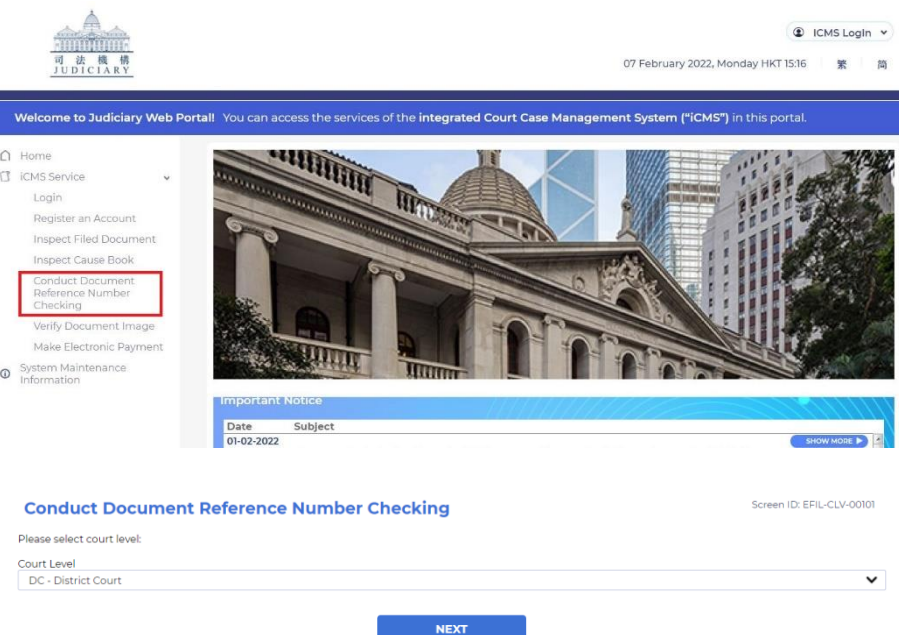




Conduct Document Reference Number checking



This step-by-step guide outlines the general process required to conduct Document Reference Number checking 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. Alternatively, you may call the 24-hour telephone hotline 2693 0200 in the Judiciary’s Interactive Voice Response System to conduct the checking.

Item	Process	Relevant screenshots for reference
1.	<p><u>Access Conduct Document Reference Number Checking function</u></p> <p>Select “Conduct Document Reference Number Checking” ></p> <p>Select “Court Level”></p> <p>Click “NEXT”></p> <p><i>[Note: Organization User or Individual User account holder can also access the function after login. After login, select court level, e.g. “District Court”, “Magistrates’ Courts” or “Small Claims Tribunal”, click “Other Electronic Services”> select “Conduct Document Reference Number Checking”.]</i></p>	 <p>The screenshot shows the Judiciary Web Portal interface. The sidebar menu on the left has 'Conduct Document Reference Number Checking' highlighted with a red box. The main content area shows the 'Conduct Document Reference Number Checking' page with a 'NEXT' button.</p> <p>District Court</p>  <p>The screenshot shows the District Court Message Box. The sidebar menu on the left has 'District Court' highlighted with a red box. The main content area shows a list of messages with columns for SUBJECT, DATE/TIME, FROM, and FILE #.</p> <p>Magistrates’ Courts</p>  <p>The screenshot shows the Magistrates’ Courts Message Box. The sidebar menu on the left has 'Magistrates’ Courts' highlighted with a red box. The main content area shows a list of messages with columns for SUBJECT, DATE/TIME, FROM, and FILE #.</p>

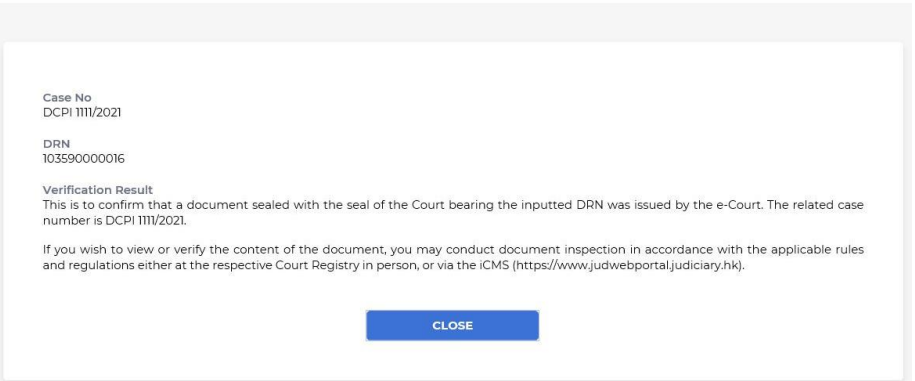

Step-by-step guide - “Conduct Document Reference Number checking”

Item	Process	Relevant screenshots for reference
		<div>Small Claims Tribunal</div> <div><div><div>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.</div><div><div><div>Home</div><div>Small Claims Tribunal</div><div>Electronic Filing</div><div>Inspection of Document</div><div>Bailiff Related Services</div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Conduct Document Reference Number Checking</div><div>Verify Document Image</div><div>Make Electronic Payment</div><div>Update Your Profile</div><div>System Maintenance Information</div></div><div><div>Message Box</div><div>Screen ID: EXT-MSG-00003</div><div><div>ALL</div><div>Read</div><div>Unread</div></div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[SCTC 215/2024] Provide Document(s) Upon Your Request</div><div>17:46</div><div>Court Registry, Small Claims Tribunal</div><div>1156KB</div></div><div><div>[SCTC 215/2024] Electronic Payment Received</div><div>17:10</div><div>Accounts Office, Small Claims Tribunal</div><div>477KB</div></div><div><div>[SCTC 215/2024] Request for Payment</div><div>17:06</div><div>Court Registry, Small Claims Tribunal</div><div>589KB</div></div><div><div>[SCTC 315/2024] 2024年4月31日的已呈報裁斷 / 命令 [SCTC 315/2024] Sealed Award/Order dated ...</div><div>17:00</div><div>小額裁斷書裁斷登記處</div><div>215KB</div></div><div><div>[SCTC 215/2024] Document(s) Filed / Lodged</div><div>16:51</div><div>Court Registry, Small Claims Tribunal</div><div>-</div></div><div><div>[SCTC 215/2024] New Electronic Submission Received</div><div>16:44</div><div>Court Registry, Small Claims Tribunal</div><div>478KB</div></div><div><div>[SCTC 215/2024] Provide Document(s) Upon Your Request</div><div>16:21</div><div>Court Registry, Small Claims Tribunal</div><div>239KB</div></div><div><div>[SCTC 215/2024] Document(s) Filed / Lodged</div><div>16:16</div><div>Court Registry, Small Claims Tribunal</div><div>-</div></div><div><div>[SCTC 215/2024] New Electronic Submission Received</div><div>16:08</div><div>Court Registry, Small Claims Tribunal</div><div>478KB</div></div><div><div>[SCTC 273/2024] Refund application being processed</div><div>14:51</div><div>Accounts Office, Small Claims Tribunal</div><div>-</div></div></div></div></div></div>
(i) For valid DRN (i.e. verification period of DRN checking service of the document concerned has NOT expired, and DRN is within the scope of this DRN checking service)		
2.	<div><div><div>Enter DRN of the document</div><div>Input “DRN*”></div><div>[Note: DRN is a 12-digit number which is printed on the barcode label normally can be found at the top right corner of the first page of the document.]</div><div>Input the captcha code*></div><div>Click “SUBMIT” button></div></div></div> <td><div><div>District Court</div><div><div>Conduct Document Reference Number Checking</div><div>Screen ID: EFIL-CMC-00021</div><div><div>Note:</div><div><div>1) The Judiciary is implementing the integrated Court Case Management System ("iCMS") by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number ("DRN") for identification purpose.</div><div>2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period.</div><div>3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document.</div><div>4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk).</div><div>5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below</div></div><div><div><div>Court Level</div><div>Case Type</div><div>Date of implementation of iCMS</div></div><div><div>District Court</div><div>Personal Injuries Action (DCPI)</div><div>06/05/2022</div></div><div><div>District Court</div><div>Tax Claim (DCTC)</div><div>06/05/2022</div></div><div><div>District Court</div><div>Civil Action (DCCJ)</div><div>29/07/2022</div></div><div><div>District Court</div><div>Employees' Compensation Case (DCEC)</div><div>30/12/2022</div></div></div><div><div>Field with (*) is required information</div><div><div>DRN *</div><div></div></div><div><div>Captcha Code</div><div><div><div>Image</div><div>Audio</div></div><div><div>Please input the captcha code shown in the image: *</div><div><div></div></div></div></div><div><div>CMKE6</div></div><div><div>RESET</div><div>SUBMIT</div></div></div></div></div></div></div></td>	<div><div>District Court</div><div><div>Conduct Document Reference Number Checking</div><div>Screen ID: EFIL-CMC-00021</div><div><div>Note:</div><div><div>1) The Judiciary is implementing the integrated Court Case Management System ("iCMS") by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number ("DRN") for identification purpose.</div><div>2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period.</div><div>3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document.</div><div>4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk).</div><div>5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below</div></div><div><div><div>Court Level</div><div>Case Type</div><div>Date of implementation of iCMS</div></div><div><div>District Court</div><div>Personal Injuries Action (DCPI)</div><div>06/05/2022</div></div><div><div>District Court</div><div>Tax Claim (DCTC)</div><div>06/05/2022</div></div><div><div>District Court</div><div>Civil Action (DCCJ)</div><div>29/07/2022</div></div><div><div>District Court</div><div>Employees' Compensation Case (DCEC)</div><div>30/12/2022</div></div></div><div><div>Field with (*) is required information</div><div><div>DRN *</div><div></div></div><div><div>Captcha Code</div><div><div><div>Image</div><div>Audio</div></div><div><div>Please input the captcha code shown in the image: *</div><div><div></div></div></div></div><div><div>CMKE6</div></div><div><div>RESET</div><div>SUBMIT</div></div></div></div></div></div></div>



Step-by-step guide - “Conduct Document Reference Number checking”

Item	Process	Relevant screenshots for reference																								
		<p>Magistrates’ Courts</p> <p>Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00321</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The Judiciary is implementing the integrated Court Case Management System (“iCMS”) by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number (“DRN”) for identification purpose. 2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period. 3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk). 5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below <table> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> <tr> <td>Magistrates’ Courts</td><td>Departmental and Private Summons (S)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Driving Offence Points Summons (D)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Fixed Penalty Summons (FS/K/R/V)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Departmental Notice (N)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)</td><td>30/12/2022</td></tr> </table> <p>Field with (*) is required information</p> <p>DRN * (?)</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please Input the captcha code shown in the image: *</p>  <p>RESET SUBMIT</p> <p>Small Claims Tribunal</p> <p>Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00221</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The Judiciary is implementing the integrated Court Case Management System (“iCMS”) by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number (“DRN”) for identification purpose. 2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period. 3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk). 5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below <table> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> <tr> <td>Small Claims Tribunal</td><td>Small Claims Tribunal Claim (Bulk Claims) (?)</td><td>DD/MM/YYYY</td></tr> </table> <p>Field with (*) is required information</p> <p>DRN * (?)</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please input the captcha code shown in the image:</p>  <p>RESET SUBMIT</p>	Court Level	Case Type	Date of implementation of iCMS	Magistrates’ Courts	Departmental and Private Summons (S)	30/12/2022	Magistrates’ Courts	Driving Offence Points Summons (D)	30/12/2022	Magistrates’ Courts	Fixed Penalty Summons (FS/K/R/V)	30/12/2022	Magistrates’ Courts	Departmental Notice (N)	30/12/2022	Magistrates’ Courts	Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)	30/12/2022	Court Level	Case Type	Date of implementation of iCMS	Small Claims Tribunal	Small Claims Tribunal Claim (Bulk Claims) (?)	DD/MM/YYYY
Court Level	Case Type	Date of implementation of iCMS																								
Magistrates’ Courts	Departmental and Private Summons (S)	30/12/2022																								
Magistrates’ Courts	Driving Offence Points Summons (D)	30/12/2022																								
Magistrates’ Courts	Fixed Penalty Summons (FS/K/R/V)	30/12/2022																								
Magistrates’ Courts	Departmental Notice (N)	30/12/2022																								
Magistrates’ Courts	Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)	30/12/2022																								
Court Level	Case Type	Date of implementation of iCMS																								
Small Claims Tribunal	Small Claims Tribunal Claim (Bulk Claims) (?)	DD/MM/YYYY																								

Step-by-step guide - “Conduct Document Reference Number checking”

Item	Process	Relevant screenshots for reference															
3.	<p><u>Verification result</u></p> <p>Click “CLOSE” to exit</p>	<p>Verification Result Of Document Reference Number Checking</p> 															
(ii) For invalid DRN, or the verification period of DRN checking service of the document concerned has expired, or DRN is outside the scope of this DRN checking service																	
4.	<p><u>Enter DRN of the document</u></p> <p>Input “DRN*”></p> <p><i>[Note: DRN is a 12-digit number which is printed on the barcode label normally can be found at the top right corner of the first page of the document.]</i></p> <p>Input the captcha code*></p> <p>Click “SUBMIT” button></p>	<p>District Court</p> <p>Conduct Document Reference Number Checking Screen ID: EFIL-CMC-00021</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The Judiciary is implementing the Integrated Court Case Management System (“iCMS”) by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number (“DRN”) for identification purpose. 2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period. 3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk). 5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below <table border="1"> <thead> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> </thead> <tbody> <tr> <td>District Court</td><td>Personal Injuries Action (DCPI)</td><td>06/05/2022</td></tr> <tr> <td>District Court</td><td>Tax Claim (DCTC)</td><td>06/05/2022</td></tr> <tr> <td>District Court</td><td>Civil Action (DCC)</td><td>29/07/2022</td></tr> <tr> <td>District Court</td><td>Employees' Compensation Case (DCEC)</td><td>30/12/2022</td></tr> </tbody> </table> <p>Field with (*) is required information</p> <p>DRN * (?) <input type="text"/></p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please input the captcha code shown in the image: * <input type="text"/></p>  <p><input type="button" value="RESET"/> <input type="button" value="SUBMIT"/></p>	Court Level	Case Type	Date of implementation of iCMS	District Court	Personal Injuries Action (DCPI)	06/05/2022	District Court	Tax Claim (DCTC)	06/05/2022	District Court	Civil Action (DCC)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
Court Level	Case Type	Date of implementation of iCMS															
District Court	Personal Injuries Action (DCPI)	06/05/2022															
District Court	Tax Claim (DCTC)	06/05/2022															
District Court	Civil Action (DCC)	29/07/2022															
District Court	Employees' Compensation Case (DCEC)	30/12/2022															

Step-by-step guide - “Conduct Document Reference Number checking”

Item	Process	Relevant screenshots for reference																								
		<p>Magistrates’ Courts</p> <p>Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00321</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The Judiciary is implementing the integrated Court Case Management System (“iCMS”) by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number (“DRN”) for identification purpose. 2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period. 3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk). 5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below <table> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> <tr> <td>Magistrates’ Courts</td><td>Departmental and Private Summons (S)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Driving Offence Points Summons (D)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Fixed Penalty Summons (FS/K/R/V)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Departmental Notice (N)</td><td>30/12/2022</td></tr> <tr> <td>Magistrates’ Courts</td><td>Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)</td><td>30/12/2022</td></tr> </table> <p>Field with (*) is required information</p> <p>DRN * (?)</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio Please input the captcha code shown in the image: *</p>  <p>RESET SUBMIT</p> <p>Small Claims Tribunal</p> <p>Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00221</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The Judiciary is implementing the integrated Court Case Management System (“iCMS”) by phases to handle court-related procedures. Each court document issued by the e-Courts will bear a unique Document Reference Number (“DRN”) for identification purpose. 2) This DRN checking service enables you to verify whether there is a document, which is sealed with the seal of the Court, carrying a specific DRN issued by the e-Courts through the iCMS by keying in such number within a specified verification period. 3) Under normal circumstances, the verification period is within 12 months from the date of issuance of the document. Please be aware that such verification period refers to the duration of the availability of DRN checking service in respect of the document concerned. It is not related to the validity or authenticity of the document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-worthiness of the content of the document. If you wish to apply for viewing or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respective Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.hk). 5) This DRN checking service is only applicable to the documents issued by the e-Courts on/ after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below <table> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> <tr> <td>Small Claims Tribunal</td><td>Small Claims Tribunal Claim (Bulk Claims) (?)</td><td>DD/MM/YYYY</td></tr> </table> <p>Field with (*) is required information</p> <p>DRN * (?)</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio Please input the captcha code shown in the image:</p>  <p>RESET SUBMIT</p>	Court Level	Case Type	Date of implementation of iCMS	Magistrates’ Courts	Departmental and Private Summons (S)	30/12/2022	Magistrates’ Courts	Driving Offence Points Summons (D)	30/12/2022	Magistrates’ Courts	Fixed Penalty Summons (FS/K/R/V)	30/12/2022	Magistrates’ Courts	Departmental Notice (N)	30/12/2022	Magistrates’ Courts	Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)	30/12/2022	Court Level	Case Type	Date of implementation of iCMS	Small Claims Tribunal	Small Claims Tribunal Claim (Bulk Claims) (?)	DD/MM/YYYY
Court Level	Case Type	Date of implementation of iCMS																								
Magistrates’ Courts	Departmental and Private Summons (S)	30/12/2022																								
Magistrates’ Courts	Driving Offence Points Summons (D)	30/12/2022																								
Magistrates’ Courts	Fixed Penalty Summons (FS/K/R/V)	30/12/2022																								
Magistrates’ Courts	Departmental Notice (N)	30/12/2022																								
Magistrates’ Courts	Fixed Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P)	30/12/2022																								
Court Level	Case Type	Date of implementation of iCMS																								
Small Claims Tribunal	Small Claims Tribunal Claim (Bulk Claims) (?)	DD/MM/YYYY																								

Step-by-step guide - “Conduct Document Reference Number checking”

Item	Process	Relevant screenshots for reference
5.	<p><u>Verification result</u></p> <p>Click “CLOSE” to exit</p>	<p>Verification Result Of Document Reference Number Checking</p> 