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.	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. Account Type
	[Note: Please refer to relevant step-by-step guide "Account Login	Organization V Organization Code * Login Name * Password *
	and Logout" for more information if necessary.]	LOGIN Register an Account Account Activation Reset Password
		Individual User
		Screen ID: AUTH-LGN-00001 可法機構 JUDICIARY
		SIGN IN 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

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Item	Process	Relevant screenshots for reference
2.	Access the function Select court level, e.g. "Magistrates' Courts" > Click "Inspection of Document" > Select "Enquire Electronic Application for Court Records"	We donne to Judiciary Web Portall You can access the services of the Integrated Court Case Management System (PiCMS") in this portal. Image: Service Construction Image: Service Construction <t< th=""></t<>
3.	Input search criteria User may click "SEARCH" to retrieve all applications, OR input search criteria and click "SEARCH".	UT for searching is displayed. Enquire Electronic Application for Court Records Search Application Reference No. Case No. Case No. Case No. Case To Application Date Clear SEARCH
4.	Make payment online 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. For example, click "Pay Online" to make electronic payment for	APPLICATION REFERENCE NO. DOCUMENT CASE NO. STATUS FEES APPLICATION DATE STATUS UPDATE ACTION Transcript of Court Hearing(Hard Copy) [2022 Pending Payment \$ 00 2022-09-30 1839 2022-10-05 1839 Pex-Childre

Item	Process	Relevant screenshots for reference	
	applications pending payment.		
5.	Make payment online (cont'd) If the application contains multiple items, they must be paid together. Click "OK" to	MCRE221005352000002 Transcript of Court Hearing(E-Copy) ESS 58/2022 Pending Payment \$190.00 2022-1 All items in the same application must be paid togethe Proceed to payment? CANCEL OK	0-05 12:49 2022-10-05 15:59 <u>Pay Online</u> r.
	proceed.		
6.	Make payment online (cont'd) Select a Payment Method and click "PAY".	Online Payment Service Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary Application for Court Records Transaction Reference No: Image: Court Records Transaction Reference No: Transaction Date: O5/10/2022 Total Amount: HKD 190.00 Payment Method: Image: Court Records Transaction reference number or PRINT the page for enquiry on the • Please take note of the transaction reference number or PRINT the page for enquiry on the • After pressing the pay button, please DO NOT leave this page until you are redirected to the transaction may not be successful. • Merchant Name is applicable to credit card payment method only. • PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including moment. If you wish to pay by PPSB, please change to use desktop computer. • Some users may receive an error page or have to wait for several minutes before they get a gateway. If you experience such a problem, please wait a moment and retry, or change to us apologise for any inconvenience caused. • Different credit card issuers may have implemented different mechanisms to authenticate payment, it will normally be conducted either by way of cheque, bank to or legal representative.	De Control Con
7.	Readacknowledgementand savepayment receiptTheacknowledgmentwill be shown onscreen.Click "SAVEPAYMENTRECEIPT".	An acknowledgment will be shown on screen. Acknowledgement Payment is successful. You will be notified when documents are ready. Submitted By Application Refer Mr. Case No. e-Payment Transaction Date Time 2022 c202210300004 e-Payment Transaction Date Time 05/10/2022 17:37:52 Credit Card DOCUMENT FEES Transcript of Court Hearing(E-Copy) S190.00 Please save or print the Acknowledgement/ Payment Receipt as a proof of your filing/ payment and for subt BACK	ence No. action Reference No. 67 od

Item	Process	Relevant screenshots for reference	
8.	<u>Read</u> <u>acknowledgement</u> <u>and save</u> <u>payment receipt</u> (cont'd)	Welcome to Judiciary Web Portali You can access the services of the Integrated Court Case Management System (*ICM5*) In this portal. I Home Outst Guer Outst Guer Destroation Destroation	
	The payment receipt will be downloaded to your computer.	DOCUMENT FEES Transcript of Court Hearing/E-Copyl \$190.00 Please save or print the Adknowledgement/ Payment, Rocept as a proof of your filing/ payment and for subsequent refund purpose, if necessary. Terms and Conditions Heip and Support C202210050000467,pdf Show all X	
9.	Acknowledgement message sent to the message box of OU/IU as appropriateClick "Home" on the left menu>Access Message Box>Click the message header to read the content	Message box with message header(s) appears on the landing page Message Box All Urread Subject OATE/TIME FROM FILE @ Electronic Application for Court Records (Rayment Completed) 17.37 System - Click the message header to read the content and the attachment therein Message Details Screen ID EXT-MSC-00002 Viak Screen ID EXT-MSC-00002 Partine @ Electronic Application for Court Records (Payment Completed) Date/Time Date/Time @NOR00221737 Point # Application Reference No: :: e-syntemt Transaction Reference No: :: Payment completed successfully. We will notify you once all the documents are ready.	
10.	Internal Process by Judiciary	Sender will receive a message in iCMS message box after internal process by Judiciary.	
11.	Read the message for downloading electronic copy or collecting hard 	Message box with message header(s) appears on the landing page Message Box Screen ID EXT-MSC-0000 Image Screen ID EXT-MSC-0000	

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Item	Process	Relevant screenshots for reference
12.	Download electronic copy	Search ^ Application Reference No.
	Repeat Steps 2 – 3.	From Application Date
	You may then download, save and	Application Reference no. Document CASE NO. STATUS FEES Application Date Status Date Action N Transcript of Court. 2022 Paid/Free of Charge \$190.00 2022-10-05 12:49 2022-10-05 17:37 Download
	print the electronic record.	Welcome to Judiciary Web Portall. You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.
	document(s) will be expired in 28 days. For detail, you may refer to the message sent to	Home District Court Application Reference No. Case Enquiry Case Enquiry Case Enquiry Case Enquiry Case Enquiry Case Enquiry Frem Application Date To Appl
	your Message Box in step 11.	Application for Over Program of Court Pupping Number Decrome Pupping Number Decrome Pupping Number Decrome Pupping Number Decrome Pupping Number Decrome Pupping Number Decrement Pupping Number

Internal process by Judiciary