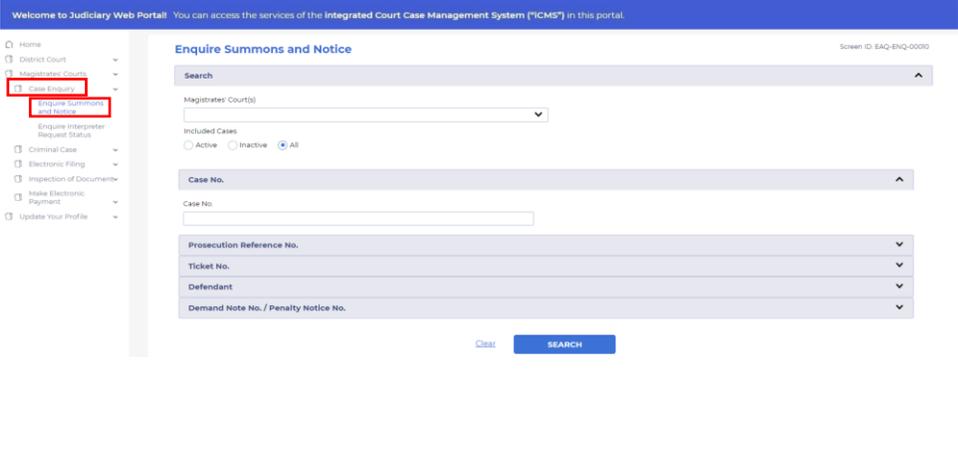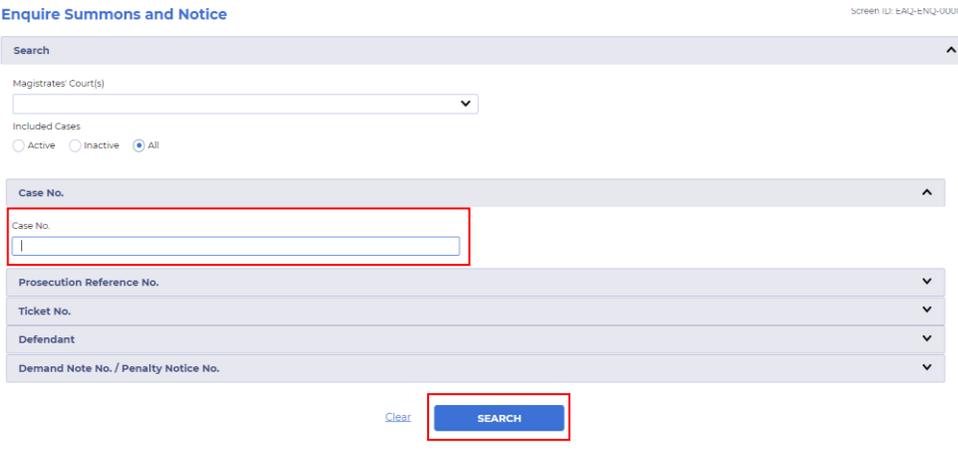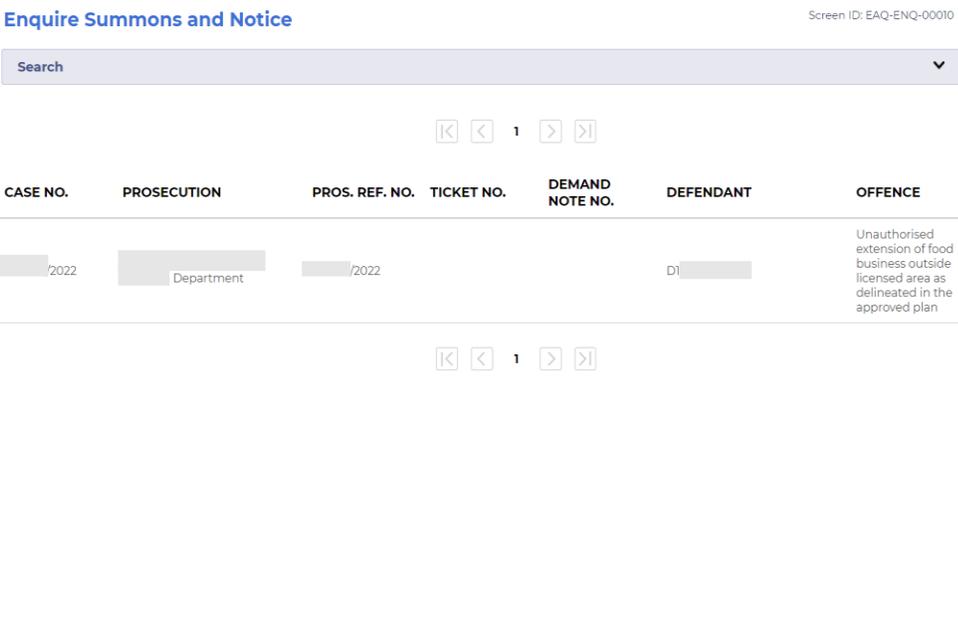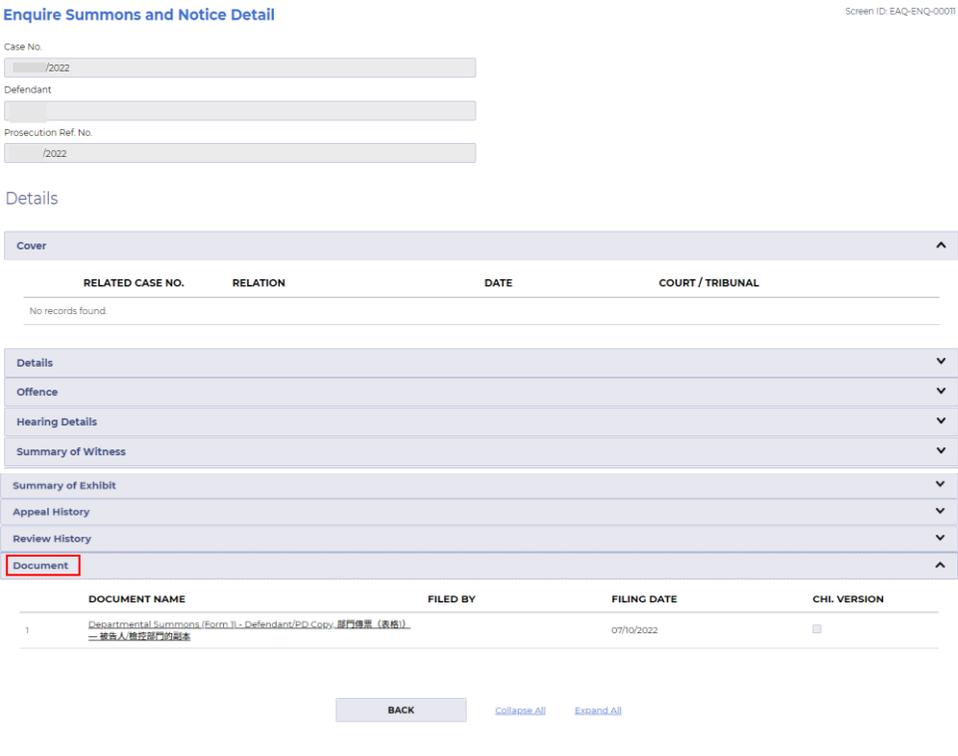**Enquire Summons and Notice**

This step-by-step guide outlines the general process required to enquire summons and notice 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.	**<u>Login user account</u>** 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 "Case Enquiry" > Select "Enquire Summons and Notice" >	
3.	**Input search criteria** Input search criteria e.g. input a case number in "Case No." Click "SEARCH" >	
4.	**View case details** The search result, if any, will be shown. Double click the row to view case details	

Item	Process	Relevant screenshots for reference
5.	**View case details (cont'd)** Click open the accordions to view the contents. e.g. Click "Document", e-Summons can be found	**Enquire Summons and Notice Detail** Screen ID: EAQ-ENQ-00011 Case No. ▢ /2022 Defendant ▢ Prosecution Ref. No. ▢ /2022 Details Cover ⌃ RELATED CASE NO.　RELATION　DATE　COURT / TRIBUNAL No records found. Details ⌄ Offence ⌄ Hearing Details ⌄ Summary of Witness ⌄ Summary of Exhibit ⌄ Appeal History ⌄ Review History ⌄ Document ⌃ DOCUMENT NAME　FILED BY　FILING DATE　CHI. VERSION 1　Departmental Summons (Form 11 - Defendant/PD Copy, 部門傳票（表格11）— 被告人/檢控部門的副本　07/10/2022　▢ BACK　Collapse All　Expand All
6.	**Search another case** To start a new search, click "Back" to go back to step 3.	Offence ⌄ Hearing Details ⌄ Summary of Witness ⌄ Summary of Exhibit ⌄ Appeal History ⌄ Review History ⌄ Document ⌄ BACK　Collapse All　Expand All