
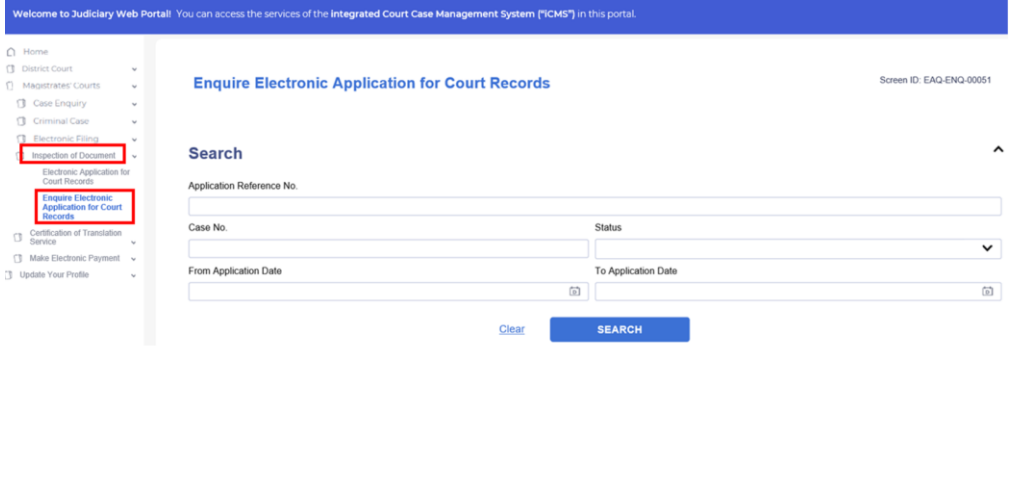
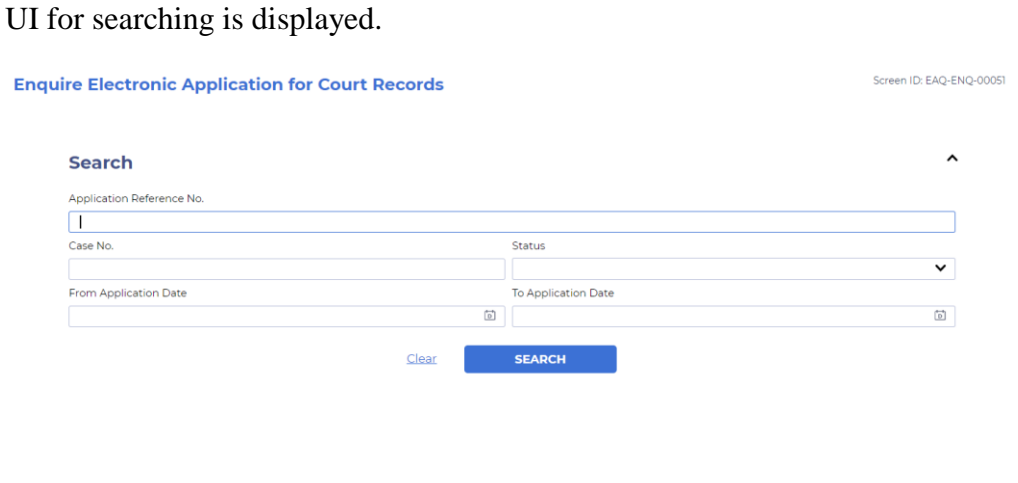
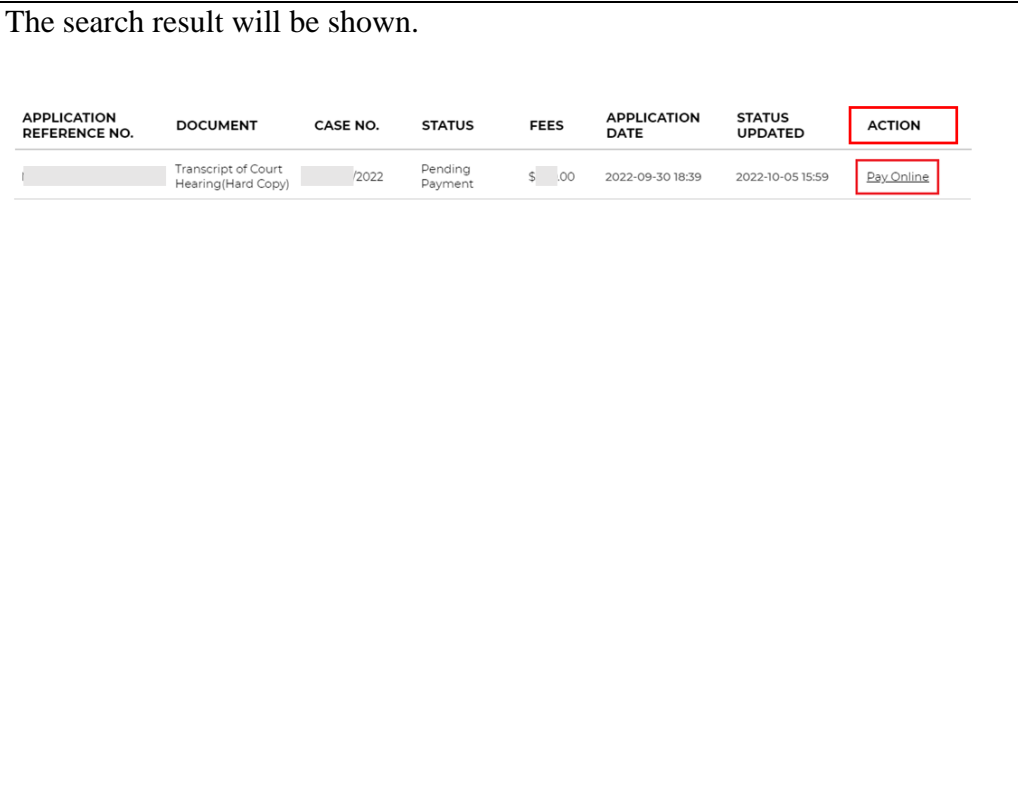


Enquire Electronic Application for Court Records

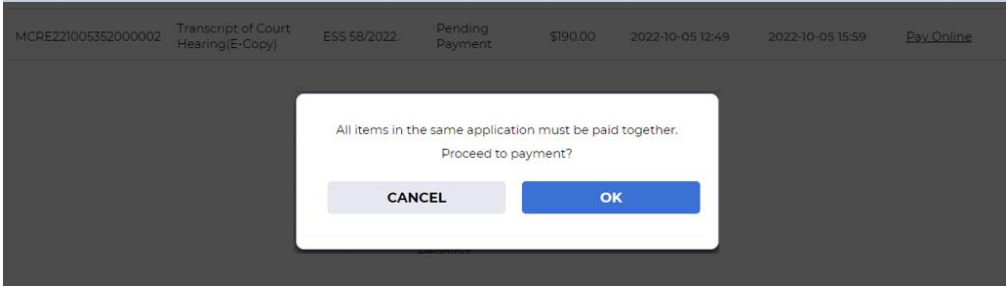
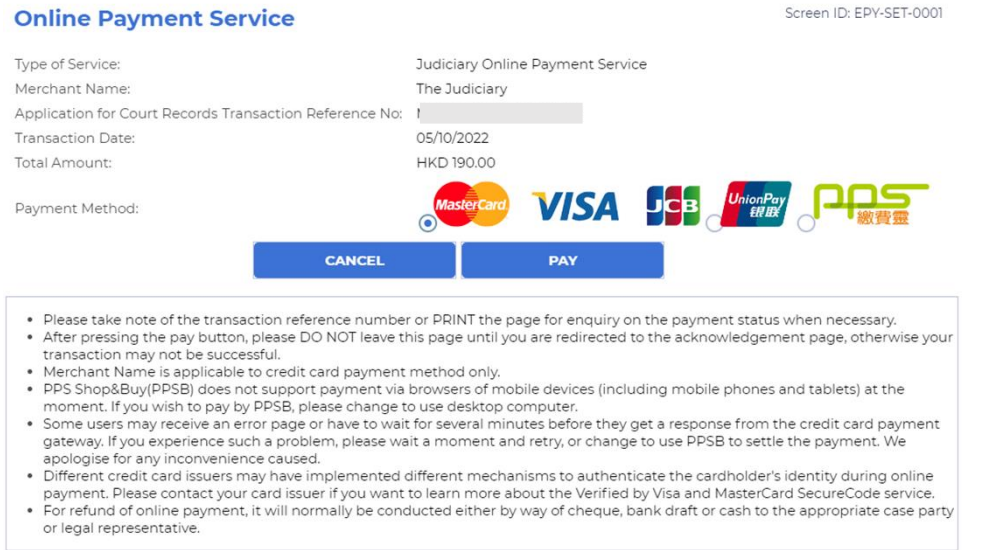
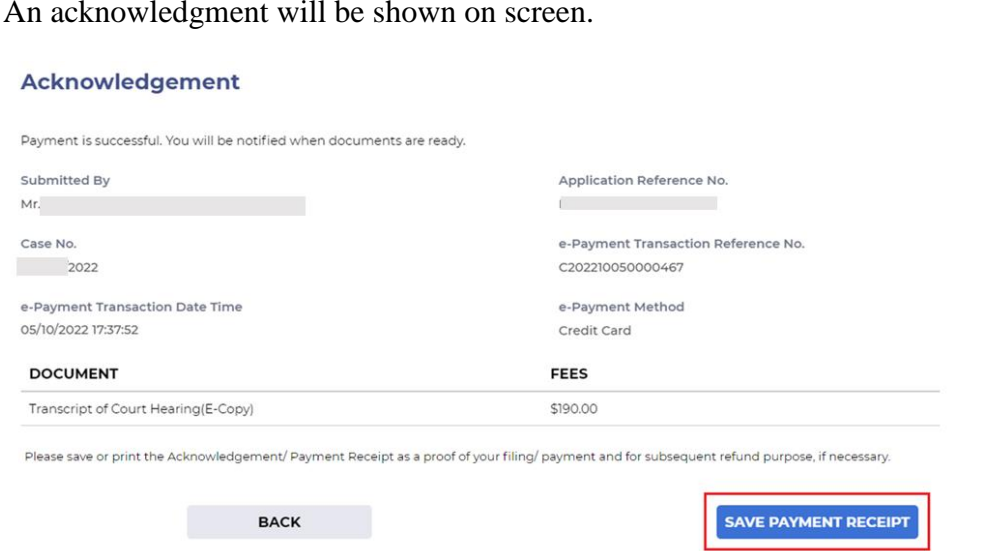
This step-by-step guide outlines the general process required to enquire electronic application for court records using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

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>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h2>LOGIN</h2> <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;">  <h2>SIGN IN</h2> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Individual User (“IU”)"/></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>

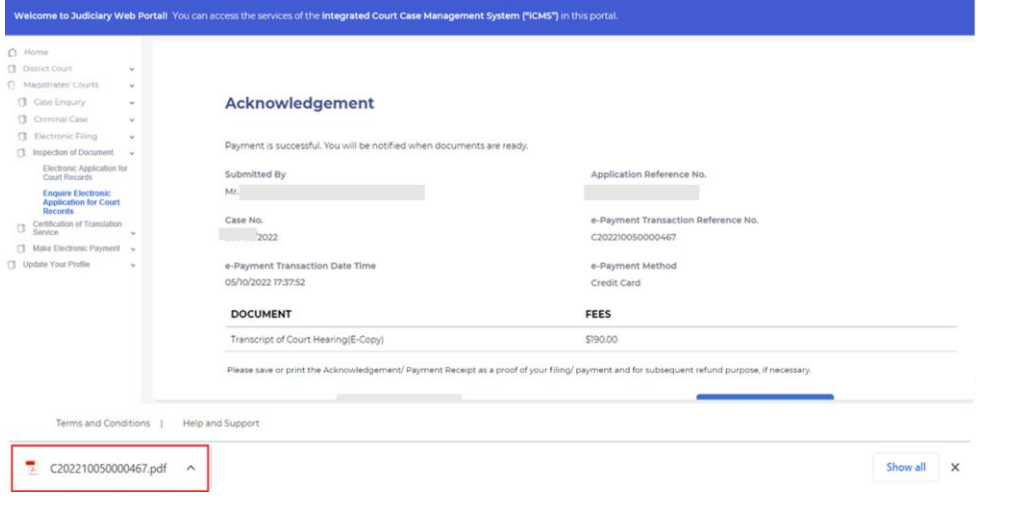

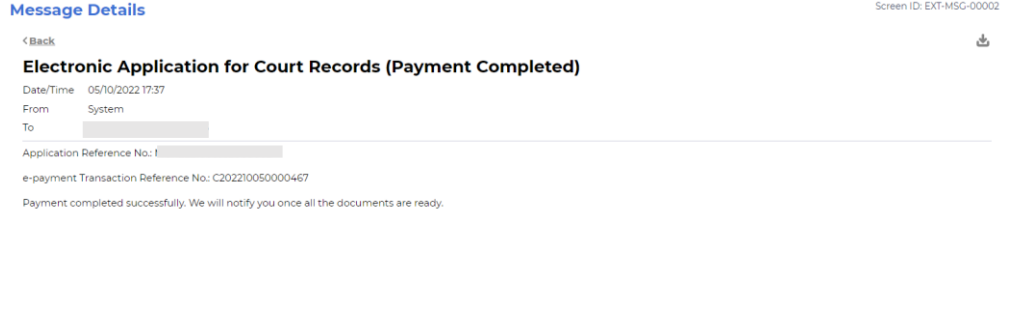
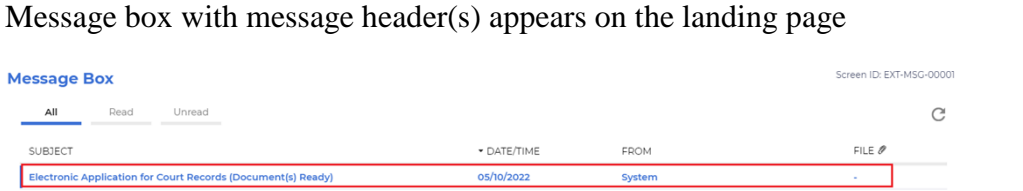
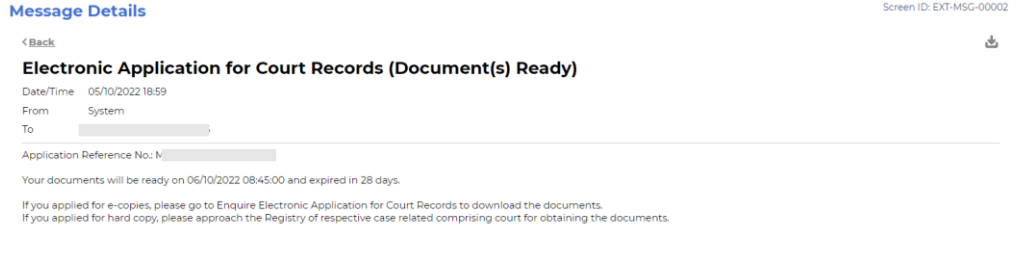
Step-by-step guide - “Enquire Electronic Application for Court Records”

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 “Inspection of Document” ></p> <p>Select “Enquire Electronic Application for Court Records”</p>	 <p>The screenshot shows the Judiciary Web Portal interface. On the left is a navigation menu with options like Home, District Court, Magistrates' Courts, Case Enquiry, Criminal Case, Electronic Filing, Inspection of Document, Enquire Electronic Application for Court Records, Electronic Application for Court Records, Certification of Translation Service, Make Electronic Payment, and Update Your Profile. The 'Enquire Electronic Application for Court Records' option is highlighted with a red box. The main content area is titled 'Enquire Electronic Application for Court Records' and contains a search form with fields for Application Reference No., Case No., Status, From Application Date, and To Application Date, along with a 'SEARCH' button.</p>																
3.	<p><u>Input search criteria</u></p> <p>User may click “SEARCH” to retrieve all applications,</p> <p>OR</p> <p>input search criteria and click “SEARCH”.</p>	 <p>This screenshot shows the search interface with the search form filled out. The 'SEARCH' button is highlighted with a blue background, indicating it has been clicked.</p>																
4.	<p><u>Make payment online</u></p> <p>If you received relevant message(s) such as message of pending payment/information required/response required, you may click relevant button under “ACTION” to proceed to subsequent steps.</p> <p>For example, click “Pay Online” to make electronic payment for</p>	 <p>The screenshot shows the search results table. The table has the following columns: APPLICATION REFERENCE NO., DOCUMENT, CASE NO., STATUS, FEES, APPLICATION DATE, STATUS UPDATED, and ACTION. The 'ACTION' column contains a button labeled 'Pay Online', which is highlighted with a red box.</p> <table border="1" data-bbox="500 1266 1446 1356"> <thead> <tr> <th>APPLICATION REFERENCE NO.</th> <th>DOCUMENT</th> <th>CASE NO.</th> <th>STATUS</th> <th>FEES</th> <th>APPLICATION DATE</th> <th>STATUS UPDATED</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>Transcript of Court Hearing(Hard Copy)</td> <td>[REDACTED]/2022</td> <td>Pending Payment</td> <td>\$ [REDACTED].00</td> <td>2022-09-30 18:39</td> <td>2022-10-05 15:59</td> <td>Pay Online</td> </tr> </tbody> </table>	APPLICATION REFERENCE NO.	DOCUMENT	CASE NO.	STATUS	FEES	APPLICATION DATE	STATUS UPDATED	ACTION	[REDACTED]	Transcript of Court Hearing(Hard Copy)	[REDACTED]/2022	Pending Payment	\$ [REDACTED].00	2022-09-30 18:39	2022-10-05 15:59	Pay Online
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[REDACTED]	Transcript of Court Hearing(Hard Copy)	[REDACTED]/2022	Pending Payment	\$ [REDACTED].00	2022-09-30 18:39	2022-10-05 15:59	Pay Online											

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Item	Process	Relevant screenshots for reference
	applications pending payment.	
5.	<p><u>Make payment online (cont'd)</u></p> <p>If the application contains multiple items, they must be paid together.</p> <p>Click “OK” to proceed.</p>	
6.	<p><u>Make payment online (cont'd)</u></p> <p>Select a Payment Method and click “PAY”.</p>	
7.	<p><u>Read acknowledgement and save payment receipt</u></p> <p>The acknowledgment will be shown on screen.</p> <p>Click “SAVE PAYMENT RECEIPT”.</p>	<p>An acknowledgment will be shown on screen.</p> 

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Item	Process	Relevant screenshots for reference
8.	<p><u>Read acknowledgement and save payment receipt (cont'd)</u></p> <p>The payment receipt will be downloaded to your computer.</p>	
9.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home” on the left menu></p> <p>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>Click the message header to read the content and the attachment therein</p> 
10.	<p><u>Internal Process by Judiciary</u></p>	<p>Sender will receive a message in iCMS message box after internal process by Judiciary.</p>
11.	<p><u>Read the message for downloading electronic copy or collecting hard copy</u></p> <p>Click “Home” on the left menu></p> <p>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>Click the message header to read the content and the attachment therein</p> 

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Item	Process	Relevant screenshots for reference
12.	<p><u>Download electronic copy</u></p> <p>Repeat Steps 2 – 3.</p> <p>Click “Download”.</p> <p>You may then download, save and print the electronic record.</p> <p>Please note that the document(s) will be expired in 28 days. For detail, you may refer to the message sent to your Message Box in step 11.</p>	<p>The screenshots show the 'Search' interface of the Judiciary Web Portal. The top screenshot displays search filters (Application Reference No., Case No., Status, From Application Date, To Application Date) and a table of results. The table has columns: APPLICATION REFERENCE NO., DOCUMENT, CASE NO., STATUS, FEES, APPLICATION DATE, STATUS UPDATED, and ACTION. A row shows a document titled 'Transcript of Court Hearing(E-Copy)' with a 'Download' button highlighted in a red box. The bottom screenshot shows the same search results but with a PDF icon and the text 'This is a transcript....pdf' highlighted in a red box, indicating the document is available for download.</p>

Internal process by Judiciary