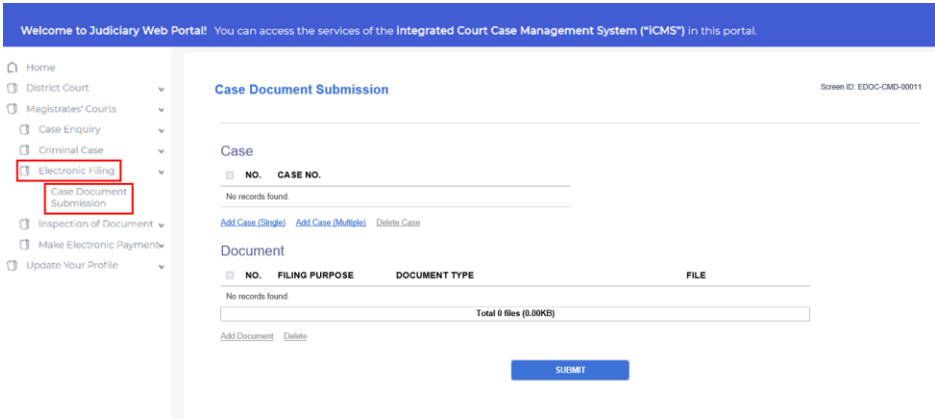
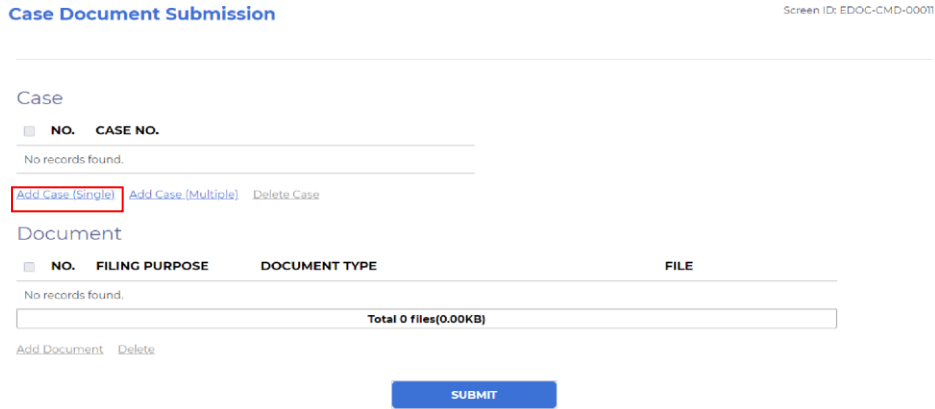



Case Document Submission

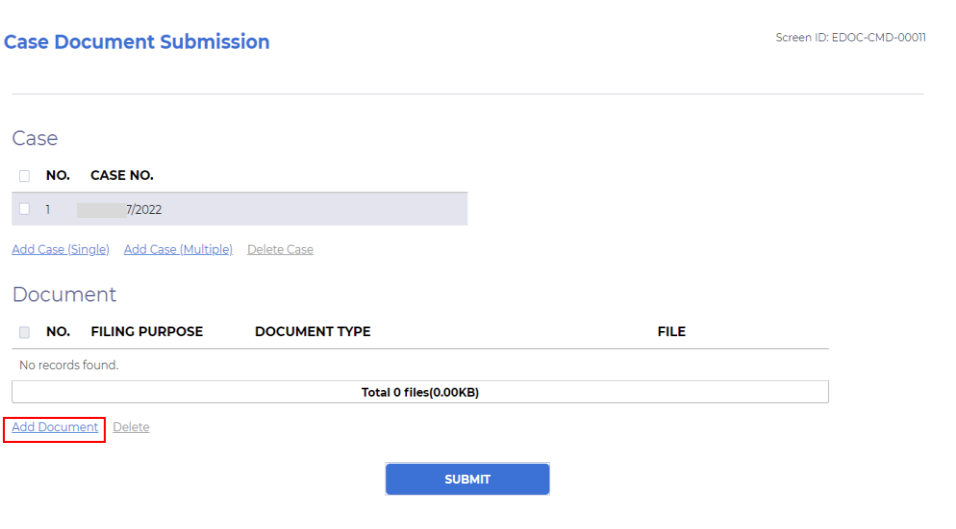
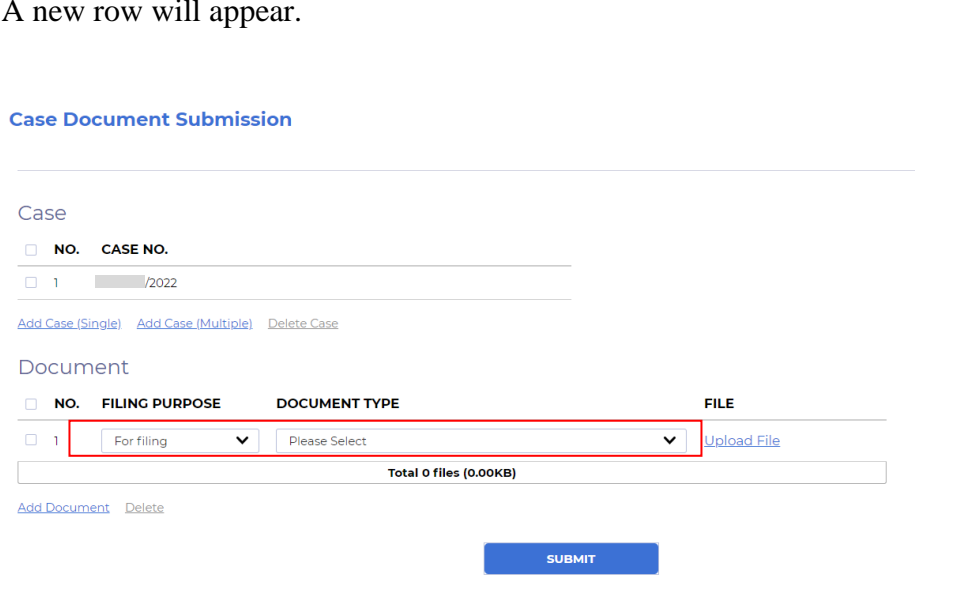
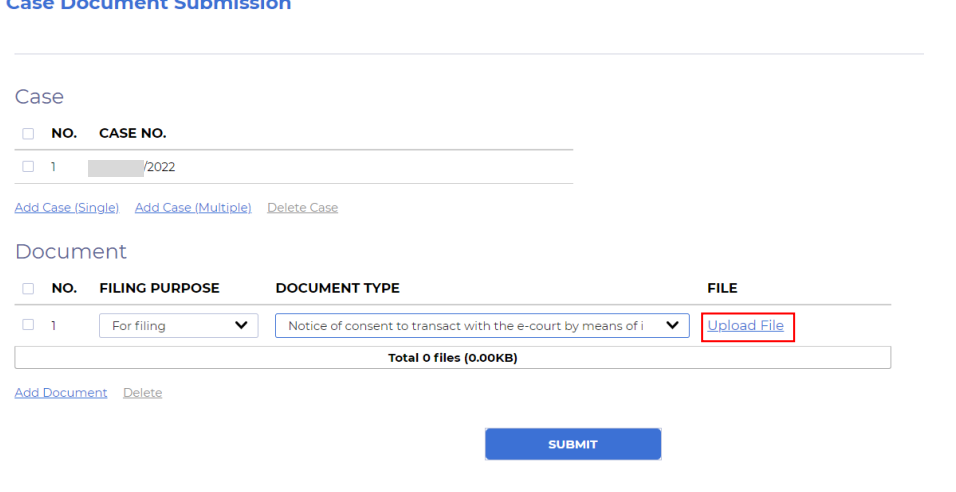
This step-by-step guide outlines the general process required to submit case document using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div>

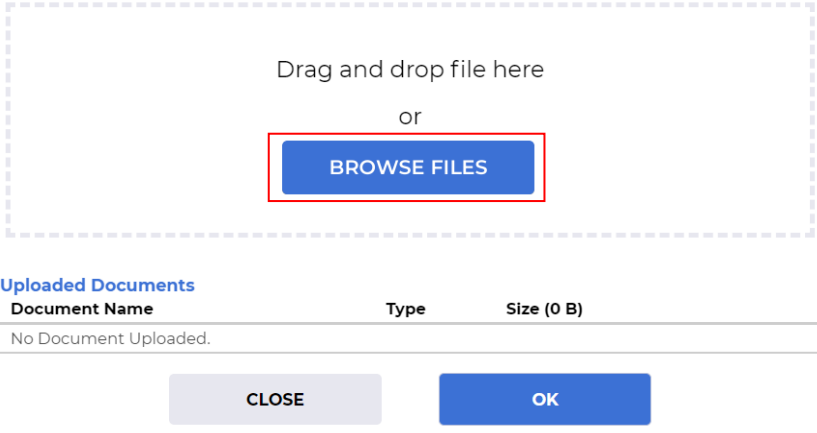
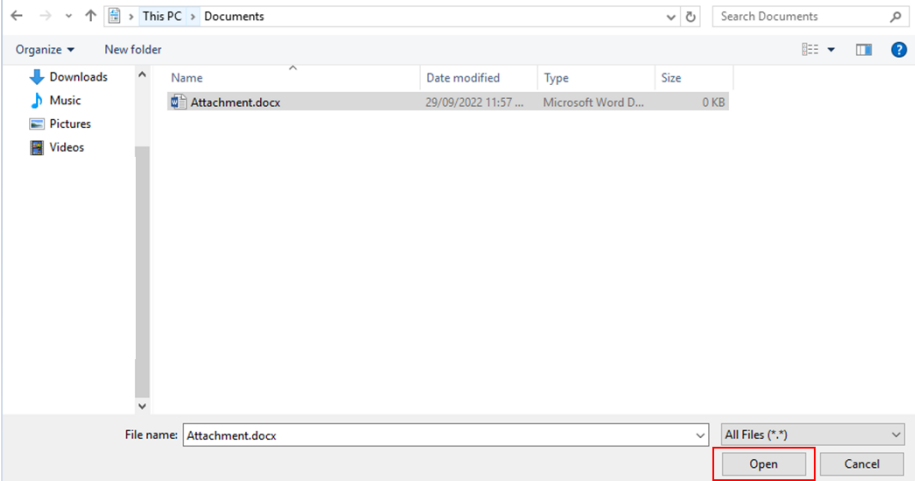
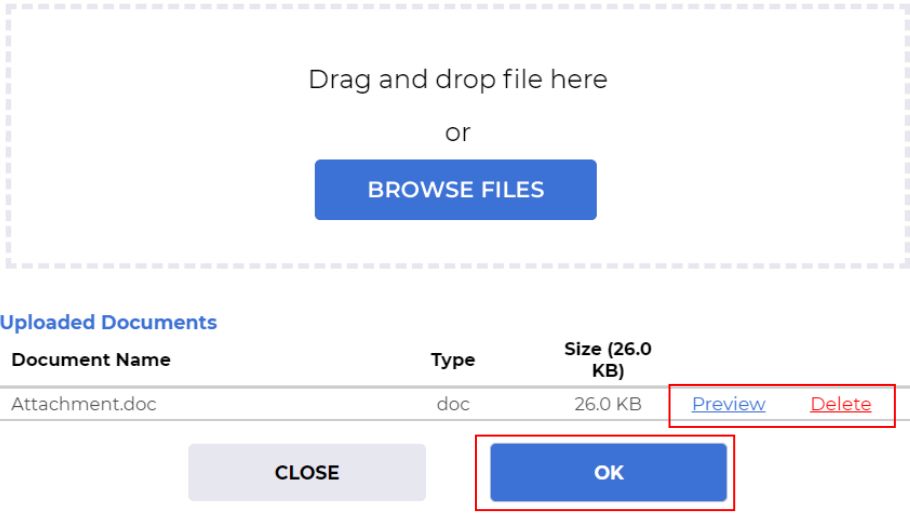
Step-by-step guide - "Case Document Submission"

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 "Electronic Filing" ></p> <p>Select "Case Document Submission"</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> District Court Magistrates' Courts Case Enquiry Criminal Case Electronic Filing <ul style="list-style-type: none"> Case Document Submission Inspection of Document Make Electronic Payment Update Your Profile <p>Case Document Submission Screen ID: EDOC-CMD-00011</p> <p>Case</p> <p>NO. CASE NO.</p> <p>No records found.</p> <p>Add Case (Single) Add Case (Multiple) Delete Case</p> <p>Document</p> <p>NO. FILING PURPOSE DOCUMENT TYPE FILE</p> <p>No records found.</p> <p>Total 0 files (0.00KB)</p> <p>Add Document Delete</p> <p>SUBMIT</p>
3.	<p><u>Enter case number</u></p> <p>Click "Add Case (Single)"</p>	 <p>Case Document Submission Screen ID: EDOC-CMD-00011</p> <p>Case</p> <p>NO. CASE NO.</p> <p>No records found.</p> <p>Add Case (Single) Add Case (Multiple) Delete Case</p> <p>Document</p> <p>NO. FILING PURPOSE DOCUMENT TYPE FILE</p> <p>No records found.</p> <p>Total 0 files (0.00KB)</p> <p>Add Document Delete</p> <p>SUBMIT</p>
4.	<p><u>Enter case number (cont'd)</u></p> <p>Input case number and click "ADD".</p>	 <p>Add Single Case</p> <p>Case Prefix * Serial No. * Filing Year *</p> <p><input type="text"/> / <input type="text"/></p> <p>Reset</p> <p>CLOSE ADD</p>

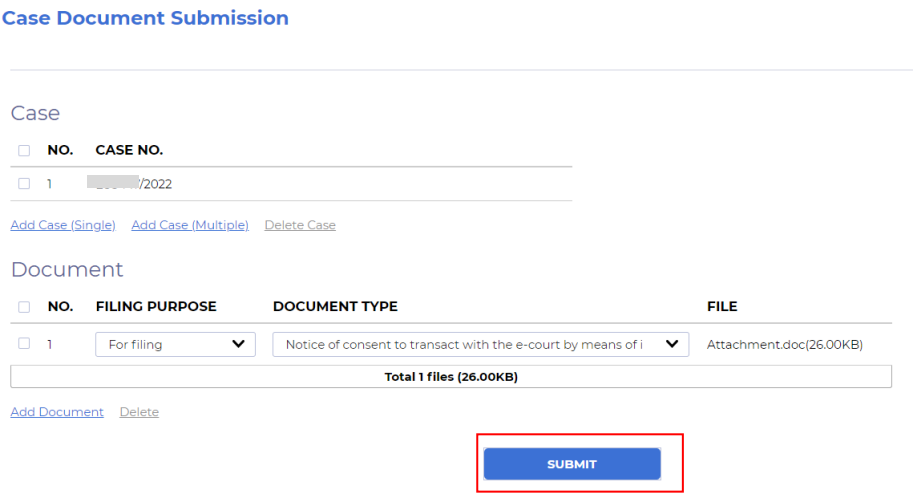
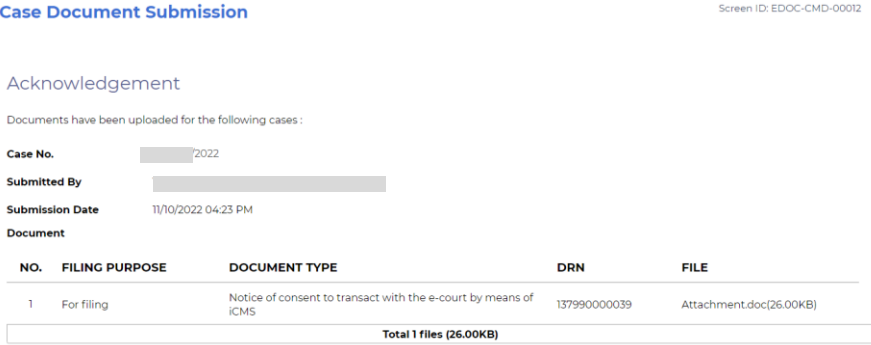
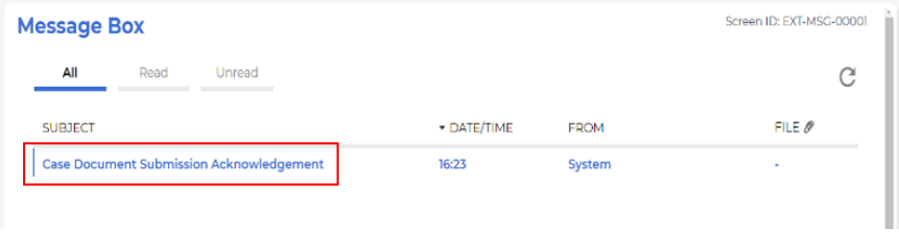
Step-by-step guide - "Case Document Submission"

Item	Process	Relevant screenshots for reference
5.	<p><u>Upload document</u></p> <p>Click "Add Document"</p>	 <p>The screenshot shows the 'Case Document Submission' interface. Under the 'Document' section, there is a table with columns: NO., FILING PURPOSE, DOCUMENT TYPE, and FILE. The table is currently empty with the text 'No records found.' and 'Total 0 files(0.00KB)'. The 'Add Document' button is highlighted with a red box.</p>
6.	<p><u>Upload document (cont'd)</u></p> <p>Select filing purpose and document type</p>	 <p>The screenshot shows the 'Case Document Submission' interface. In the 'Document' table, the 'FILING PURPOSE' dropdown is set to 'For filing' and the 'DOCUMENT TYPE' dropdown is set to 'Please Select'. Both dropdown menus are highlighted with a red box. The 'Upload File' button is also visible.</p>
7.	<p><u>Upload document (cont'd)</u></p> <p>Click "Upload File"</p>	 <p>The screenshot shows the 'Case Document Submission' interface. In the 'Document' table, the 'FILING PURPOSE' dropdown is set to 'For filing' and the 'DOCUMENT TYPE' dropdown is set to 'Notice of consent to transact with the e-court by means of i'. The 'Upload File' button is highlighted with a red box.</p>
8.	<p><u>Upload document (cont'd)</u></p>	

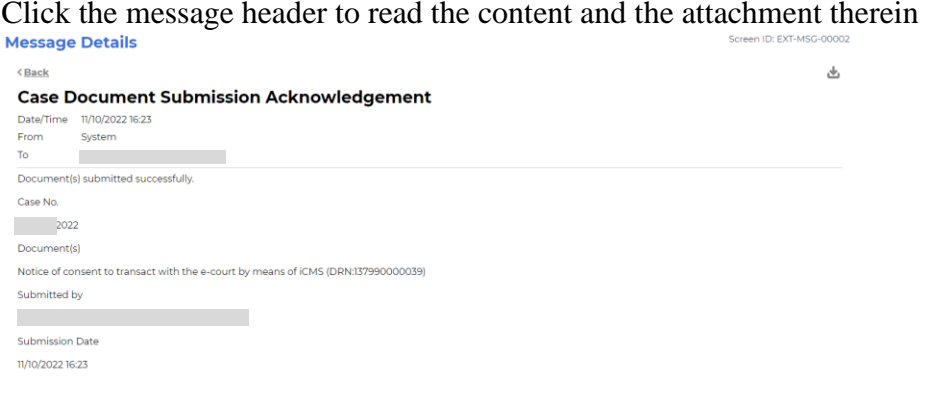
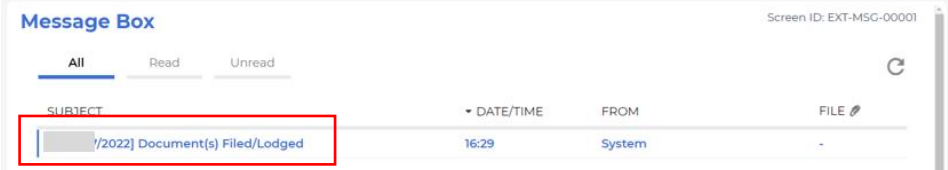
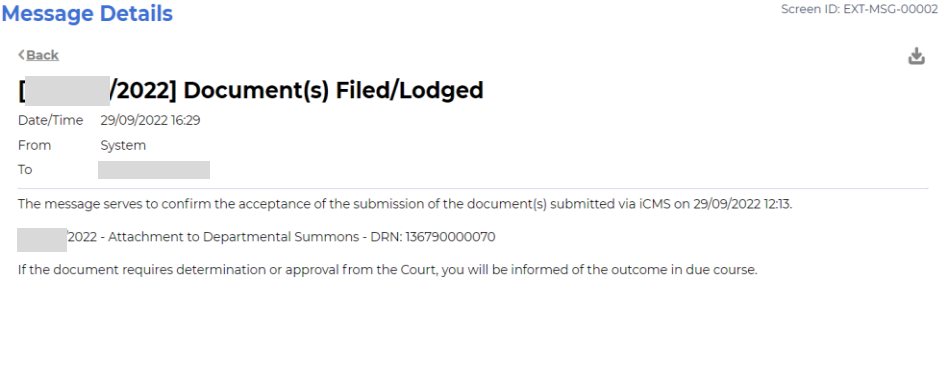
Step-by-step guide - “Case Document Submission”


Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES”</p>	
<p>9.</p>	<p><u>Upload document (cont’d)</u></p> <p>Browse and select the file for upload and click “Open”.</p>	
<p>10.</p>	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document</p> <p>Click “OK” if the uploaded document is in order Or, click “Delete” if the uploaded document is not in order</p>	<p>The file name, type and size of the added document will be shown.</p> 

Step-by-step guide - "Case Document Submission"

Item	Process	Relevant screenshots for reference
11.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click "SUBMIT"</p>	 <p>The screenshot shows the 'Case Document Submission' interface. Under the 'Case' section, there is a 'CASE NO.' field with a dropdown menu showing '1' and a date field showing '/2022'. Below this are links for 'Add Case (Single)', 'Add Case (Multiple)', and 'Delete Case'. The 'Document' section has a table with columns: NO., FILING PURPOSE, DOCUMENT TYPE, and FILE. The table contains one row: '1', 'For filing', 'Notice of consent to transact with the e-court by means of i', and 'Attachment.doc(26.00KB)'. A 'Total 1 files (26.00KB)' summary is shown below the table. At the bottom right, a blue 'SUBMIT' button is highlighted with a red rectangular box.</p>
12.	<p><u>Acknowledgement</u></p> <p>An acknowledgement will be shown.</p>	 <p>The screenshot shows the 'Case Document Submission Acknowledgement' screen. It includes a 'Screen ID: EDOC-CMD-00012' in the top right. The main heading is 'Acknowledgement'. Below it, a message states: 'Documents have been uploaded for the following cases:'. The details shown are: 'Case No.' (redacted) 2022, 'Submitted By' (redacted), and 'Submission Date' 11/10/2022 04:23 PM. A table follows with columns: NO., FILING PURPOSE, DOCUMENT TYPE, DRN, and FILE. The table contains one row: '1', 'For filing', 'Notice of consent to transact with the e-court by means of iCMS', '137990000039', and 'Attachment.doc(26.00KB)'. A 'Total 1 files (26.00KB)' summary is at the bottom.</p>
13.	<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>The screenshot shows the 'Message Box' interface with a 'Screen ID: EXT-MSG-00001' in the top right. There are tabs for 'All', 'Read', and 'Unread'. Below the tabs is a table with columns: SUBJECT, DATE/TIME, FROM, and FILE. The table contains one row: 'Case Document Submission Acknowledgement', '16:23', 'System', and '-'. The 'SUBJECT' cell of this row is highlighted with a red rectangular box.</p>

Step-by-step guide - “Case Document Submission”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p>  <p>The screenshot shows an email interface with the following details: Message Details (Screen ID: EXT-MSG-00002) < Back Case Document Submission Acknowledgement Date/Time: 11/10/2022 16:23 From: System To: [Redacted] Document(s) submitted successfully. Case No.: [Redacted] 2022 Document(s): Notice of consent to transact with the e-court by means of iCMS (DRN:13799000039) Submitted by: [Redacted] Submission Date: 11/10/2022 16:23</p>
14.	<p>Internal process by Judiciary</p>	<p>[Steps 14 and 15 for specified documents only]</p> <p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>
15.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and 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>The screenshot shows a 'Message Box' interface (Screen ID: EXT-MSG-00001) with tabs for 'All', 'Read', and 'Unread'. A table lists messages with columns for SUBJECT, DATE/TIME, FROM, and FILE. One message is highlighted with a red box: SUBJECT: [Redacted] /2022 Document(s) Filed/Lodged, DATE/TIME: 16:29, FROM: System.</p> <p>Click the message header to read the content therein</p>  <p>The screenshot shows 'Message Details' (Screen ID: EXT-MSG-00002) for the selected message: Message Details < Back [Redacted] /2022 Document(s) Filed/Lodged Date/Time: 29/09/2022 16:29 From: System To: [Redacted] The message serves to confirm the acceptance of the submission of the document(s) submitted via iCMS on 29/09/2022 12:13. [Redacted] 2022 - Attachment to Departmental Summons - DRN: 136790000070 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p>

 Internal process by Judiciary