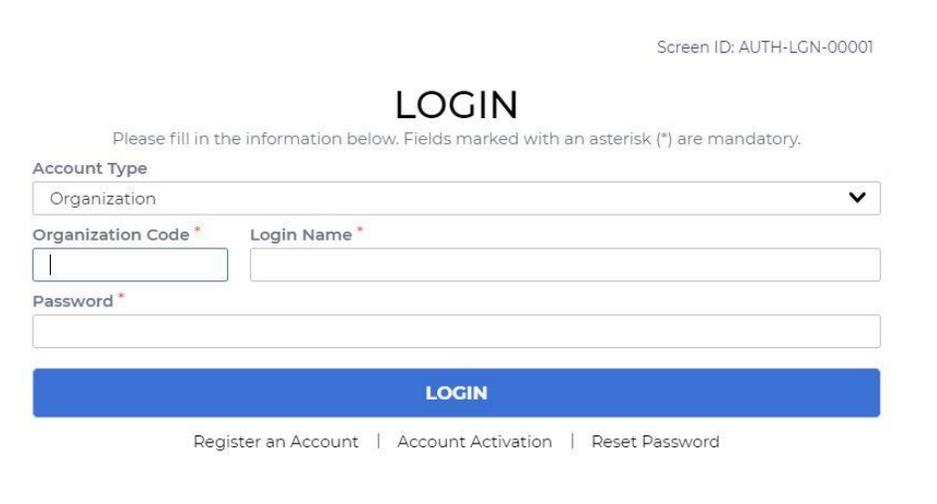
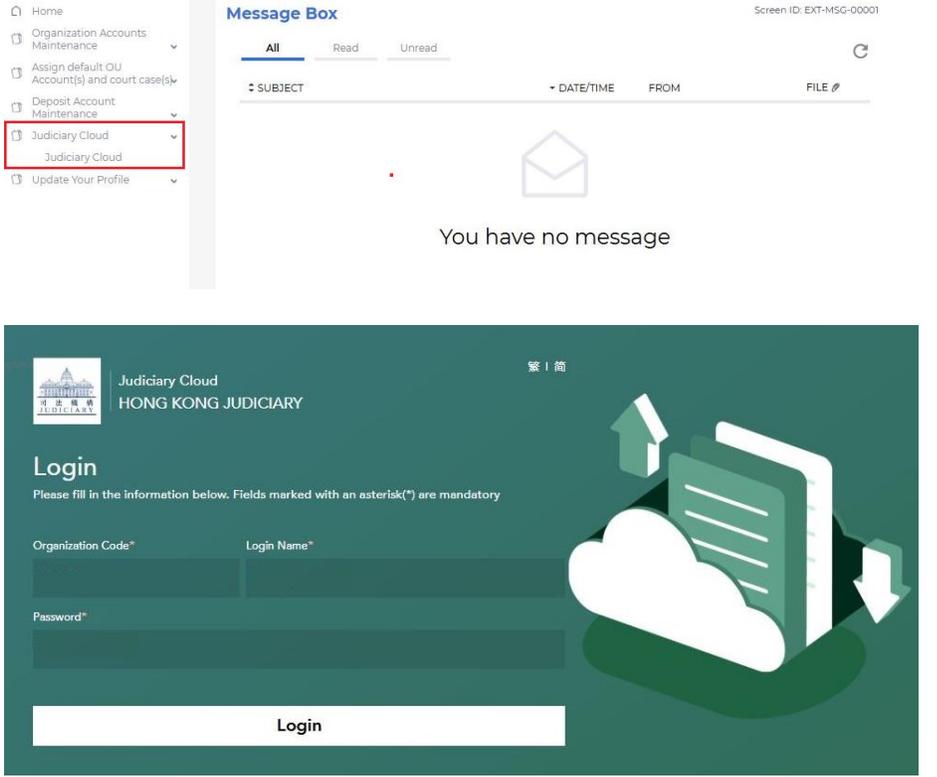
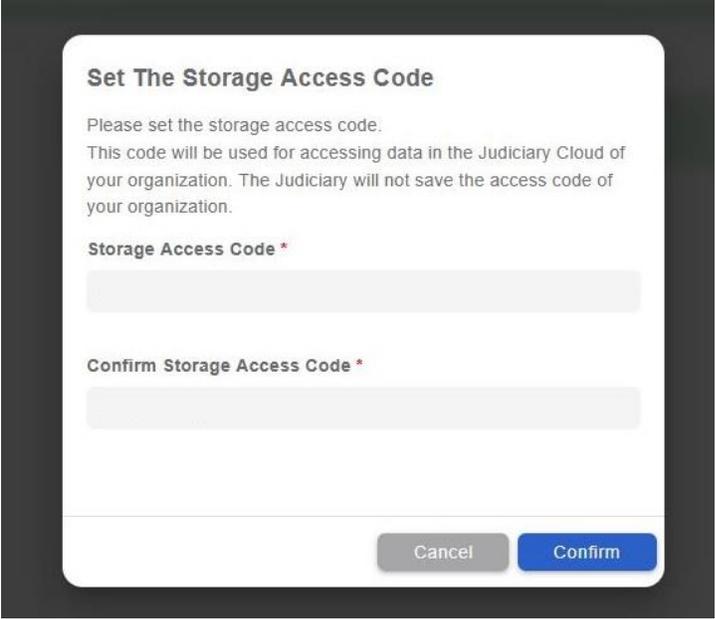
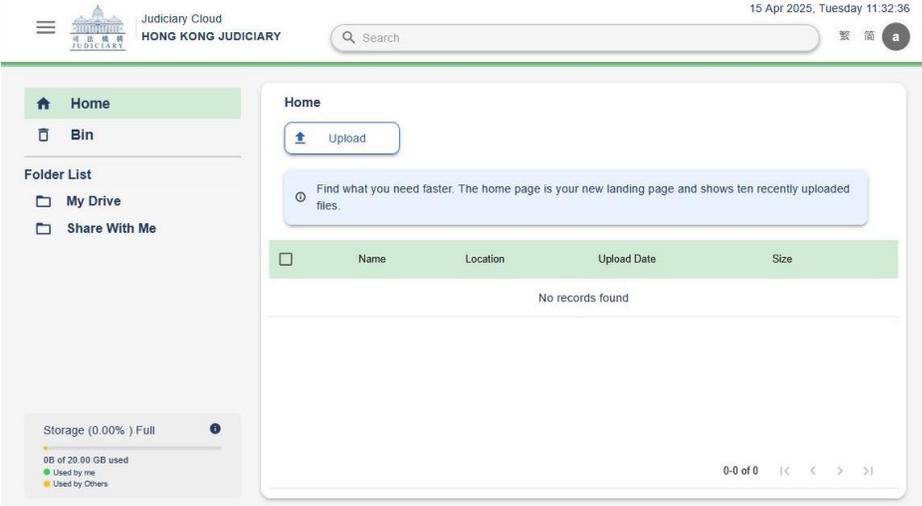
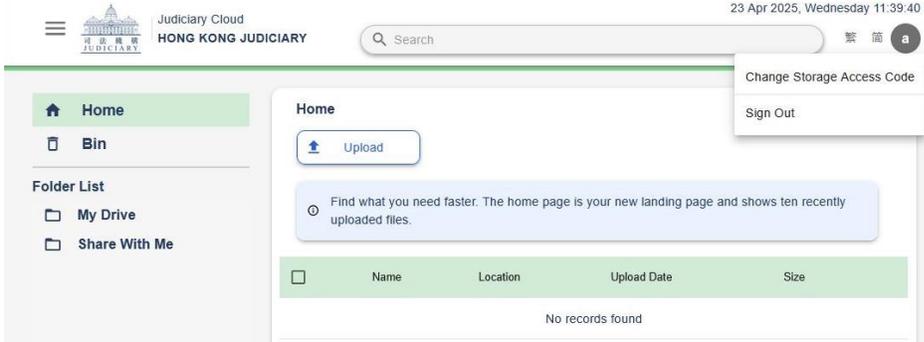
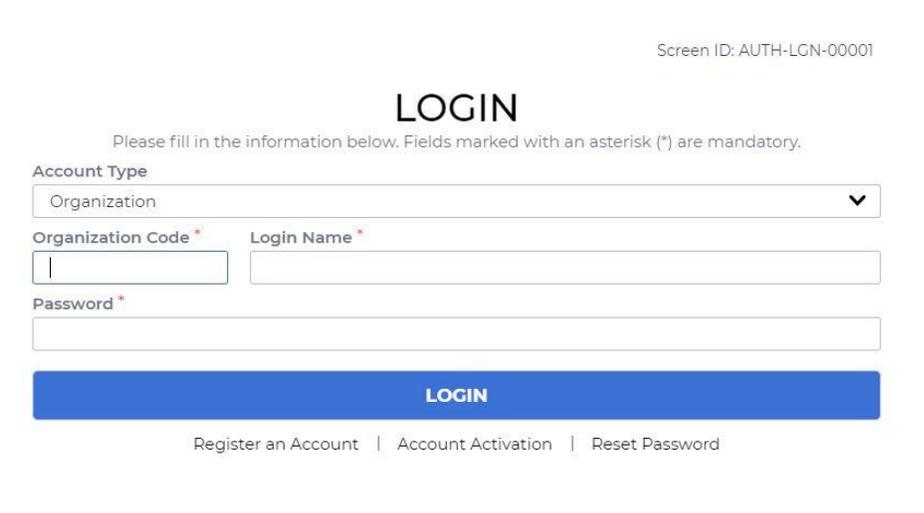
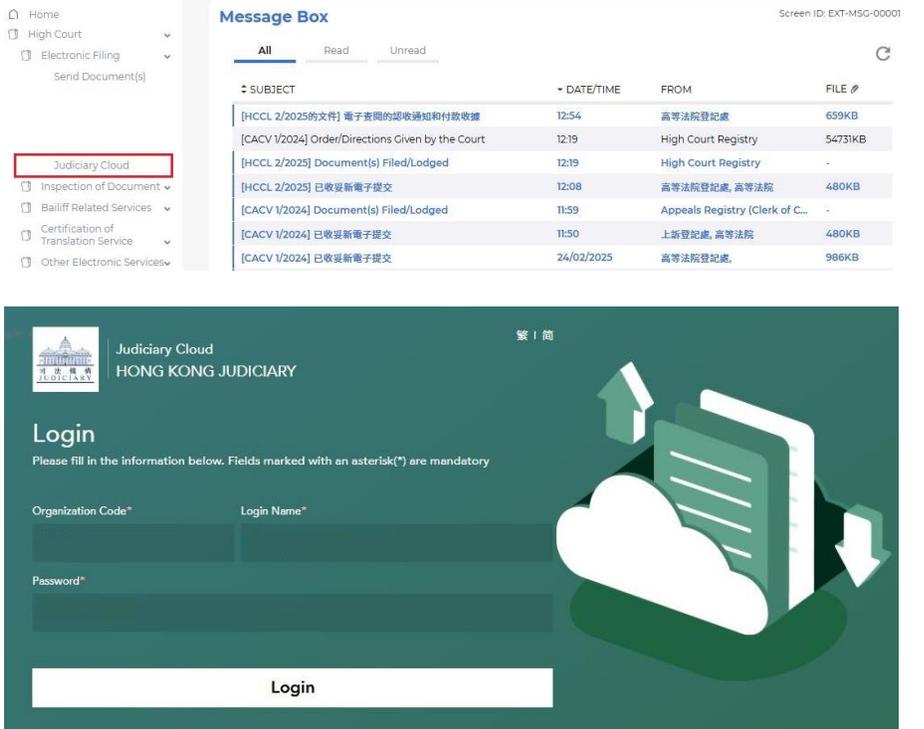


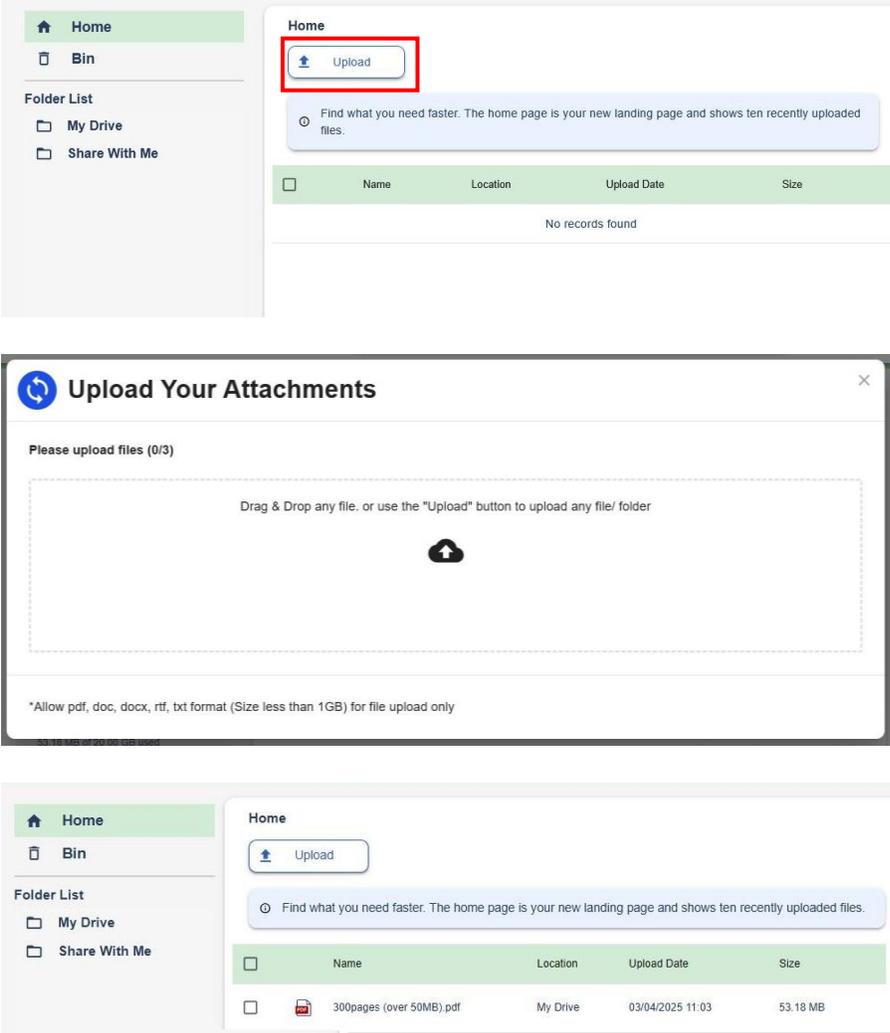
Judiciary Cloud – upload and retrieve documents

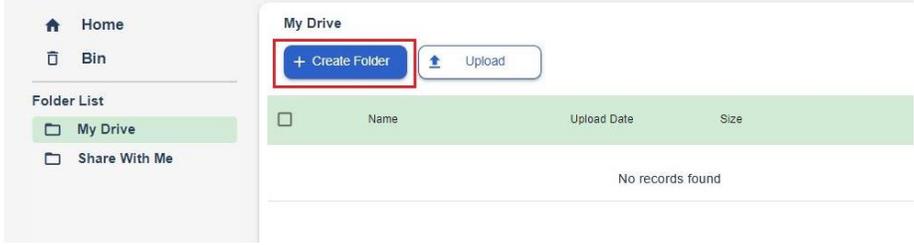
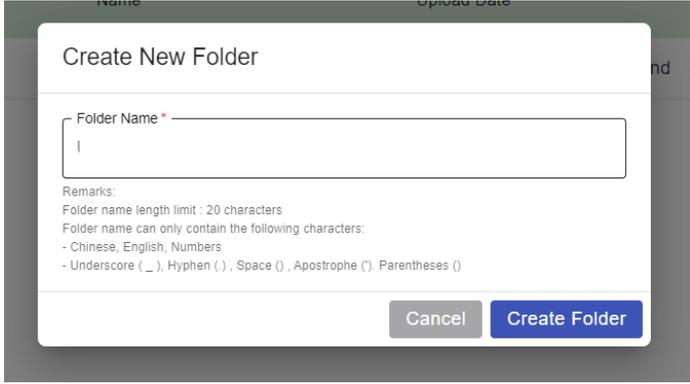
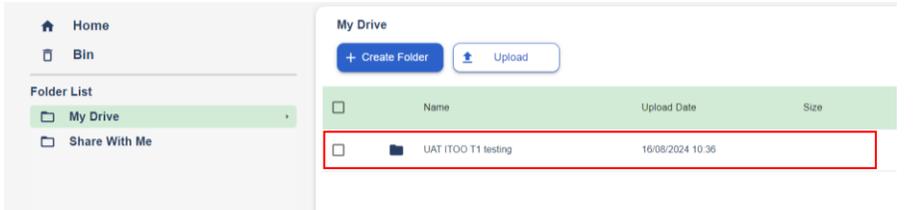
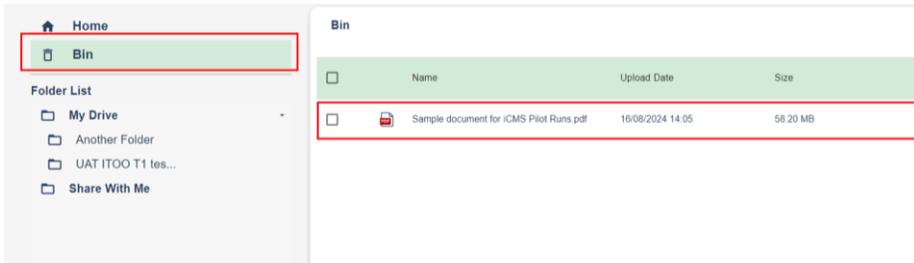
This step-by-step guide outlines the general process required to upload and retrieve large size electronic documents via the Judiciary Cloud to/from iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. Please make suitable adaptation in other implemented case types/documents.

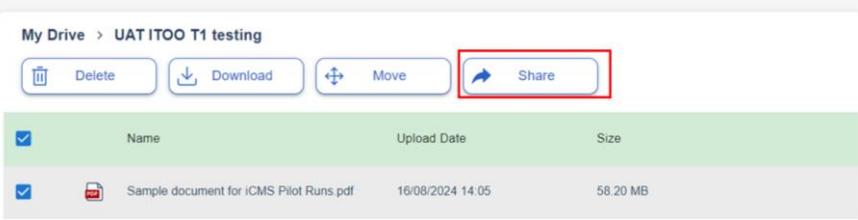
Item	Process	Relevant screenshots for reference
A. Create Storage Access Code for the Organization Account by Primary Administrator		
<p>1.</p>	<p><u>Login Primary Administrator (PA) account</u></p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	
<p>2.</p>	<p><u>Create Storage Access Code by Primary Administrator (PA)</u></p> <p>Click “Judiciary Cloud” ></p> <p>The Judiciary Cloud login page appears></p> <p>Input the “Organization Code*”, “Login Name*” and “Password*” ></p> <p>Click “LOGIN” ></p> <p>(Login information is the same as the iCMS login)</p>	

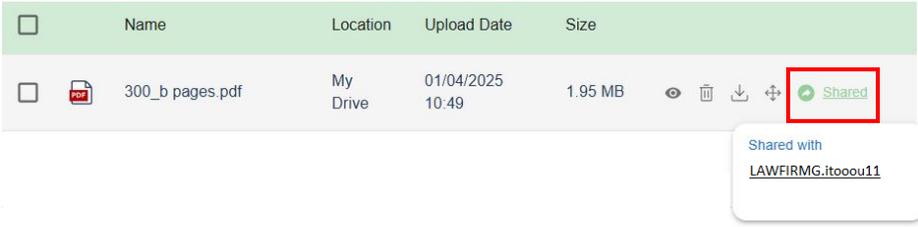
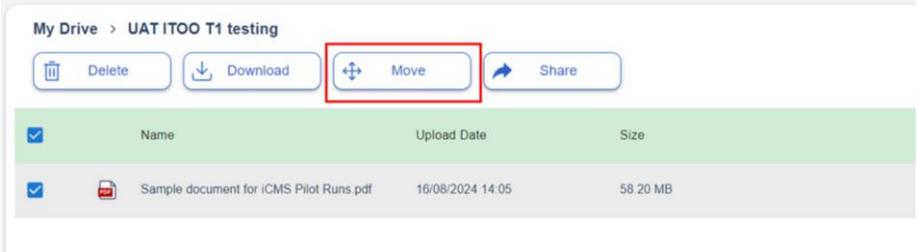
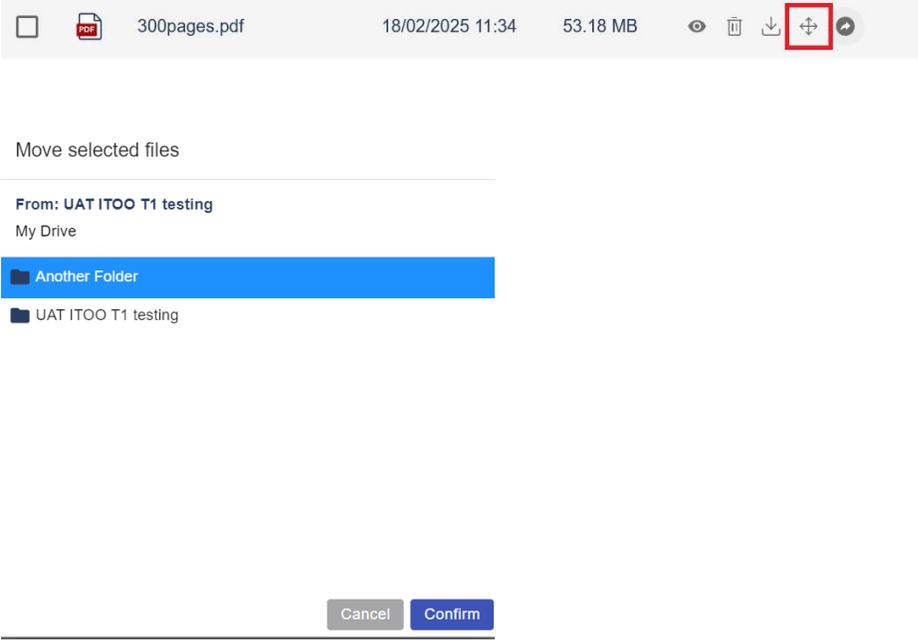
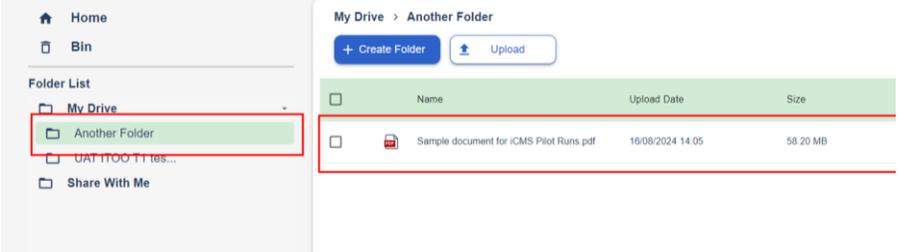
Item	Process	Relevant screenshots for reference
	<p>Set the Storage Access Code for the Organization Account (OA). Click “Confirm”></p> <p>Input the Storage Access Code just created to access the Judiciary Cloud></p> <p><i>Note:</i></p> <p>1) The Storage Access Code for the OA will be used by Organization User (OU) to upload or retrieve large size documents to and from the Judiciary Cloud.</p> <p>2) The Storage Access Code cannot be recovered if forgotten</p> <p>3) A large size document refers to a file larger than the Technical Requirement of 50MB.</p>	  

Item	Process	Relevant screenshots for reference
	<p>Click “Change Storage Access Code” to change the Storage access code></p> <p>Click “Sign Out” to sign out Judiciary Cloud></p>	
<p>B. Organization User (OU) to upload document, create folder, and share the uploaded document with another OU within the Organization Account through the Judiciary Cloud</p>		
<p>3.</p>	<p><u>Login Organization User (OU) account</u></p>	
<p>4.</p>	<p><u>Access the Judiciary Cloud by Organization User</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Judiciary Cloud”></p> <p>Input the “Organization Code*”, “Login Name*” and “Password*” ></p> <p>Click “LOGIN” ></p> <p>(Login information is the same as the iCMS login)</p>	

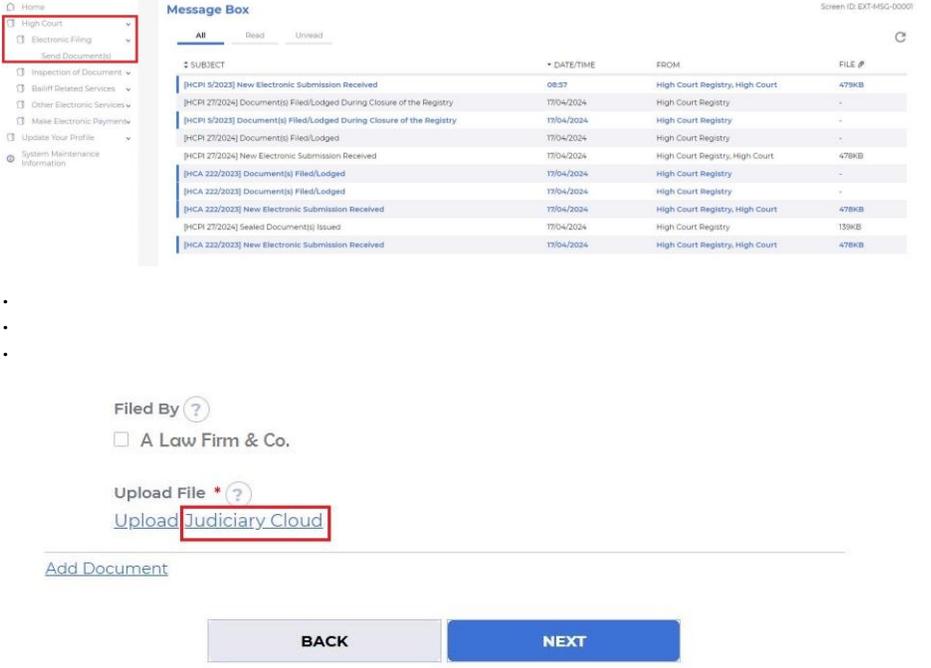
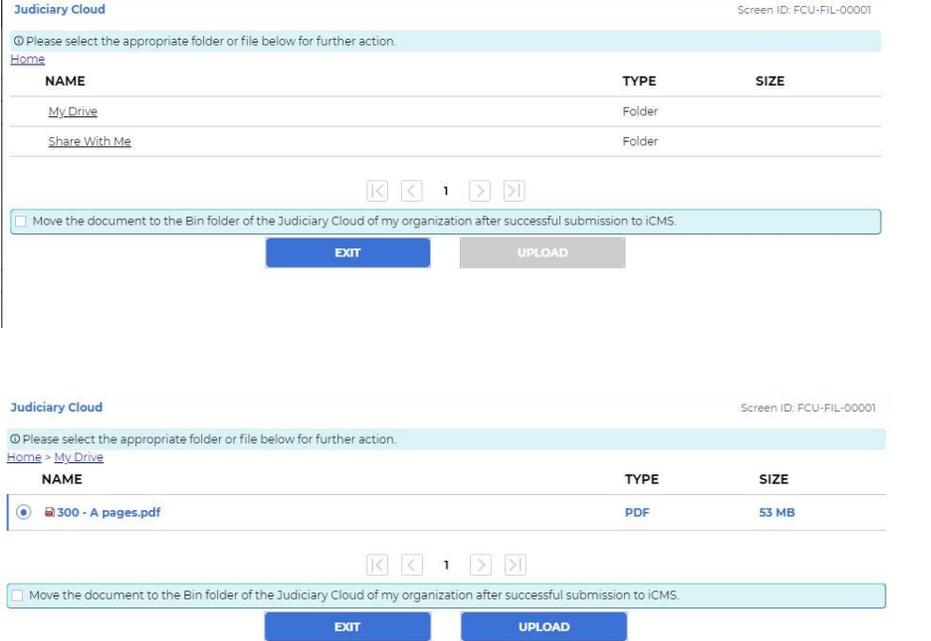
Item	Process	Relevant screenshots for reference								
5.	<p><u>Storage access code</u></p> <p>Input the Storage Access Code ></p> <p><i>Note: Please use the Storage Access Code created by the PA.</i></p>	 <p>The screenshot shows a modal window titled "Storage Access Code for the Judiciary Cloud of your organization". It contains a text input field labeled "Storage Access Code *" and a blue "Confirm" button at the bottom right.</p>								
6.	<p><u>Upload document to Judiciary Cloud</u></p> <p>Click "Upload"></p> <p>Upload the file from your local drive by dragging the file to "Upload Your Attachments" box ></p>	 <p>The first screenshot shows the "Home" page of the Judiciary Cloud interface. The "Upload" button is highlighted with a red box. Below it is a search bar and a table with columns: Name, Location, Upload Date, and Size. The table currently shows "No records found".</p> <p>The second screenshot shows the "Upload Your Attachments" dialog box. It prompts the user to "Please upload files (0/3)" and provides a dashed box for dragging files. Below the box is an "Upload" button icon. A note at the bottom states: "*Allow pdf, doc, docx, rtf, txt format (Size less than 1GB) for file upload only".</p> <p>The third screenshot shows the "Home" page after a file has been uploaded. The "Upload" button is no longer highlighted. The table now contains one record:</p> <table border="1" data-bbox="813 1461 1474 1545"> <thead> <tr> <th>Name</th> <th>Location</th> <th>Upload Date</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>300pages (over 50MB).pdf</td> <td>My Drive</td> <td>03/04/2025 11:03</td> <td>53.18 MB</td> </tr> </tbody> </table>	Name	Location	Upload Date	Size	300pages (over 50MB).pdf	My Drive	03/04/2025 11:03	53.18 MB
Name	Location	Upload Date	Size							
300pages (over 50MB).pdf	My Drive	03/04/2025 11:03	53.18 MB							
7.	<p><u>Create folder under "My Drive"</u></p> <p>Click "My Drive"></p> <p>Click "Create Folder"></p>	 <p>The screenshot shows the "Home" page of the Judiciary Cloud interface. The "My Drive" folder in the "Folder List" is highlighted with a red box. The "Upload" button is also visible. Below it is a search bar and a table with columns: Name, Location, Upload Date, and Size. The table currently shows "No records found".</p>								

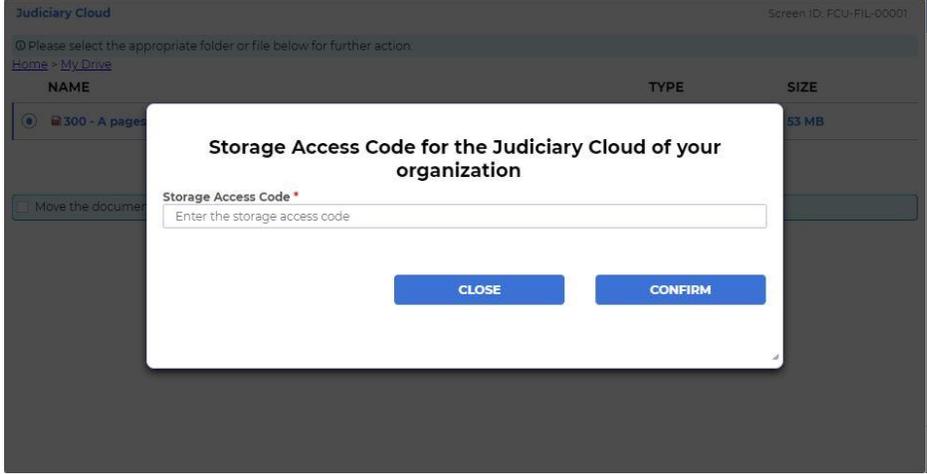
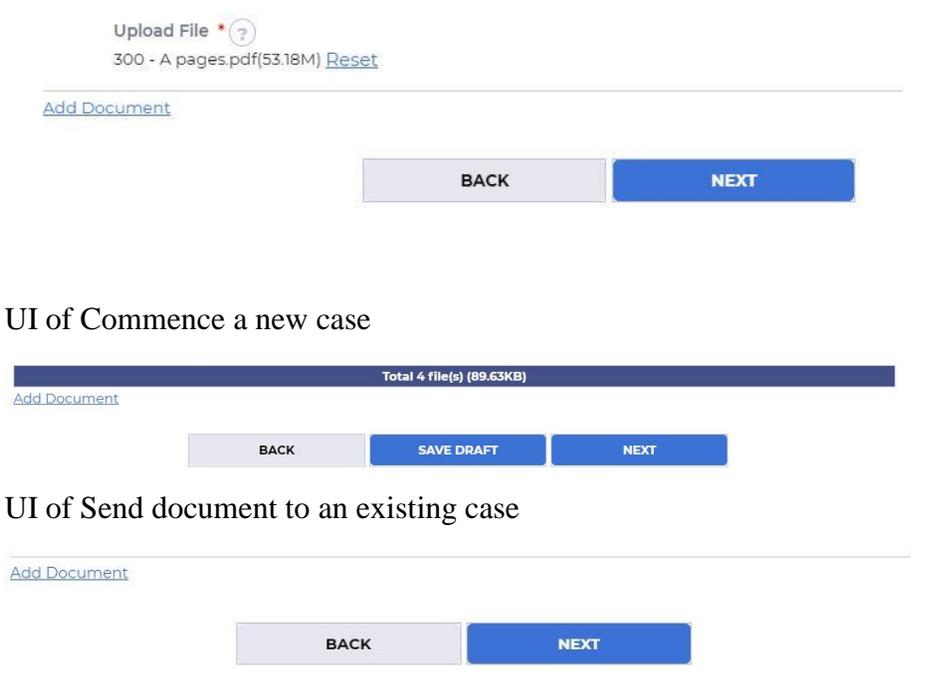
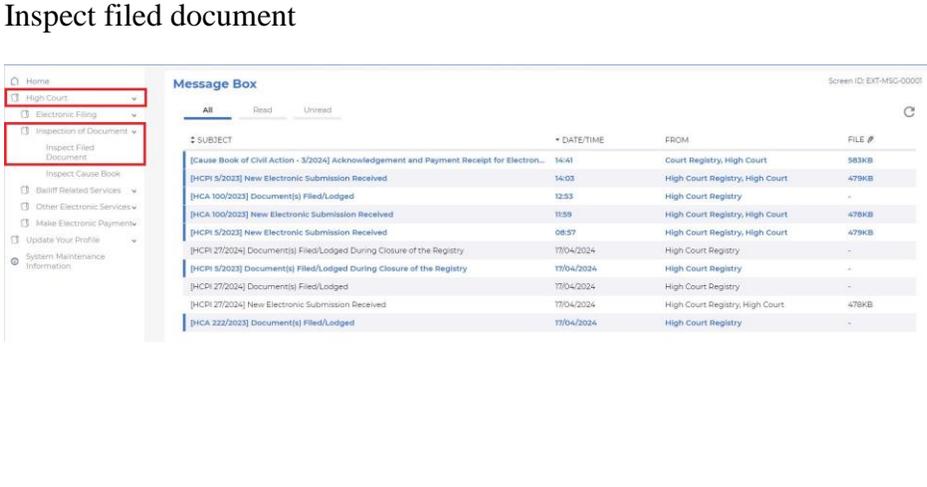
Item	Process	Relevant screenshots for reference
	<p>Input the folder name in the “Create New Folder”> Click “Create Folder”></p> <p>A new folder is created under “My Drive”></p>	  
8.	<p><u>To delete, move, or share the uploaded document</u></p> <p><u>To delete the upload document:</u></p> <p>Select by ticking the checkbox of the uploaded document> Click “Delete” button></p> <p>The document is removed from the folder to the “Bin”</p> <p><i>Note: The document is moved to the “Bin” temporarily. The document in the “Bin” will be permanently removed from the Judiciary Cloud after 11:59 pm of the same day.</i></p>	<p>To delete the upload document</p>  

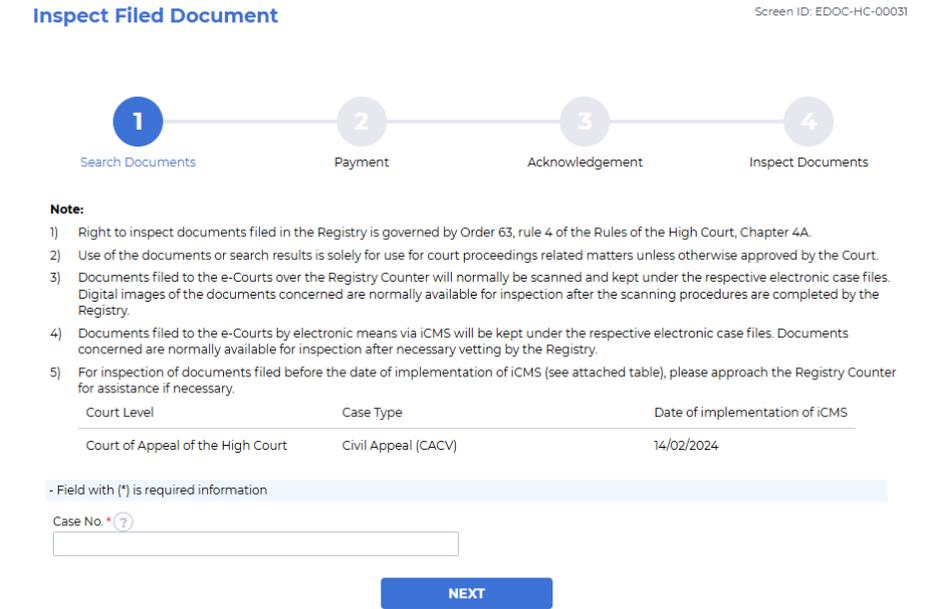
Item	Process	Relevant screenshots for reference
9.	<p><u>To delete, move, or share the uploaded document</u></p> <p><u>To share the uploaded document with another users of the organization (another OU):</u></p> <p>Select by ticking the checkbox of the document, then click “Share”></p> <p>Alternatively, click the “Share” icon></p> <p>A window pop-up appears. Select the OU with which the document is to be shared from the “Add users” dropdown></p> <p>To remove user, click the minus icon of the “Shared users” list</p> <p>Click “Confirm” ></p>	<p>To share the uploaded document with other users of the organization (another OU):</p>   <p>Share "300 - A pages.pdf"</p> <p>Users can share the view access of this document to any related user accounts</p> <p>Owner LAWFIRMG.itooou1 Owner</p> <p>View Access Select account with view access</p> <p>Add users</p> <p>Type & Search</p> <ul style="list-style-type: none"> LAWFIRMG.itooou12 LAWFIRMG.itooou11 <p>Share "300 - A pages.pdf"</p> <p>Users can share the view access of this document to any related user accounts</p> <p>Owner LAWFIRMG.itooou1 Owner</p> <p>View Access Select account with view access</p> <p>Add users</p> <p>Type & Search</p> <ul style="list-style-type: none"> LAWFIRMG.itooou11  <p>Cancel Confirm</p>

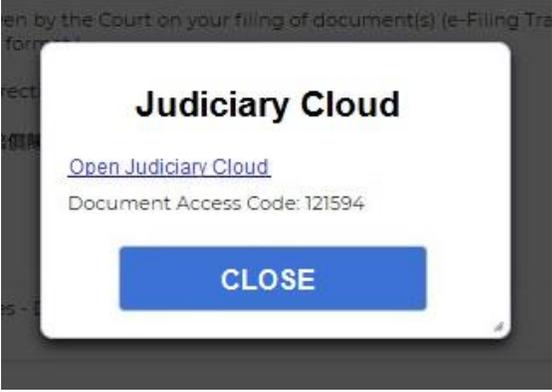
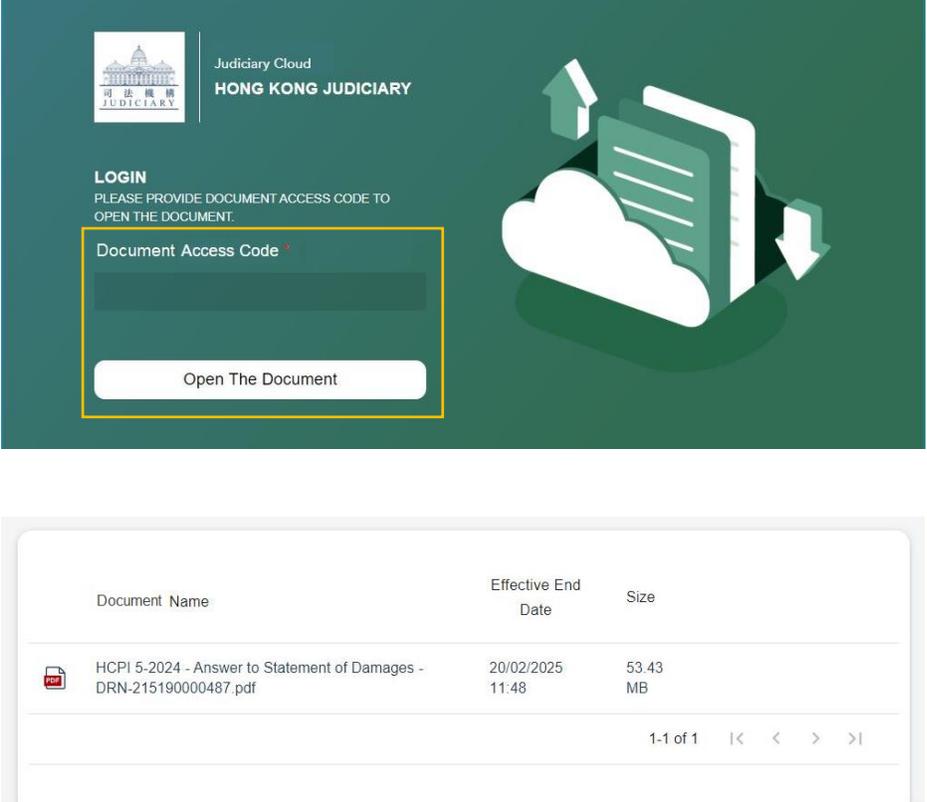
Item	Process	Relevant screenshots for reference
	<p>“Shared” icon appears at the document line></p> <p>Click “Shared” to view the user with which the document is shared></p>	
10.	<p><u>To delete, move, or share the uploaded document</u></p> <p><u>To move the document:</u></p> <p>Select by ticking the checkbox of the document then click “Move”></p> <p>Alternatively, click the “Move” icon></p> <p>Select the folder to which the document is to be kept, then click “Confirm”></p> <p>The document selected is relocated to the designated folder</p>	<p>To move the document</p>   

C. Organization User (OU) retrieve large size document(s) from the Judiciary Cloud and upload to iCMS for the High Court selected case types

Item	Process	Relevant screenshots for reference
11.	<p><u>Retrieve large size document from Judiciary Cloud</u></p> <p>After login to iCMS, the OU proceeds with the steps of Commence a new case or Send document to an existing case.</p> <p>To upload the large size document from the Judiciary Cloud to iCMS, click “Judiciary Cloud”></p>	 <p>The screenshot shows the 'Message Box' interface. On the left, a navigation menu has 'Electronic Filing' highlighted with a red box. The main area displays a list of messages with columns for SUBJECT, DATE/TIME, FROM, and FILE #. Below the list, there is a 'Filed By' section with a dropdown menu showing 'A Law Firm & Co.'. An 'Upload File' section has a link 'Upload Judiciary Cloud' highlighted with a red box. At the bottom, there are 'Add Document', 'BACK', and 'NEXT' buttons.</p>
12.	<p><u>Judiciary Cloud shortcut window pop-up</u></p> <p>Select the document from the appropriate folder, e.g. “My Drive”></p> <p>Click the radio button of the document, then click “Upload”></p>	 <p>The top screenshot shows the 'Judiciary Cloud' interface with a message: 'Please select the appropriate folder or file below for further action.' Below this is a table with columns 'NAME', 'TYPE', and 'SIZE'. The table lists 'My Drive' and 'Share With Me' as folders. Below the table are navigation arrows and a checkbox with the text: 'Move the document to the Bin folder of the Judiciary Cloud of my organization after successful submission to iCMS.' There are 'EXIT' and 'UPLOAD' buttons.</p> <p>The bottom screenshot shows the 'Judiciary Cloud' interface with a message: 'Please select the appropriate folder or file below for further action.' Below this is a table with columns 'NAME', 'TYPE', and 'SIZE'. The table lists '300 - A pages.pdf' as a PDF file with a size of 53 MB. A radio button is selected next to this file. Below the table are navigation arrows and a checkbox with the text: 'Move the document to the Bin folder of the Judiciary Cloud of my organization after successful submission to iCMS.' There are 'EXIT' and 'UPLOAD' buttons.</p>

Item	Process	Relevant screenshots for reference
13.	<p><u>Storage Access Code</u></p> <p>A window pop-up for input of the Storage Access Code of your organization created by PA appears.</p> <p>Input the Storage Access Code of your organization in “Storage Access Code*”></p> <p>Click “Confirm”></p>	
14.	<p><u>Document uploaded to iCMS</u></p> <p>The selected document is shown in iCMS in “Upload File*”></p> <p>Click “Next” to proceed with subsequent steps of Commence a new case or Send document to an existing case ></p>	 <p>UI of Commence a new case</p> <p>UI of Send document to an existing case</p>
<p>D. Organization User(OU) to view large size document image from iCMS</p>		
15.	<p><u>Inspect Filed Document</u></p> <p>The large size document image can be viewed through Inspect Filed Document function, if inspection of the document is applicable.</p> <p>After login to iCMS, the OU proceeds with the usual steps of Inspect Filed Document ></p>	<p>Inspect filed document</p> 

Item	Process	Relevant screenshots for reference												
	<p>Select court level, e.g. “High Court”></p> <p>Click “Inspection of Document” ></p> <p>Select “Inspect Filed Document” ></p>													
16.	<p>The OU proceeds with the usual steps of Inspect Filed Document, inputting the case number ></p>	<p>UI to display “Search Documents” function</p>  <p>Inspect Filed Document Screen ID: EDOC-HC-00031</p> <p>1 — 2 — 3 — 4</p> <p>Search Documents Payment Acknowledgement Inspect Documents</p> <p>Note:</p> <ol style="list-style-type: none"> 1) Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the High Court, Chapter 4A. 2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 3) Documents filed to the e-Courts over the Registry Counter will normally be scanned and kept under the respective electronic case files. Digital images of the documents concerned are normally available for inspection after the scanning procedures are completed by the Registry. 4) Documents filed to the e-Courts by electronic means via iCMS will be kept under the respective electronic case files. Documents concerned are normally available for inspection after necessary vetting by the Registry. 5) For inspection of documents filed before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary. <table border="1"> <thead> <tr> <th>Court Level</th> <th>Case Type</th> <th>Date of implementation of iCMS</th> </tr> </thead> <tbody> <tr> <td>Court of Appeal of the High Court</td> <td>Civil Appeal (CACV)</td> <td>14/02/2024</td> </tr> </tbody> </table> <p>- Field with (*) is required information</p> <p>Case No. * ?</p> <p style="text-align: right;">NEXT</p>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	14/02/2024						
Court Level	Case Type	Date of implementation of iCMS												
Court of Appeal of the High Court	Civil Appeal (CACV)	14/02/2024												
17.	<p><u>Select Document for Inspection</u></p> <p>Step 4 Inspect Documents</p> <p>Click the document hyperlink with <u>NO</u> checkbox in the last column ></p>	<p>UI to display “Inspect Documents” function</p>  <p>Inspect Filed Document Screen ID: EDOC-HC-00034</p> <p>1 — 2 — 3 — 4</p> <p>Search Documents Payment Acknowledgement Inspect Documents</p> <table border="1"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> <th><input type="checkbox"/> SELECT ALL</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>F3</td> <td>16/08/2024</td> <td>Notice Disputing Authenticity of Documents 手續文件真確性通知書</td> <td><input type="checkbox"/></td> </tr> <tr> <td>F4</td> <td>16/08/2024</td> <td>Answer to Statement of Damages</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	FOLIO NO.	FILING DATE	DOCUMENT NAME	<input type="checkbox"/> SELECT ALL	F3	16/08/2024	Notice Disputing Authenticity of Documents 手續文件真確性通知書	<input type="checkbox"/>	F4	16/08/2024	Answer to Statement of Damages	<input type="checkbox"/>
FOLIO NO.	FILING DATE	DOCUMENT NAME	<input type="checkbox"/> SELECT ALL											
F3	16/08/2024	Notice Disputing Authenticity of Documents 手續文件真確性通知書	<input type="checkbox"/>											
F4	16/08/2024	Answer to Statement of Damages	<input type="checkbox"/>											

Item	Process	Relevant screenshots for reference						
21.	<p>A message window pops up and the “Document Access Code” for the document is generated></p> <p>Click “Open Judiciary Cloud” ></p>							
22.	<p><u>Open attachment in Judiciary Cloud</u></p> <p>The Judiciary Cloud access page appears></p> <p>Input “Document Access Code*” generated in previous step></p> <p>Click “Open The Document” ></p> <p>Click the document to view the image></p>	 <table border="1" data-bbox="602 1119 1507 1402"> <thead> <tr> <th>Document Name</th> <th>Effective End Date</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td> HCP1 5-2024 - Answer to Statement of Damages - DRN-215190000487.pdf</td> <td>20/02/2025 11:48</td> <td>53.43 MB</td> </tr> </tbody> </table>	Document Name	Effective End Date	Size	 HCP1 5-2024 - Answer to Statement of Damages - DRN-215190000487.pdf	20/02/2025 11:48	53.43 MB
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