



**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>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>

### Particulars of Individual User

<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>
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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".

## **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 an Individual User Account, holder of \*HKID / Passport / Other (please  
\_\_\_\_\_ 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.*