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.	Login user account	Organization User
	By Organization User ("OU") or Individual User ("IU") account holder.	Screen ID: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory.
	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Account Type Organization ✓ Organization Code* Login Name* I I Password* I LOGIN I
	For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.	Individual User
	[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.]	LOCIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User (*IU*) Organization Code* Locin Pegister an Account Account Activation Reset Password

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Item	Process	Relevant screenshots for reference			
2.	Access the function	Welcome to Judiclary Web Portal! You can access the services of the Integrated Court Case Management System (*ICMS*) in this portal.			
	Select court level, e.g. "Magistrates' Courts" >	Home Detect Court Control Courts Courts	Sovern ID. EAQ-ENQ-00010		
	Click "Case Enquiry" >	Communicate Determine Inspection of Documente Mass Reforme Mass Reforme	^		
	Select "Enquire Summons and Notice" >	Pygment v Pygment v typide roor-Puble v Prosecution Reference No. Tricket No. Defendant Demand Note No. / Penalty Notice No. Cast EAAICH	* * *		
3.	Input search criteria				
	Input search criteria	Enquire Summons and Notice Search Magistrates' Court(s) Included Cases	Screen ID: EAQ-ENQ-0000		
	e.g. input a case number in "Case No."	Case No.	^		
	Click "SEARCH" >	Prosecution Reference No. Ticket No. Defendant Demand Note No. / Penalty Notice No.	* * *		
4	View ease datails				
4.	The search result, if any, will be shown.	Enquire Summons and Notice Search	Screen ID: EAQ-ENQ-00010		
		$\mathbb{K} \subset 1 \supset \mathbb{N}$			
	Double click the row to	CASE NO. PROSECUTION PROS. REF. NO. TICKET NO. DEMAND DEFENDANT	OFFENCE		
	view case details	/2022 Department /2022 D1	Unauthorised extension of food business outside licensed area as delineated in the approved plan		
		$[\mathbf{X}] \mathbf{X} = \mathbf{Y}$			

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Item	Process	Relevant screenshots for reference		
5.	<u>View case details</u> (cont'd)	Enquire Summons and Notice Detail Case No. //2022 Defendant		Screen ID: EAQ-ENQ-00011
	Click open the accordions to view the contents.	Prosecution Ref. No. /2022 Details Cover		^
	e.g. Click "Document", e-Summons can be found	No records found. Details Offence Hearing Details		× ×
		Summary of Witness Summary of Exhibit Appeal History Review History Document		× × ×
		DOCUMENT NAME FILED BY Persattmental Summons (Form 1) - Defendant/PD Coopy 部行建築(我格)) — 被主人"她觉觉了的影法 BACK	FILING DATE 01/h0/2022	
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	Coliapse All Expand All	* * * *