## 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
А.	Create Storage Access Code f	or the Organization Account by Primary Administrator
1.	Login Primary Administrator (PA) account [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Screen ID: AUTH-LCN-00001  LOGIN  Please fill in the information below. Fields marked with an asterisk (*) are mandatory.  Account Type  Organization  Organization Code *  Login Name *  Dassword *  LOGIN  Register an Account   Account Activation   Reset Password
2.	Create Storage Access Code by Primary Administrator (PA) Click "Judiciary Cloud" >	Assign of the screen ID: EXT-MSG-00001  Organization Accounts: Assign of default OU Account(b) and court case(s): Deposit Account: Sudiciary Cloud Judiciary Cloud Judiciary Cloud Judiciary Cloud You profile You have no message
	The Judiciary Cloud login page appears> Input the "Organization Code*", "Login Name*" and "Password*" > Click "LOGIN" > (Login information is the same as the iCMS login)	<image/>



Item	Process	Relevant screenshots for reference
	Click "Change Storage Access Code" to change the Storage access code> Click "Sign Out" to sign out Judiciary Cloud>	Image: Cloud Hong Kong Jubiciary       Q Search       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Q Search       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Q Search       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Q Search       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Q Search       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary         Image: Cloud Hong Kong Jubiciary       Image: Cloud Hong Kong Jubiciary       Image:
B. 3.	Organization User (OU) to up another OU within the Organi Login Organization User (OU) account	oad document, create folder, and share the uploaded document with zation Account through the Judiciary Cloud
		LOCIN Dease fill in the information below. Fields marked with an asterisk (*) are mandatory.  Account Type Organization Code * Login Name *  Password *  LOCIN  Register an Account { Account Activation } Reset Password
4.	Access the Judiciary Cloud by Organization User	(∩) Home         (□) High Court         (□) Electronic Filing             send Document(s)                 Message Box                 All Read Unread                 Send Document(s)                 List Court                 List Court                 List Court                 List Court                 List Courter Courter                 List Courter                List Courter                 List Courter                 List Courter                 List Courter                 List Courter                 List Courter                 List Courter                 List Courter                 List Courter                 List Courter
	Select court level, e.g. "High Court"> Click "Electronic Filing">	Dudciary Cloud         Inspection of Document(s)         Index         Method Mathematical Mathem
	Select "Judiciary Cloud"> Input the "Organization Code*", "Login Name*" and "Password*" > Click "LOGIN" > (Login information is the same as the iCMS login)	Judiciary Cloud   Dolidiary Cloud   Hong KONG JUDICLARY   Passe fill in the information below. Fields marked with an asterisk(*) are mandators   Organization Code*   Login Name*   Login   Login

Item	Process	Relevant screenshots for reference
5.	Storage access codeInput the Storage AccessCode >Note: Please use theStorage Access Codecreated by the PA.	Storage Access Code for the Judiciary Cloud of your organization Storage Access Code * Confirm
6.	Upload document to Judiciary Cloud Click "Upload">	♠ Home   Bin   Folder List   My Drive   Share With Me
Upload the file from your local drive by dragging the file to "Upload Your Attachments" box >		Vpload Your Attachments ×  Please upload files (0/3)  Drag & Drop any file. or use the "Upload" button to upload any file/ folder  Allow pdf, doc, docx, rtf, bt format (Size less than 1GB) for file upload only
		★ Home       ▲ Upload         ► Bin       ▲ Upload         ► Folder List       ● Find what you need faster. The home page is your new landing page and shows ten recently uploaded files.         ● Share With Me       ● Name       Location       Upload         ● Name       Location       Upload Date       Size         ● @ 300pages (over 50MB).pdf       My Drive       03/04/2025 11:03       53.18 MB
7.	Create folder under "My <u>Drive"</u> Click "My Drive"> Click "Create Folder">	★ Home              Bin              Folder List              My Drive              Share With Me              Name             Name             No records found

Item	Process	Relevant screenshots for reference
		↑     Home       Î     Bin       Folder List
	Input the folder name in the "Create New Folder"> Click "Create Folder">	Create New Folder
	A new folder is created under "My Drive">	Folder Name         I         Remarks:         Folder name length limit : 20 characters         Folder name can only contain the following characters:         - Chinese, English, Numbers         - Underscore (), Hyphen (), Space (), Apostrophe (). Parentheses ()         Cancel       Create Folder         Multiple       Image: Create Folder         Polder List       My Drive         Share With Me       Name       Upload         Multiple       Market       Size         Image: Ultiple       Market       Size
8.	To delete, move, or share the uploaded documentTo delete the upload document:Select by ticking the checkbox of the uploaded document>	To delete the upload document Home Bin Folder List My Drive → UAT ITOO T1 testing Delete ↓ Download   Move   Stare Name   Upload Date   Size Name   Upload Date   Size Sample document for ICMS Plot Runs pdf 16/08/2024 14.05   58.20 MB
	Click "Delete" button> The document is removed from the folder to the "Bin" <i>Note: The document is</i> <i>moved to the "Bin"</i> <i>temporarily. The document</i> <i>in the "Bin" will be</i> <i>permanently removed from</i> <i>the Judiciary Cloud after</i>	Home   Bin   Folder List   My Drive   Another Folder   UAT IFDO T1 tes   Share With Me     Bin     Image: Semple document for iCMIS Plot Runs pdf     160/02/024 14 05   58 20 MB
	11:59 pm of the same day.	

Item	Process	Relevant screenshots for reference
9.	To delete, move, or share the uploaded document	To share the uploaded document with other users of the organization (another OU):
	<u>To share the uploaded</u> <u>document with another</u> <u>users of the organization</u> (another OU): Select by ticking the checkbox of the document, then click "Share">	My Drive → UAT ITOO T1 testing         Image: Delete       Image: Download         Image: Delete       Image: Download         Image: Download       Image: Download         Image: Do
	Alternatively, click the "Share" icon>	□ 📾 300pages.pdf 18/02/2025 11:34 53.18 MB 💿 🗓 🕁 ↔ Ο
	A window pop-up appears. Select the OU with which the document is to be shared from the "Add users" dropdown>	Share "300 - A pages.pdf"         Users can share the view access of this document to any related user accounts         Owner         LAWFIRMG. Itooou1       Owner         View Access         Select account with view access
		Add users       Image: Type & Search       LAWFIRMG.itooou12       LAWFIRMG.itooou11
	To remove user, click the minus icon of the "Shared users" list	Share "300 - A pages.pdf" Users can share the view access of this document to any related user accounts
	Click "Confirm" >	Owner       LAWFIRMG. Itooou1       Owner       View Access       Select account with view access       Add users
		Type & Search
		LAWFIRMG.itooou11
		Cancel Confirm

Item	Process	Relevant screenshots for reference
	"Shared" icon appears at the document line> Click "Shared" to view the user with which the document is shared>	Name     Location     Upload Date     Size       □     300_b pages.pdf     My Drive     01/04/2025 10:49     1.95 MB     Image: Comparison of the start o
10.	To delete, move, or share the uploaded documentTo move the document:Select by ticking the checkbox of the document then click "Move">	To move the document
	Alternatively, click the "Move" icon>	□ 🖬 300pages.pdf 18/02/2025 11:34 53.18 MB 💿 🗓 🕁 💠 ⊘
	Select the folder to which the document is to be kept, then click "Confirm">	Move selected files From: UAT ITOO T1 testing My Drive Another Folder UAT ITOO T1 testing
C.	The document selected is relocated to the designated folder Organization User (OU) retrie	Cancel       Confirm         Image: State With Me       My Drive > Another Folder         Image: State With Me       Image: State With Me         Image: State With Me       Semple document for ICMS Plot Runs pdf       1608/2024 14:05         State With Me       Semple document for ICMS Plot Runs pdf       1608/2024 14:05       59:20 MB
C.	The document selected is relocated to the designated folder Organization User (OU) retrie for the High Court selected ca	Cancel Confirm

Item	Process	Relevant screenshots for reference	
11.	Retrieve large size document from Judiciary CloudAfter login to iCMS, the OU proceeds with the steps of Commence a new case or Send document to an existing case.	Home     High Court     High Co	Extend D. EXT 45G- 00001  FEOM FILE FOM FILE FOM FILE FIG High Court Begistry, High Court High Court Begistry High Court Begis
	To upload the large size document from the Judiciary Cloud to iCMS, click "Judiciary Cloud">	Filed By ? A Law Firm & Co. Upload File * ? Upload Judiciary Cloud Add Document BACK NEXT	
12	Judiciary Cloud shortcut	Judiciary Cloud	Screen ID: FCU-FIL-00001
12.	window pop-up	© Please select the appropriate folder or file below for further action.	
		Home NAME	TYPE SIZE
		<u>My Drive</u>	Folder
	Select the document from	Share With Me	Folder
	the appropriate folder, e.g.	$\mathbb{K} \ll \mathbb{1} \gg \mathbb{N}$	
	"My Drive">	D Move the document to the Bin folder of the Judiciary Cloud of my organization after successful submi	ssion to iCMS.
		EXIT UPLOAD	
		Judiciary Cloud	Screen ID: FCU-FIL-00001
	Click the radio button of the	© Please select the appropriate folder or file below for further action.	
	document, then click	Home > My Drive NAME	TYPE SIZE
	"Upload">	a 300 - A pages.pdf	PDF 53 MB
		Move the document to the Bin folder of the Tudiciary Cloud of my organization after successful subm	ission to iCMS
		EXIT UPLOAD	

Item	Process	Relevant screenshots for reference
13.	Storage Access Code	Judiciary Cloud Screen ID: FCU-FIL-00001
	A window pop-up for input of the Storage Access Code of your organization created by PA appears. Input the Storage Access Code of your organization in "Storage Access Code*"> Click "Confirm">	Home > My Drive       NAME       TYPE       SIZE         Image: Addition > A page:       53 MB       Storage Access Code for the Judiciary Cloud of your organization       53 MB         Image: Move the docume       Storage Access code *       Enter the storage access code       Enter the storage access code
14.	Document uploaded to	Upload File *
	The selected document is	300 - A pages.pdf(53.18M) <u>Reset</u>
	shown in iCMS in "Upload File*">	
		BACK
	Click "Next" to proceed with subsequent steps of Commence a new case or Send document to an existing case >	UI of Commence a new case          Total 4 file(s) (89.63KB)         Add Document         BACK       SAVE DRAFT         NEXT         UI of Send document to an existing case         Add Document         BACK       NEXT
D.	Organization User(OU) to vie	
15.	The large size decument	
	image can be viewed through Inspect Filed Document function, if inspection of the document is applicable.	Ame     A
	After login to iCMS, the OU proceeds with the usual steps of Inspect Filed Document >	prick zzdzadzji pocumentuji neeroloogee 17/04/2024 High Court Registry -

Item	Process	Relevant screenshots for reference
	Select court level, e.g. "High Court">	
	Click "Inspection of Document" >	
	Select "Inspect Filed Document" >	
16.	The OU proceeds with the	UI to display "Search Documents" function
	usual steps of Inspect Filed Document, inputting the case number >	Inspect Filed Document Screen ID: EDOC-HC-00031
		1 2 3 4
		Search Documents Payment Acknowledgement Inspect Documents
		Note:         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.         Court Level       Case Type       Date of implementation of ICMS         Court of Appeal of the High Court       Civil Appeal (CACV)       14/02/2024         INEXT
17.	Select Document for Inspection	UI to display "Inspect Documents" function Inspect Filed Document Screen ID: EDOC-HC-00034
	Step 4 Inspect Documents Click the document hyperlink with <u>NO</u> checkbox in the last column	Search Documents Payment Acknowledgement Inspect Documents
	>	FOLIO NO.         FILING DATE         DOCUMENT NAME         SELECT ALL           F3         16/08/2024         Notice Disouting Authenticity of Documents 爭議文件真確性透知者
		F4     16/08/2024



Item	Process	Relevant screenshots for reference
19.	Download Document in Judiciary Cloud	Folio No. Document Name Effective End Date Size
	Click the "Download" icon to download>	■ F3 Notice Disputing Authnticity of Documents 14/04/2025 12:19 53.45 MB 👁 📩
	When download is completed, open the downloaded document>	1-1.of 1       I       I       I         Image: Ima
20.	View attachment of Message	Message box with message header(s) appears on the landing page
	Click "Home">	High Court     Deposit Account     Maintenance     SUBJECT     DATE/TIME FROM FILE #
	Access Message Box>	ITRN-E2066000221] New Electronic Submission Received       1243       Court Registry, High Court       970KB         ITRN-E2094001526] New Electronic Submission Received       25/09/2024       Court Registry, High Court       975KB         ITRN-E2093000142] New Electronic Submission Received       24/09/2024       Court Registry, High Court       970KB         ICACV 32/2024] Document(s) Filed/Lodged       24/09/2024       Appeals Registry (Clerk of       -         ICACV 32/2024] New Electronic Submission Received       24/09/2024       Appeals Registry, High Court       985KB
	Click the message header to open and read the content	Click the message header to open and read the content and attachment therein
	and attachment therein.	記念評情 文型 上 ELFCPI 5/2024] Order/Directions Given by the Court 日期時間 2/1/2024 11:48 帝哲 High Court Registry 被者 LAWFIRMALcoou3 This message serves to convey the order/directions given by the Court on your filing of document(s) (e-Filing Transaction Reference No. E2151000103) submitted via ICMS on 211/1/2024 1058. (Time is expressed in 24-hour format.) Please click the attachment link to obtain the order/directions. HCPIS/2024 - Answer to Statement of Damages 損害賠償陳號書之答實者 - DRN:215190000487
	Click the attachment>	1 個附件 PDF HCPI 5-2024 - Answer to Statement of Damages - DRN-215190000487.pdf S4715KB

Item	Process	Relevant screenshots for reference
21.	A message window pops up and the "Document Access Code" for the document is generated>	en by the Court on your filling of document(s) (e-Filling Tra form International Judiciary Cloud Open Judiciary Cloud Document Access Code: 121594
	Click "Open Judiciary Cloud" >	CLOSE
22.	Open attachment in Judiciary CloudThe Judiciary Cloud access page appears>Input "Document Access Code*" generated in previous step>Click "Open The Document">>	<image/> <image/> <image/> <text><text><text><text><text><text></text></text></text></text></text></text>
	Click the document to view the image>	Document Name     Effective End Date     Size       Image: HCPI 5-2024 - Answer to Statement of Damages - DRN-215190000487.pdf     20/02/2025 11:48     53.43 MB
		1-1 of 1  < < > >