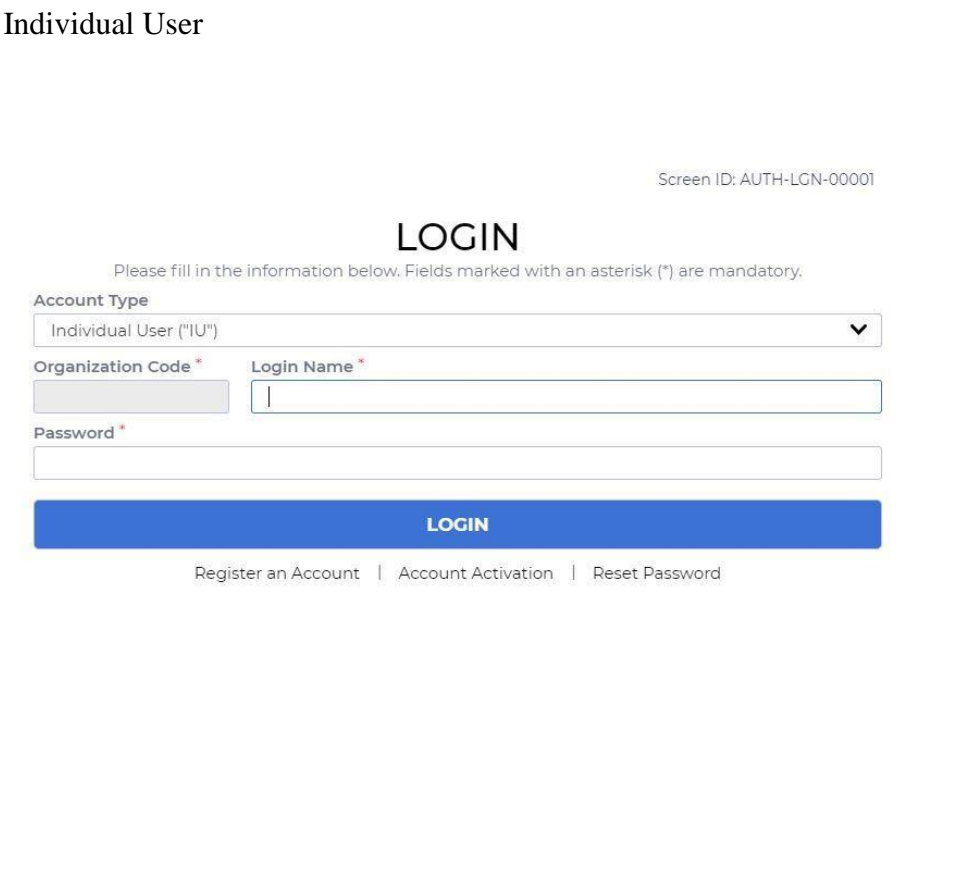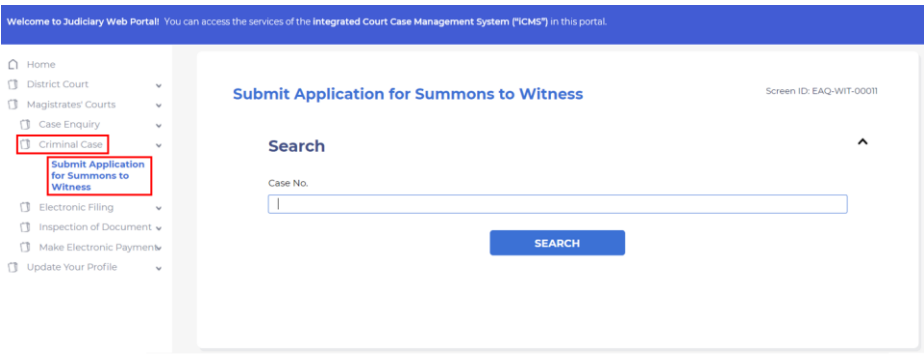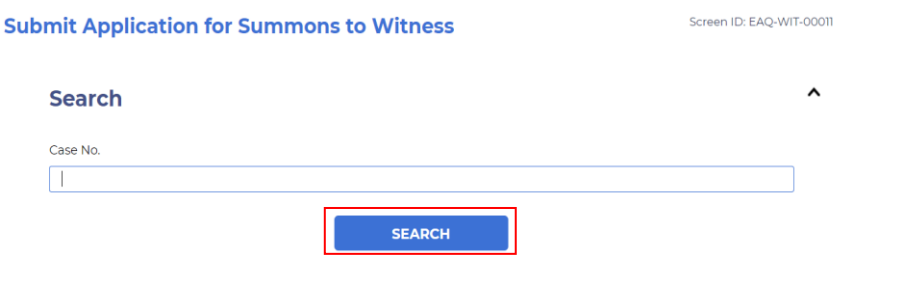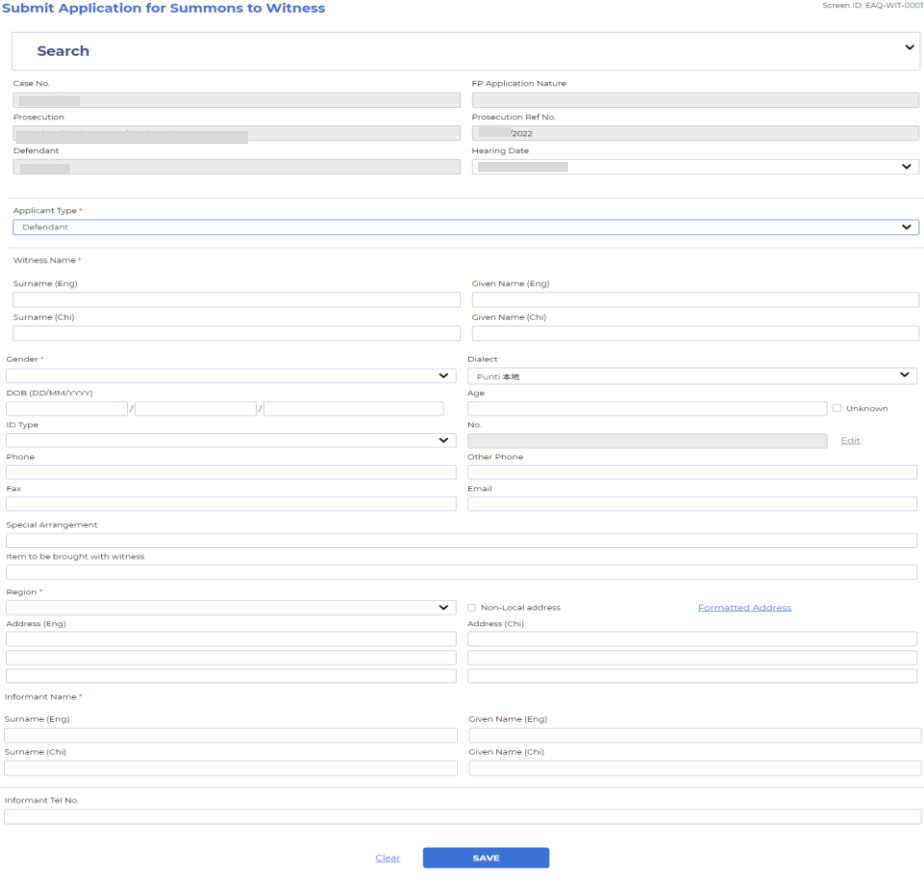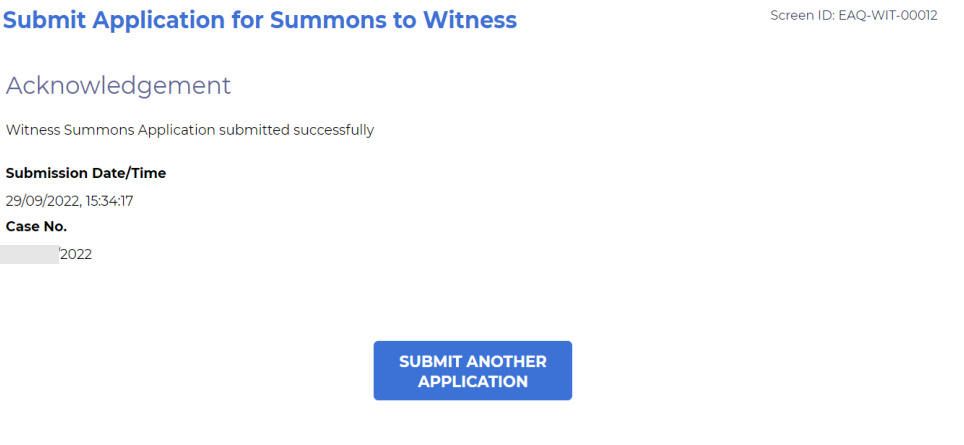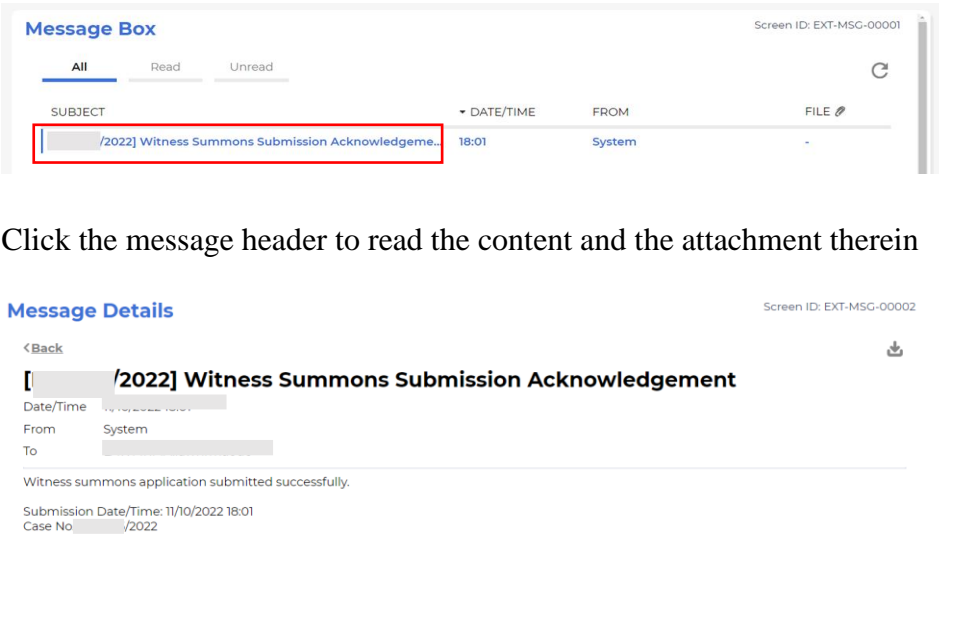**Submit Application for Summons to Witness**

This step-by-step guide outlines the general process required to apply for summons to witness using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	**Login user account** By Organization User ("OU") or Individual User ("IU") account holder. *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[Note: Please refer to relevant step-by-step guide under the subject of "Assign default OU Account(s) and court case(s)" for more information if necessary.]*	Organization User Screen ID: AUTH-LGN-00001 **LOGIN** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Code * Login Name * Password * **LOGIN** Register an Account	Account Activation	Reset Password Individual User Screen ID: AUTH-LGN-00001 **LOGIN** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User ("IU") Organization Code * Login Name * Password * **LOGIN** Register an Account	Account Activation	Reset Password

Item	Process	Relevant screenshots for reference
2.	**Access the function** Select court level, e.g. "Magistrates' Courts" > Click "Criminal Case" > Select "Submit Application for Summons to Witness"	
3.	**Enter case number** Input case number and click "SEARCH"	
4.	**Input details of application** Input details and click "SAVE".	

Item	Process	Relevant screenshots for reference
5.	**Acknowledgement** An acknowledgement will be shown. To submit another application, click "SUBMIT ANOTHER APPLICATION"	An acknowledgment will be shown on screen. **Submit Application for Summons to Witness** Screen ID: EAQ-WIT-00012 Acknowledgement Witness Summons Application submitted successfully **Submission Date/Time** 29/09/2022, 15:34:17 **Case No.** ⬜/2022 SUBMIT ANOTHER APPLICATION
6.	**Acknowledgement message sent to the message box of OU/IU as appropriate** Click "Home"> Access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page **Message Box** Screen ID: EXT-MSG-00001 All Read Unread SUBJECT ▾ DATE/TIME FROM FILE 🖉 [⬜/2022] Witness Summons Submission Acknowledgeme... 18:01 System - Click the message header to read the content and the attachment therein **Message Details** Screen ID: EXT-MSG-00002 ‹Back [⬜/2022] Witness Summons Submission Acknowledgement Date/Time ⬜ From System To ⬜ Witness summons application submitted successfully. Submission Date/Time: 11/10/2022 18:01 Case No ⬜/2022