

**Administrative Instructions
on Detailed Technical Requirements for using
the Judiciary’s integrated Court Case Management System**

Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance (Cap. 638) (“the Ordinance”), the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court¹ or a type or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force. The e-system under Section 7 of the Ordinance shall be referred to as the integrated Court Case Management System (“iCMS”) hereinafter.

Uniform Resource Locator (“URL”)

2. The URL for accessing iCMS is <https://www.judwebportal.judiciary.hk>.

System requirements for using the iCMS

3. Hardware requirements:

Personal computers or mobile devices with Internet connection.

4. Software requirements:

- (a) combinations of operating systems and browsers supported by iCMS are as follows:

¹ e-Court means a court and/or a tribunal specified by the rules made by the Chief Justice under Section 6 of the Ordinance as a court/tribunal in which electronic documents may be used. For example, the Court Proceedings (Electronic Technology) (Specification of e-Courts) Rules (Cap. 638A) specify the District Court and the Magistrates’ Court as e-Courts.

Personal Computers

Browser	Operating System		
	Microsoft Windows 8.1	Microsoft Windows 10	Mac OS X
Microsoft Edge	-	Yes	-
Safari	-	-	Yes
Mozilla Firefox	Yes	Yes	Yes
Google Chrome	Yes	Yes	Yes

Mobile Devices

Browser	Operating System	
	iOS	Android
Safari	Yes	-
Mozilla Firefox	Yes	Yes
Google Chrome	Yes	Yes

- (b) browser settings to be enabled:
- Javascript
 - Cookies
 - Transport Layer Security (TLS) v1.2
 - Allow pop-ups from iCMS

Character Sets and Encoding

5. Information which contains English characters only shall be coded in American Standard Code for Information Interchange (“ASCII”), ISO/IEC 10646:2003 with Amendment 1 or ISO/IEC 10646:2011. Information which contains Chinese characters shall be coded with the Chinese and English characters in ISO/IEC 10646:2003 with Amendment 1 or the characters included in the Hong Kong Supplementary Character Set - 2004 (HKSCS-2004), or in ISO/IEC 10646:2011.

Submission of Documents to the e-Courts Using the iCMS

6. The documents shall not contain any computer instructions such as those as follows:
- (a) computer viruses/malware; and
 - (b) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the document itself.

7. The documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc.). The file format (or the “save as type”) of documents shall be as follows:

File Format²	Standard(s)
Text Format	Plain text format (TXT)
Formatted Document File Format	Rich Text Format (RTF); Word format (.doc); ISO/IEC 29500-1 format (.docx)
Portable Document Format	Portable Document Format (PDF)

8. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism.

9. Other requirements include:

- (a) to optimise image quality and file size, the resolution of a PDF image file shall be:
 - (i) at least 300 dpi; and
 - (ii) in black and white or in 24-bit color depth³;
- (b) to ensure maximum readability, for machine printed texts and/or numbers, proportionally spaced fonts with a font size between 12 and 14 points shall be used;
- (c) total size of document(s) submitted in each transaction shall not exceed 50MB;

² For documents that are of file formats other than those listed in the table, they shall be converted to the PDF format prior to submission to the e-Courts.

³ The conversion or similar process of coloured paper should be avoided where possible.

- (d) if the total file size of any document(s) to be submitted at one go exceeds the above limit, the iCMS will prompt the submitter that the document(s) to be submitted in the transaction has exceeded the limit set by the Judiciary and the submission is not successful. The submitter may choose to split the submission into batches so that each batch will contain documents of less than 50MB in total. The maximum number of batches is set at 10;

if the total file size of a submission exceeded the limit set by the Judiciary, even after splitting the submission into 10 batches, the submitter may consider approaching the respective Court Registry and doing the submission offline using removable storage media which shall:

- (i) be USB mass storage device;
 - (ii) be compliant with FAT file system, NT file system (“NTFS”) or exFAT format; and
 - (iii) be free from computer instructions stipulated in paragraph 6 above;
- (e) the maximum length of each file name is 100 characters including space;
 - (f) to facilitate the e-Courts and/or their support staff in affixing relevant details onto the received electronic documents
 - (i) wherever practicable, every document prepared by a party for submission to an e-Court to have a unique document identification label imprinted (setting out details such as case numbers, Document Reference Numbers, relevant barcodes, hereinafter referred to as “DRN Label”) should have a spacing measuring

- 70mm (width) x 40mm (length)

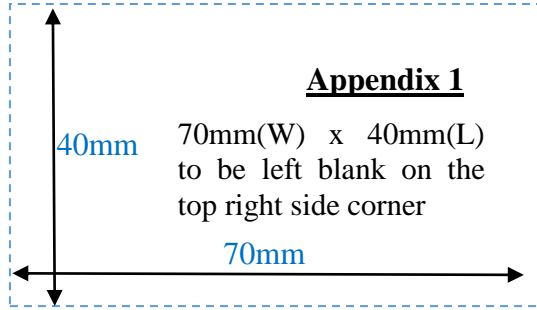
to be left blank at the top right side corner of the first page of the document. A sample is at **Appendix 1**.

- (ii) if the documents are sent to an e-Court for issuance and shall be sealed with the seal of the court (namely the images of the court seal and signature (as appropriate), as well as imprinted other details such as DRN Label, hearing details, court directions, etc.), these documents prepared by a party in this regard should include spacing measuring
- 70mm (width) x 40mm (length) to be left blank at the top right side corner of the first page of the document; and
 - 36mm (width) x 36mm (length) to be left blank near the word “Registrar” to facilitate the affixing of image of the court seal and signature (as appropriate).

A sample illustrating the detailed requirements is at **Appendix 2** and examples of types of documents that may be sent to the e-Courts for issuance and sealing are set out under **the Schedule**.

10. For the avoidance of doubt, every electronic document shall satisfy the requirements listed under paragraphs 5 to 9 as far as practicable. Care should be taken to ensure there is a complete legible copy of the document. Failure to comply with the same may render certain part of a document illegible; or the submission of the document to the e-Court may be rejected.

Judiciary Administration
April 2022



**IN THE DISTRICT COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION**

General Reference
(a) Insert case type and number

(a) _____

NO. _____ OF 20 _____

(b) Insert name(s) of Plaintiff(s)

BETWEEN

(b) (1)

Plaintiff(s)/
Applicant(s)

and

(c) Insert name of Defendant(s)

(c) (1)

Defendant(s)/
Respondent(s)

***Affidavit/Affirmation of**
 [_____]

(d) Insert name of deponent/affirmant.

I (d) _____ of (e) _____

(e) Insert address of deponent/affirmant.

(f) State the relevant facts/ reasons in support of the application

* [make oath and say/ solemnly and sincerely affirm] as follows:

(f) (2) (3)

2. I make this *affidavit/affirmation* in support of / in opposition to the Summons filed on day of . The facts deposed to herein are true to the best of my knowledge, information and belief save where otherwise stated.

3. [.....]

4. [.....]

And I make oath and say/solemnly and sincerely affirm* that the contents of this affidavit/affirmation* are true.

(Signature of deponent / affirmant *)

Footnotes:

- * Delete whichever is inapplicable
- (1) or to fill in details which appear on the originating document.
- (2) if necessary, attach to it the relevant documents numbered and listed in chronological order as exhibit(s).
- (3) If the space here is insufficient, blank paper may be used and attached to this affirmation / affidavit. **The last paragraph and the jurat should appear at the end of the last page.**

*SWORN / AFFIRMED at the Courts of Justice, Hong Kong Special Administrative Region
this _____ day of _____ 20_____.

Before me,

Commissioner for Oaths
Judiciary

This *affidavit/affirmation is filed on behalf of the *Plaintiff(s)/Defendant(s)/Applicant(s) /Respondent(s).

DC _____ No. _____ OF 20 _____

**IN THE DISTRICT COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION**

_____ **NO.** _____ **OF 20** _____

BETWEEN

Plaintiff(s)/
Applicant(s)

AND

Defendant(s)/
Respondent(s)

***AFFIDAVIT / AFFIRMATION**
OF [_____]

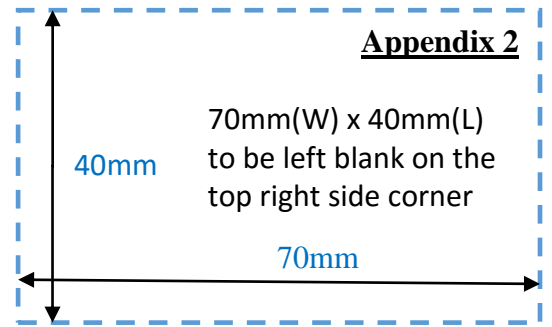
Filed on the day of, 20

Name: _____

*Plaintiff(s) / Defendant(s) / Applicant(s) / Respondent(s) in person

Address for Service: _____

For all writs, judgments, orders, documents and etc. submitted by electronic means and to be issued by the Court in which it shall be sealed with the court seal.



Claim nature:
A. * Monetary Claim/Non-Monetary Claim/Mixed Claim
B.

No. 1
Writ of Summons
(Order 6 rule 1)

DC _____ / 20 ____

**IN THE DISTRICT COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION**
_____ **NO.** _____ **OF 20** _____

Between

Plaintiff

AND

Defendant

TO THE DEFENDANT (name) _____
of (address) _____

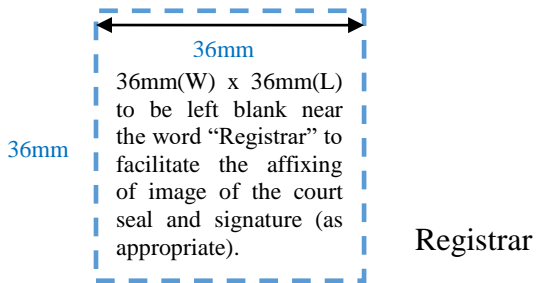
THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the back.

Within (14 days) after the service of this Writ on you, counting the day of service, you must either satisfy the claim or return to the Registry of the District Court the accompanying ACKNOWLEDGMENT OF SERVICE stating therein whether you intend to contest these proceedings or to make an admission.

If you fail to satisfy the claim or to return the Acknowledgment within the time stated, or if you return the Acknowledgment without stating therein an intention to contest the proceedings or to make an admission, the Plaintiff may proceed with the action and judgment may be entered against you forthwith without further notice.

*[If you intend to make an admission, you may complete an appropriate form enclosed in accordance with the accompanying Directions for Acknowledgment of Service.]

Issued from the Registry of the District Court this _____ day of _____,
20 _____



Note: – This Writ may not be served later than 12 calendar months beginning with that date unless renewed by order of the Court.

IMPORTANT

Directions for Acknowledgment of Service are given with the accompanying form.

*[Statement of Claim]

The Plaintiff's claim is for _____

*Where words appear between square brackets, delete if inapplicable.

*(Signed if statement of claim indorsed.)

A statement of claim must be verified by a statement of truth in accordance with Order 41A of the Rules of the District Court (Cap. 336 sub. leg. H).

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount claimed and \$ for costs, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

THIS WRIT was issued by _____ of
Solicitors for the said Plaintiff whose address is _____

*(or where the Plaintiff sues in person:

THIS WRIT was issued by the said Plaintiff who resides at _____
and (if the Plaintiff does not reside within the jurisdiction) whose address for service is _____).

(This footnote and the claim nature box at the front page do not form part of the statutory Form No. 1) Please refer to Order 41A rule 5(1) of the Rules of the District Court, Cap.336, sub. leg. H for the form of the statement of truth. Example is given below:

*I / The plaintiff believe(s) that the facts stated in this statement of claim are true."

Schedule

Examples of Types of Electronic Documents that shall comply with the technical requirements for issuance and sealing by means of iCMS¹

(A) For District Court Civil Cases, including Equal Opportunities and Employees' Compensation Cases	
1.	Writ of Summons, Originating Summons and other originating documents
2.	Inter Parte Summons, Applications / Notices / Orders etc. to be taken out pursuant to legislation and/or Practice Directions with hearing fixed
3.	Warrant
4.	Warrant of Distress
5.	Writ of Subpoena
6.	Writ of Possession and Writ of Fieri Facias
7.	Judgment / Order / Consent Order / Certificate of Assessment of Damages / Certificate of Costs (including Allocatur, Interim Certificate of Costs & Final Certificate of Costs) / Certificate of Award / Order
(B) For District Court Criminal Cases	
8.	Summons to a Witness
9.	Orders pertaining to confiscation proceedings
(C) For the Summons Courts of the Magistrates' Courts	
10.	Summons to a Witness

¹ A registered user may submit documents electronically under iCMS in relation to a particular court-related matter only after the use of electronic technology has been implemented to the respective Court and/or the respective type of proceeding. Please refer to the implementation notice(s) issued by the Chief Justice for details.