

- copy of the certificate of Registration of a Society, or copy of the certificate of Exemption from Registration of a Society, issued under the Societies Ordinance (Cap. 151);
- copy of the certificate of Registration of Trade Union issued under the Trade Unions Ordinance (Cap. 332);

- copy of the certificate or tax exemption letter issued by Inland Revenue Department showing the tax exempt status of the Organization under the Inland Revenue Ordinance (Cap. 112); or
- copy of the certificate of Registration of Owners' Corporation issued under the Building Management Ordinance (Cap. 344);

together with the documents showing the updated particulars of the Organization (such as the name of the Organization; the name of the chairperson/president, vice-chairperson/president, secretary and treasurer, and/or the members of the committee or governing body of the Organization; the address of principal place of business).

(C) Documents Required for Completing Identity Authentication Process

3. After an application for Individual User Account or a Primary Administrator Account has been checked in order, the applicant will be notified by the Judiciary through email to go to the designated offices for identity authentication process. He/she will be required to bring along his/her original personal identity document, for example Hong Kong Identity Card ("HKID card") or passport, for verification at any one of the designated offices in person.

4. If the applicant wishes to appoint a personal representative to undergo the identity authentication process on his/her behalf, the appointed personal representative is required to bring along the following documents to any one of the designated offices for completing the identity authentication process:

- (a) letter of authorization signed by the applicant duly authorizing the appointed personal representative to undergo the identity authentication process on his/her behalf (a template of letter of authorization is provided under the guidance notes of the application form);
- (b) copy of the personal identity document (such as HKID card or the passport) of the applicant; and

- (c) the personal identity document of the appointed personal representative, for example HKID card or passport, for verification.

**Annex E**

Case / Claim No. \_\_\_\_\_ / \_\_\_\_\_

**Notice of Consent**  
**to transact with the e-Court by means of the integrated Court Case**  
**Management System (“iCMS”)**

I / We\*, \_\_\_\_\_,  
being a registered user of the iCMS, hereby consent to transact with the e-Court in this e-proceeding by means of the iCMS<sup>1</sup>.

This notice is taken out and lodged by:

the \_\_\_\_ Plaintiff(s) / Claimant(s) / Defendant(s) / Other (please specify)  
\_\_\_\_\_ / the Solicitors for the \_\_\_\_ Plaintiff(s) /  
Defendant(s) / Other \_\_\_\_\_ / the other relevant person \*  
(please specify) <sup>2</sup> \_\_\_\_\_.

Organization Code:	_____ (applicable to Organization Account)
Login Name <sup>3</sup> :	_____

Contact Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*\*Please delete whichever is inapplicable.*

<sup>1</sup> If an iCMS registered user wishes to transact with the e-Court by means of the iCMS for a particular case, the registered user should ensure the accuracy of information provided by himself/herself from time to time to the Court so that the iCMS can link up the party/parties concerned with the case record(s) for those court proceeding(s) which has/have been authorized to use the iCMS. Please refer to the e-Practice Direction and the “Administrative Instructions on Matters relating to Registration as a User of the iCMS” (“the Administrative Instructions”) for details.

<sup>2</sup> For person(s) who is/are not the case party/parties nor the legal representatives of the case party/parties, but is/are allowed either by legislation or order of the Court (including but not limited to as being called upon to appear as amicus curiae) to send and receive documents relating to an e-proceeding,  
(a) please quote the relevant legislation and/or the Order of the Court as appropriate; and  
(b) if the proposed case link-up is to be made with a particular Organization User of a registered Organization (such as an amicus curiae), both (i) the related Organization Code and (ii) the login name of the concerned Organization User are required to be given.

<sup>3</sup> The Primary Administrator Account holder(s), who may be assisted by the Secondary Administrator Account holder(s) as appropriate, are responsible for court case assignment. Instead of listing out all Organization Users in this form, the Primary Administrator or Secondary Administrator can assign the case to their Organization Users once the case is linked up with the Organization Account. Please refer to the Administrative Instructions for further details.