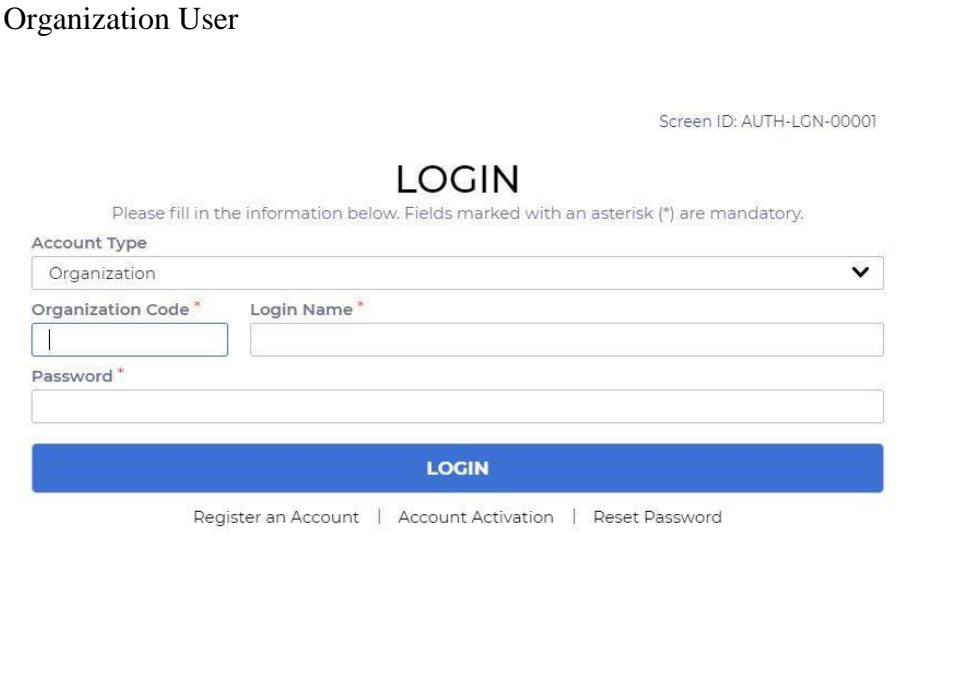
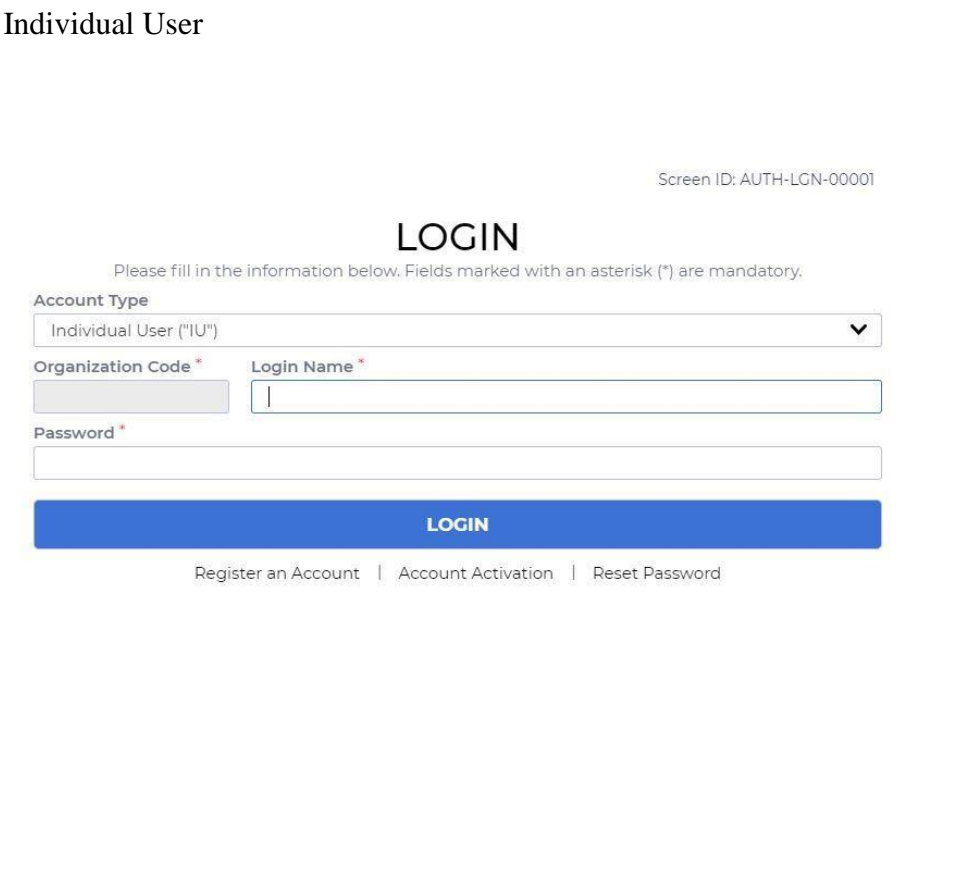
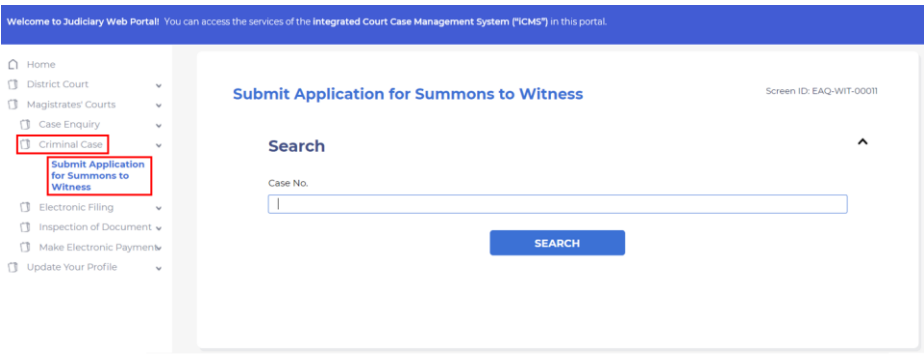
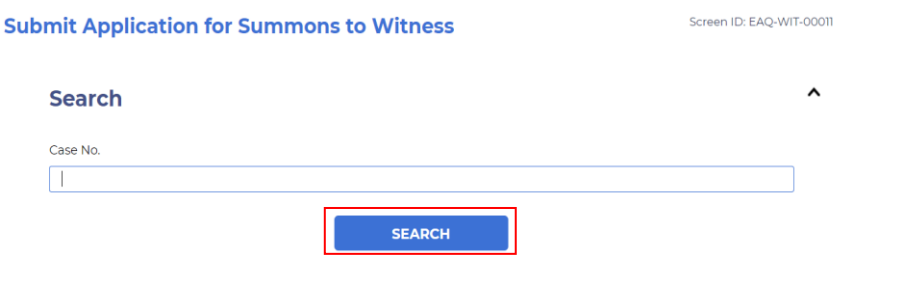
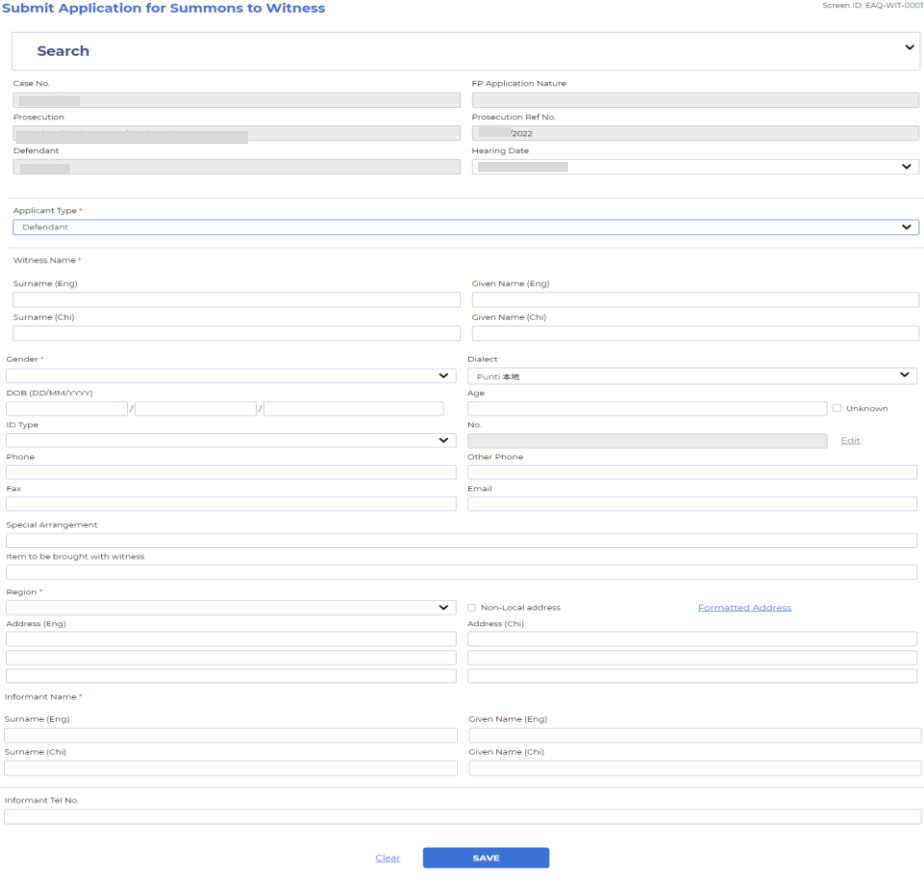


Submit Application for Summons to Witness

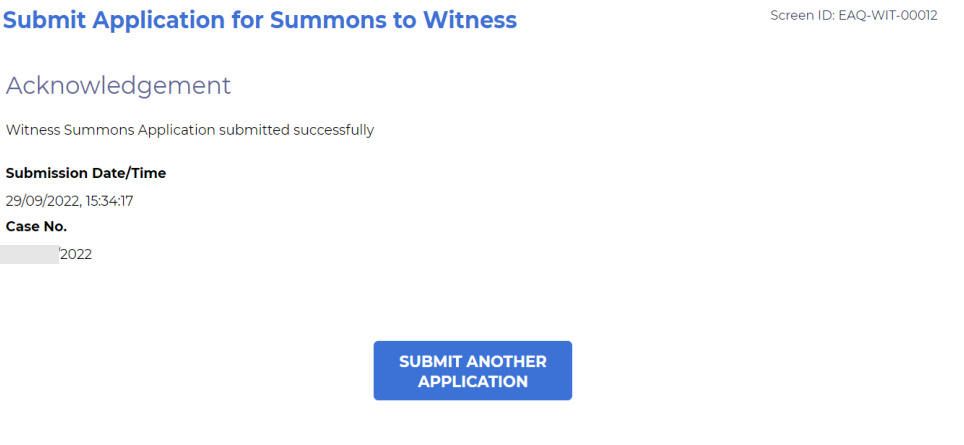
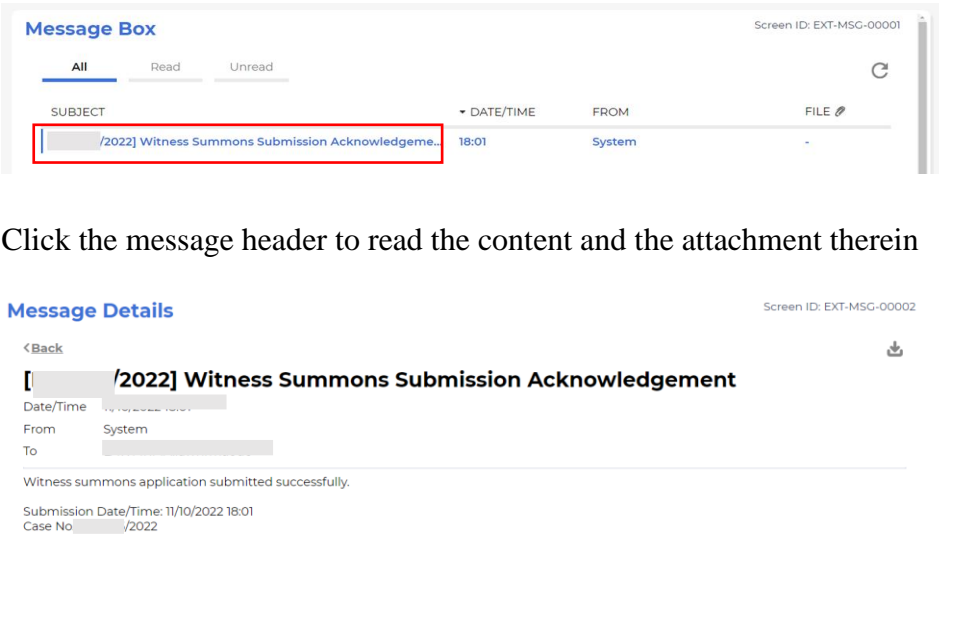
This step-by-step guide outlines the general process required to apply for summons to witness using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[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.]</i></p>	<p>Organization User</p>  <p>Individual User</p> 

Step-by-step guide – “Submit Application for Summons to Witness”

Item	Process	Relevant screenshots for reference
2.	<p><u>Access the function</u></p> <p>Select court level, e.g. “Magistrates’ Courts” ></p> <p>Click “Criminal Case” ></p> <p>Select “Submit Application for Summons to Witness”</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (ICMS) in this portal.</p> <ul style="list-style-type: none"> Home District Court Magistrates' Courts Case Enquiry Criminal Case <ul style="list-style-type: none"> Submit Application for Summons to Witness Electronic Filing Inspection of Document Make Electronic Payment Update Your Profile <p>Submit Application for Summons to Witness Screen ID: EAQ-WIT-0001</p> <p>Search</p> <p>Case No. <input type="text"/></p> <p>SEARCH</p>
3.	<p><u>Enter case number</u></p> <p>Input case number and click “SEARCH”</p>	 <p>Submit Application for Summons to Witness Screen ID: EAQ-WIT-0001</p> <p>Search</p> <p>Case No. <input type="text"/></p> <p>SEARCH</p>
4.	<p><u>Input details of application</u></p> <p>Input details and click “SAVE”.</p>	 <p>Submit Application for Summons to Witness Screen ID: EAQ-WIT-0001</p> <p>Search</p> <p>Case No. <input type="text"/></p> <p>Prosecution <input type="text"/></p> <p>Defendant <input type="text"/></p> <p>FP Application Nature <input type="text"/></p> <p>Prosecution Ref No. <input type="text"/></p> <p>Hearing Date <input type="text"/></p> <p>Applicant Type * Defendant</p> <p>Witness Name *</p> <p>Surname (Eng) <input type="text"/></p> <p>Given Name (Eng) <input type="text"/></p> <p>Surname (Chi) <input type="text"/></p> <p>Given Name (Chi) <input type="text"/></p> <p>Gender * <input type="text"/></p> <p>Dialect <input type="text"/></p> <p>DOB (DD/MM/YYYY) <input type="text"/></p> <p>Age <input type="text"/></p> <p>ID Type <input type="text"/></p> <p>No. <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Other Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Email <input type="text"/></p> <p>Special Arrangement <input type="text"/></p> <p>Item to be brought with witness <input type="text"/></p> <p>Region * <input type="text"/></p> <p>Address (Eng) <input type="text"/></p> <p>Address (Chi) <input type="text"/></p> <p>Informant Name *</p> <p>Surname (Eng) <input type="text"/></p> <p>Given Name (Eng) <input type="text"/></p> <p>Surname (Chi) <input type="text"/></p> <p>Given Name (Chi) <input type="text"/></p> <p>Informant Tel No. <input type="text"/></p> <p>SAVE</p>

Step-by-step guide – “Submit Application for Summons to Witness”

Item	Process	Relevant screenshots for reference								
5.	<p><u>Acknowledgement</u></p> <p>An acknowledgement will be shown.</p> <p>To submit another application, click “SUBMIT ANOTHER APPLICATION”</p>	<p>An acknowledgement will be shown on screen.</p>  <p>Submit Application for Summons to Witness Screen ID: EAQ-WIT-00012</p> <p>Acknowledgement</p> <p>Witness Summons Application submitted successfully</p> <p>Submission Date/Time 29/09/2022, 15:34:17</p> <p>Case No. [redacted] 2022</p> <p style="text-align: center;">SUBMIT ANOTHER APPLICATION</p>								
6.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[redacted] /2022] Witness Summons Submission Acknowledgeme..</td> <td>18:01</td> <td>System</td> <td>-</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachment therein</p> <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[redacted] /2022] Witness Summons Submission Acknowledgement</p> <p>Date/Time: 11/10/2022 18:01</p> <p>From: System</p> <p>To: [redacted]</p> <p>Witness summons application submitted successfully.</p> <p>Submission Date/Time: 11/10/2022 18:01</p> <p>Case No: [redacted] /2022</p>	SUBJECT	DATE/TIME	FROM	FILE	[redacted] /2022] Witness Summons Submission Acknowledgeme..	18:01	System	-
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