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					
		Small Claims Tribunal					
		Welcome to Judiciary Web Portall. You can access the services of the integrated Court Case Management System ("ICMS") in this portal.					
		Ω Home Message Box			Screen ID: EXT-MSG-00001		
		Small Claims Tribunal All Dead Unread			C		
		Inspection of Document Services	: SUBJECT	• DATE/TIME F	ROM	FILE Ø	
		Certification of Translation	[SCTC 215/2024] Provide Document(s) Upon Your Request [SCTC 215/2024] Electronic Payment Received	17:46 C	ourt Registry, Small Claims Tribunal ccounts Office, Small Claims Tribunal	1196KB 477KB	
		Conduct Document Reference Number	[SCTC 215/2024] Request for Payment [SCTC 315/2024] 2024年4月3日的己哲印範載/命令 [SCTC 315/2024] Sealed Award/Order dated	17:06 C	ourt Registry, Small Claims Tribunal 聽錢債審裁處登記處	589KB 215KB	
		Checking Verify Document	(SCTC 215/2024) Document(s) Filed / Lodged	16.51 C	ourt Registry, Small Claims Tribunal		
		Make Electronic Paymenty	[SCTC 215/2024] Provide Document(s) Upon Your Request	16:21 C	ourt Registry, Small Claims Tribunal	219KB	
		System Maintenance Information	[SCTC 2I5/2024] Document(s) Filed / Lodged [SCTC 2I5/2024] New Electronic Submission Received	16:16 C	ourt Registry, Small Claims Tribunal ourt Registry, Small Claims Tribunal	- 478KB	
			[SCTC 273/2024] Refund application being processed	1451 A	ccounts Office, Small Claims Tribunal	3	
			K < 1 2 3 4 5	6 7 8 9 10 🔰 🚺	1		
		High Court					
		Ingli Court					
		Welcome to Judiciary	Web Portal! You can access the services of the integrated Court	Case Management S	ystem ("iCMS") in this port	al.	
		1 Home	Message Box		Screen	ID: EXT-MSG-00001	
		High Court Electronic Filing	All Read Unread			C	
		Inspection of Docum	ent v subject	- DATE/TIME	FROM	FILE Ø	
		Certification of Transl	ation [CACV 248/2024] Document(s) Filed/Lodged	17:10	Appeals Registry (Clerk o	of	
		Other Electronic Serv	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Co	ourt 484KB	
		Conduct Documer Reference Number	[TRN:220660022]] New Electronic Submission Received	29/08/2024	Appeals Registry, High Cou	ourt 484KB	
		Verify Document	Deposit Account/Sub-account Topped Up	27/08/2024	Finance Section	482KB	
		Make Electronic Payn	[TRN:E2065006316] New Electronic Submission Receiv [TRN:E2065006260] New Electronic Submission Receiv	red 27/08/2024 red 27/08/2024	Court Registry, High Cou Court Registry, High Cou	rt 485KB	
		 Deposit Account Maintenance 	v [TRN:E2065006259] New Electronic Submission Receiv	ed 27/08/2024	Court Registry, High Cou	rt 485KB	
		Update Your Profile	[TRN:E2063000239] New Electronic Submission Receiv [TRN:E2063000228] New Electronic Submission Receiv	ed 25/08/2024 ed 25/08/2024	Clerk of Court's Office (C Clerk of Court's Office (C	Ivil 489KB	
(i) For exp	valid DRN (i.e. verification pendet) vired, and DRN is within the sc	eriod of DRN ope of this D	checking service of the docur RN checking service)	nent conc	erned has N	ОТ	
2	Enter DRN of the	District Cox	t				
2.	decument	District Court					
		Conduct Docu	ment Reference Number Checking		Screen ID:	Screen ID: EFIL-CMC-00021	
	Input "DRN*">	Note:					
	1	 The Judiciary is implementation by the e-Courts will be 	nenting the integrated Court Case Management System ("iGMS") by pha ar a unique Document Reference Number ("DRN") for identification purp	ses to handle court-rela ose.	ited procedures. Each court d	ocument issued	
	[Note: DRN is a 12-digit	 This DRN checking set Courts through the iCN 	vice enables you to verify whether there is a document, which is sealed 4S by keying in such number within a specified verification period.	with the seal of the Co	ourt, carrying a specific DRN	issued by the e-	
	number which is printed on	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 authorities of the document concerned.					
	the hancede label normally	document.					
	ine barcoae label normally	a) Presee also be aware that this LHN checking service is unable to authenticate the trust-worthness of the content of the document. If you wish to apply for viewing or viewifying 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).					
	can be jound at the top	This DRN checking se proceedings and court	rvice is only applicable to the documents issued by the e-Courts on/ a levels set out in the table below	fter the date of impler	nentation of iCMS in relation	to the types of	
	right corner of the first	Court Level Case Ty	pe Date of implementation of iCMS				
	page of the document.]	District Court Persona	al Injuries Action (DCPI) 06/05/2022				
		District Court Tax Clai	m (DCTC) 06/05/2022				
		District Court Civil Act	cion (DCCJ) 29/07/2022				
		District Court Employ	ees Compensation Case (UCEC) 30/12/2022				
		DRN • (?)	Tormation				
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Item	Process	Relevant screenshots for reference
	Input the captcha code*> Click "SUBMIT" button>	Captcha Code O Image O Audio
		RESET SUBMIT
		Magistrates' Courts
		Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00321
		Note: 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.judwebportalyudicary.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
		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: Elved Departmental Notice and Elved Department Order (EN/I) (N/ID): 70/12/2022
		Magistrates Courts intee Penalty Notice and Fixed Penalty Recovery Order (FN/L/N/P) 30/12/2022
		Field with (*) is required information
		Captcha Code O Image Audio
		Small Claims Tribunal
		Screen ID: EFIL-DRN-00221 Note: 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 ic. (IS (https://www.judebortal.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.

Item	Process	Relevant screenshots for reference			
		Court Level Case Type Date of implementation of iCMS			
		Small Claims Tribunal Small Claims Tribunal Claim (Bulk Claims) (7) DD/MM/YYYY			
		Field with (*) is required information			
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		RESET SUBMIT			
		High Court			
		Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00431			
		Note:			
		 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. 			
		 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			
		Court Level Case Type Date of implementation of iCMS			
		Field with (*) is required information			
		DRN*⑦			
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		С•			
		RESET SUBMIT			
3	Varification result				
5.	<u>vermeation result</u>	Verification Result of Document Reference Number Checking			
	Click "CLOSE" to exit				
		Case No DCPI 1111/2021			
		DRN			
		Verification Result			
		This is to confirm that a document sealed with the seal of the Court bearing the inputted DRN was issued by the e-Court. The related case number is DCPI 1111/2021.			
		If you wish to view or verify 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).			
		CLOSE			
(ii) For	invalid DRN, or the verification	on period of DRN checking service of the document concerned has			
exp	bired, or DRN is outside the sco	ope of this DRN checking service			

Item	Process	Relevant screenshots for reference			
4.	Enter DRN of the	District Court			
	document	Conduct Document Reference Number Checking	Screen ID: EFIL-CMC-00021		
	Input "DRN*">	Note: 1) The Judiciary is implementing the integrated Court Case Management System ("ICMS") by the e-Courts will bear a unique Document Reference Number ("DRN") for identificati) by phases to handle court-related procedures. Each court document issued ion purpose.		
	[Note: DRN is a 12-digit	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.			
	number which is printed on	3) Under normal circumstances, the verification period is within 12 months from the date refers to the duration of the availability of DRN checking service in respect of the d document.	of issuance of the document. Please be aware that such verification period document concerned. It is not related to the validity or authenticity of the		
	the barcoae label normally can be found at the top	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 viewin or verifying the content of the document, you may conduct document inspection in accordance with the applicable rules and regulations either at the respecti Court Registry in person, or via the iCMS (https://www.judwebportal.judiciary.lk).			
right corner of the first		court Level Case Type Date of implementation of iCMS	s on anter the date of implementation of tons in relation to the types of		
	page of the document.]	District Court Personal Injuries Action (DCPI) 06/05/2022 District Court Tax Claim (DCTC) 06/05/2022			
		District Court Civil Action (DCCJ) 29/07/2022 District Court Employees' Compensation Case (DCEC) 30/12/2022			
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	Input the captcha code*> Click "SUBMIT" button>	Captcha Code Image Audio Captcha Code Captcha Code Audio Captcha Code	he Image: •		
		Magistrates' Courts			
		Note: 1) The Judiciary is implementing the integrated Court Case Management System ("ICMS") by the e-Courts will bear a unique Document Reference Number ("DRN") for identification control of the integrated Court Case Management System ("ICMS") by the e-Courts will bear a unique Document Reference Number ("DRN") for identification period 2) This DRN checking service enables you to verify whether there is a document, which is 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 refers to the duration of the availability of DRN checking service in respect of the di document. 4) Please also be aware that this DRN checking service is unable to authenticate the trust-or verifying the content of the document, you may conduct document in an Court Registry in person, or via the ICMS (https://www.judwebportaljudiciaryhk). 5) This DRN checking service is only applicable to the documents issued by the e-Court proceedings and court levels set out in the table below Court Level Case Type Magistrates' Courts Departmental and Private Summons (5) 3 Magistrates' Courts Size Properties Summons (D) 3 Magistrates' Courts Exert Penalty Summons (FS/k/R/V) 3 Magistrates' Courts Fixed Penalty Recovery Order (FN/L/M/P) 3 Field with (*) is required information Exert Penalty Notice and Fixed Penalty Recovery Order (FN/L/M/P) 3 <th>) by phases to handle court-related procedures. Each court document issued on purpose. Is sealed with the seal of the Court, carrying a specific DRN issued by the e- d. e of issuance of the document. Please be aware that such verification period focument concerned. It is not related to the validity or authenticity of the </th>) by phases to handle court-related procedures. Each court document issued on purpose. Is sealed with the seal of the Court, carrying a specific DRN issued by the e- d. e of issuance of the document. Please be aware that such verification period focument concerned. It is not related to the validity or authenticity of the 		

Item	Process	Relevant screenshots for reference
		Captcha Code Image Audio Please Input the captcha code shown in the Image:*
		Small Claims Tribunal
		Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00221
		Note: Note: I) 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 (CNS) (https://www.judwebportaljudiciary.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
		Court Level Case Type Date of implementation of iCMS Small Claims Tribunal Small Claims Tribunal Claim (Bulk Claims) (?) DD/MM/YYYY
		Field with (*) is required information
		Captcha Code Image Audio
		C+
		High Court
		Conduct Document Reference Number Checking Screen ID: EFIL-DRN-00431
		Note: 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.
		 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).

Item	Process	Relevant screenshots for reference			
		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.			
		Court Level	Case Type	Date of implementation of iCMS	
		Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YYYY	
		Field with (*) is required information			
		DRN* (?)			
		Captcha Code 💿 Image 🔵 Audio	Please input the captcha code sho	wn in the image: *	
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			RESET	SUBMIT	
5.	Verification result	Verification Result Of Do	cument Reference Nu	umber Checking	
	Click "CLOSE" to exit				
		Case No - DRN 103590000017 Verification Result The DRN cannot be found, It coul expired, or the DRN is outside the s For further enquiry, please call the	Id be invalid, or the verification peri cope of this DRN checking service. respective Court Registry's hotline or CLO	od of DRN checking service of the document concerned may have approach the respective Court Registry. (Result Code: 001) SE	