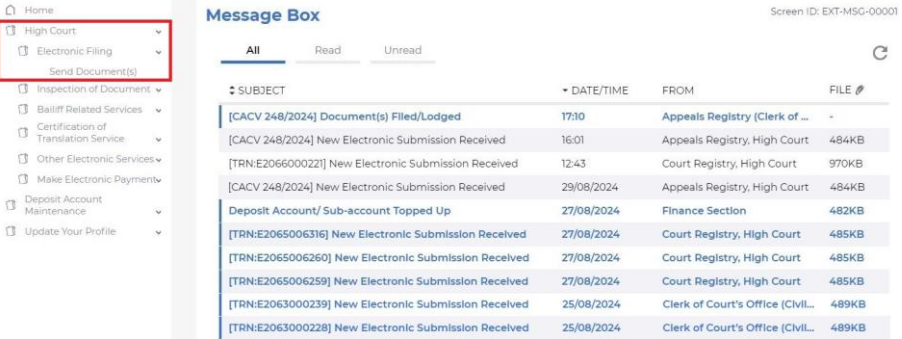


Commence a new case (civil proceedings – HCPI)

This step-by-step guide outlines the general process required to send documents using 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. We are now using a personal injuries action case for illustration. Please make suitable adaptation in other implemented case types.

Item	Process	Related screenshots for reference
1.	<u>Login user account</u> By Organization User (“OU”) or Individual User (“IU”) account holder <i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i> For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. <i>[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.]</i>	Organization User Screen ID: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization ▼ Organization Code * Login Name * Password * LOGIN Register an Account Account Activation Reset Password Individual User Screen ID: AUTH-LGN-00001 LOGIN 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

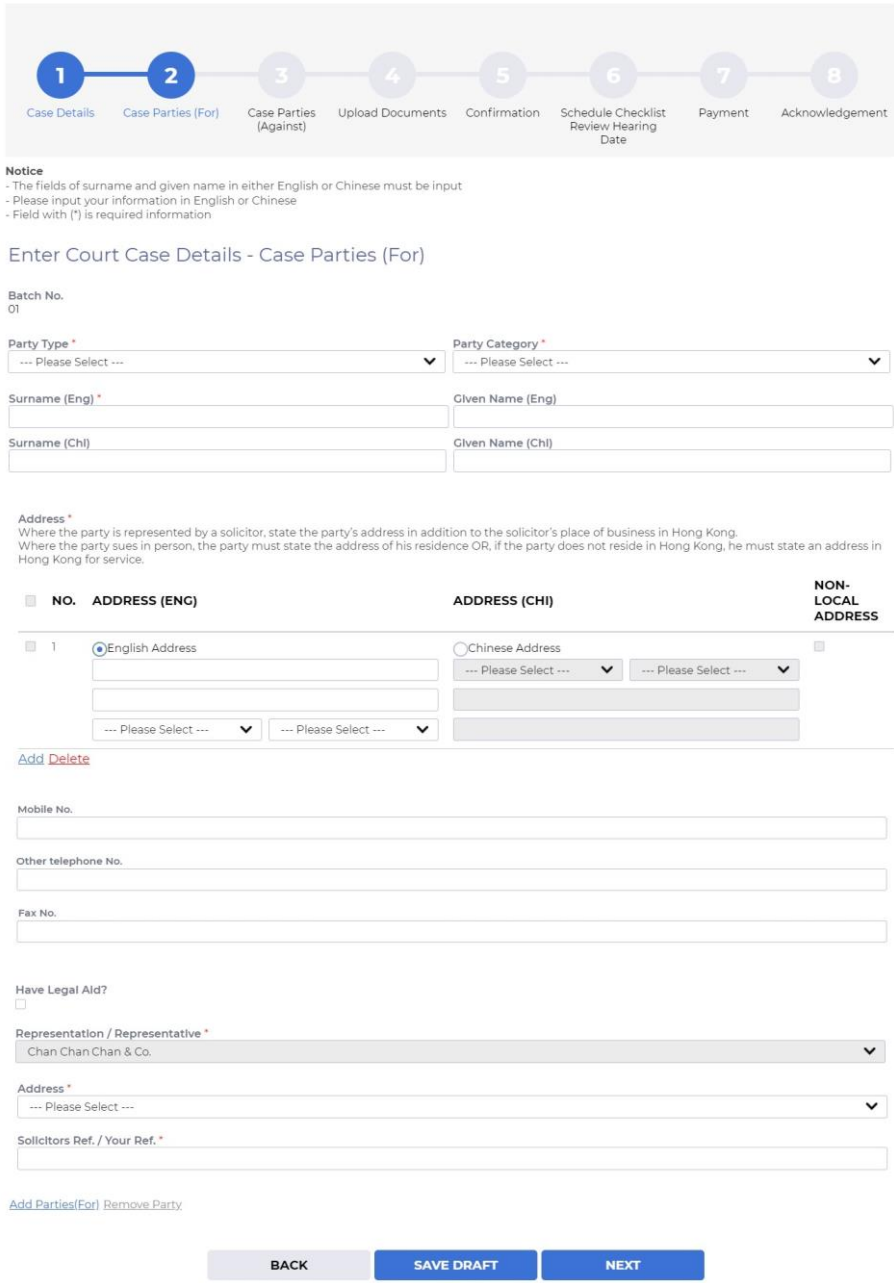
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
2.	<u>Access e-Filing function</u> Select court level, e.g. “High Court”> Click “Electronic Filing”> Select “Send Document(s)”>	 Screen ID: EXT-MSG-00001
3.	<u>Select the required function</u> Select “Commence a new case”> Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”> Click “NEXT”>	<u>Send Document(s)</u> Screen ID: UIS-FIL-HC-001-001 Note to Sender <u>Electronic transactions with the e-Courts</u> 1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of integrated Court Case Management System (“iCMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts. Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force. 2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers. <u>Others</u> 21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. Commence a new case ☒ I acknowledge that I have read and understood the Note to Sender above. NEXT
4.	<u>Input case details</u> “Court Level” is prefilled as “High Court”. Select “Case Type*”> Click “NEXT”>	Step 1: Enter Court Case Details Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Notice - Please input your information in English or Chinese - Field with (*) is required information Enter Court Case Details Batch No. 01 Court Level High Court Case Type* HCPI - Personal Injuries Action BACK SAVE DRAFT NEXT

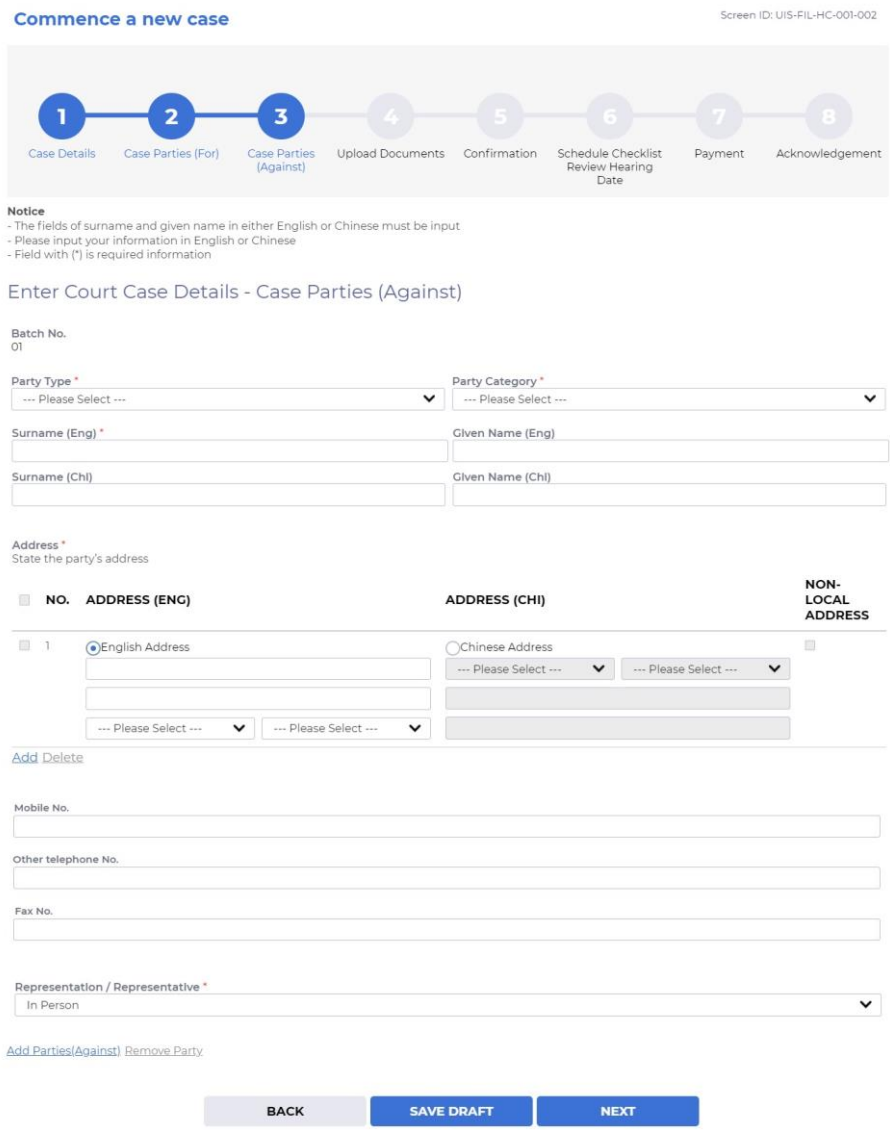
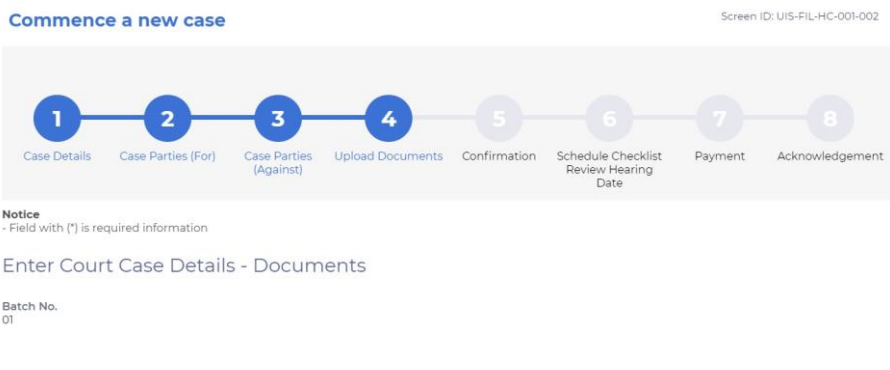
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
5.	<u>Input case details (cont'd)</u> “Court Level” is prefilled as “High Court”. “Case Type” is prefilled as “HCPI – Personal Injuries Action” according to the selection at item 4. Select “Yes” for “Any Related Case Number/ Intended Action Case Number*”, input “Related Case Number/ Intended Action Case Number” and “Related Order Date” if any> “Claim Nature” is pre-selected as “Personal Injuries Action” > Select “Nature of Relief”> Select “The 1st Accident Date” by using the date picker, if necessary> “Originating Document” is prefilled as “Writ of Summons”> Click “NEXT”>	Commence a new case Screen ID: UIS-FIL-HC-001-002 Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Notice - Please input your information in English or Chinese - Field with (*) is required information Enter Court Case Details Batch No. 01 Court Level High Court Case Type * HCPI - Personal Injuries Action Any Related Case Number / Intended Action Case Number? * ☒ Yes ☐ No ☐ Related Case Number / Intended Action Case Number Related Order Date DD/MM/YYYY Add Delete Claim Nature * Personal Injuries Action Nature of Relief * --- Please Select --- The 1st Accident Date * DD/MM/YYYY The 2nd Accident Date DD/MM/YYYY Originating Document * Writ of Summons BACK SAVE DRAFT NEXT

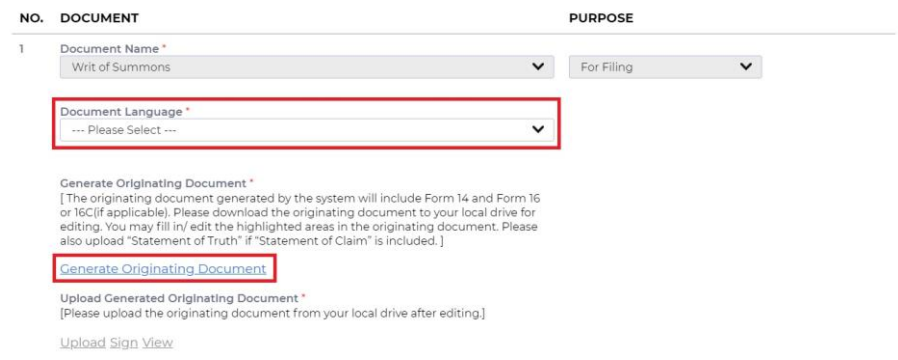
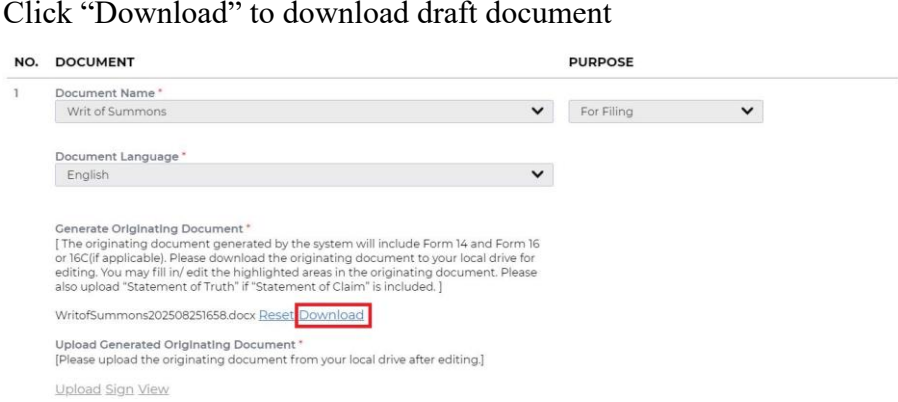
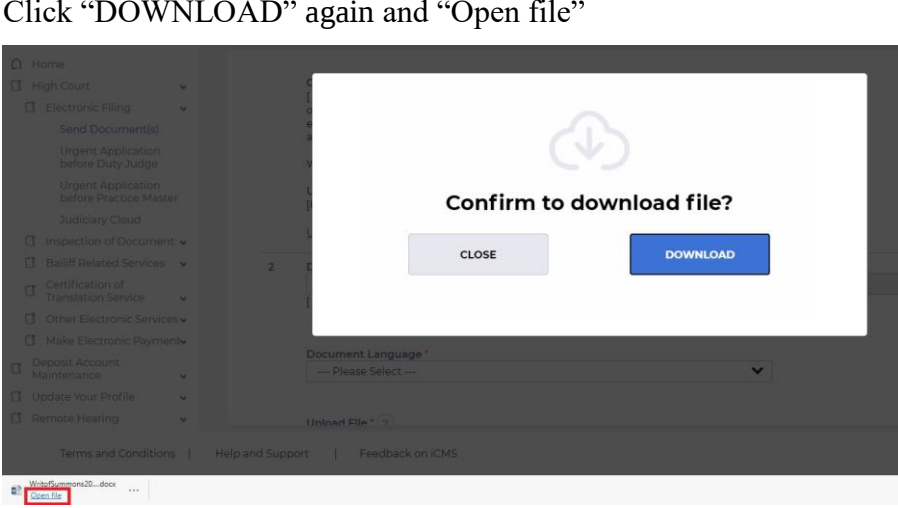
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
6.	<u>Input case party details</u> Select “Party Type *” > Select “Party Category*”> Input “Surname (Eng)*”> Input “Given Name (Eng)”> Input “Address*”> Select district and region> “Representation/ Representative*” and corresponding address are prefilled (in accordance with user profile of OU/IU). If “Address” is more than one, please select as appropriate> Input “Solicitors Ref./Your Ref.*”> <i>[Note: Only applicable to OU account user.]</i> Click “Add Parties(For)” and repeat the steps for any additional Plaintiff(s) Click “NEXT”>	Step 2: Enter Court Case Details - Case Parties (For) Commence a new case Screen ID: UIS-FIL-HC-001-002  <i>[Note: You may save the submission as draft at any time before confirmation and payment. Please refer to “How to save (and retrieve) a draft submission before commencing a new case?” video clip, and/ or the step-by-step guide on “Save (and retrieve) a draft submission before commencing a new case” for more information.]</i>

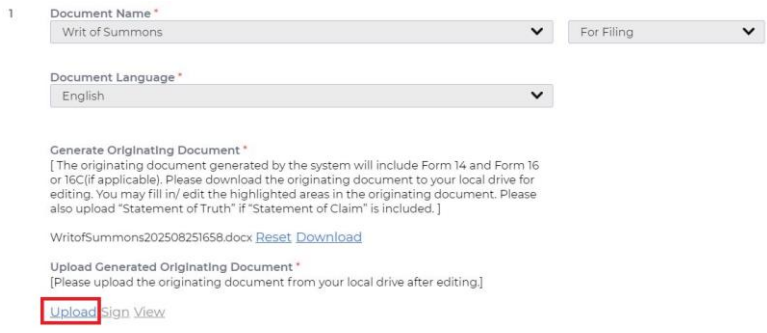
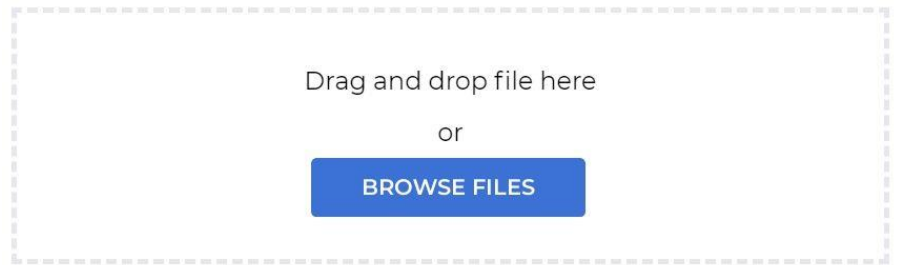
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
7.	<u>Input case party details</u> Select “Party Type *”> Select “Party Category*”> Input “Surname (Eng)*”> Input “Given Name (Eng)”> Input “Address*”> Select district and region> Select “Representation/ Representative” otherwise it is defaulted as “In Person”> Click “Add Parties(Against)” and repeat the steps for any additional Defendant(s). Click “NEXT”>	Step 3: Enter Court Case Details - Case Parties (Against)  Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Notice - The fields of surname and given name in either English or Chinese must be input. - Please input your information in English or Chinese - Field with (*) is required information Enter Court Case Details - Case Parties (Against) Batch No. 01 Party Type * --- Please Select --- Party Category * --- Please Select --- Surname (Eng) * Given Name (Eng) Surname (Chi) Given Name (Chi) Address * State the party's address ☐ NO. ADDRESS (ENG) ADDRESS (CHI) ☐ NON-LOCAL ADDRESS ☒ English Address ☐ Chinese Address --- Please Select --- --- Please Select --- --- Please Select --- --- Please Select --- Add Delete Mobile No. Other telephone No. Fax No. Representation / Representative * In Person Add Parties(Against) Remove Party BACK SAVE DRAFT NEXT
8.	<u>Upload documents</u> Select “English” in “Document Language*”>	Step 4: Enter Court Case Details - Documents Select “Document Language” and click “Generate Originating Document”  Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Notice - Field with (*) is required information Enter Court Case Details - Documents Batch No. 01 Document Language * Add Parties(Against) Remove Party BACK SAVE DRAFT NEXT

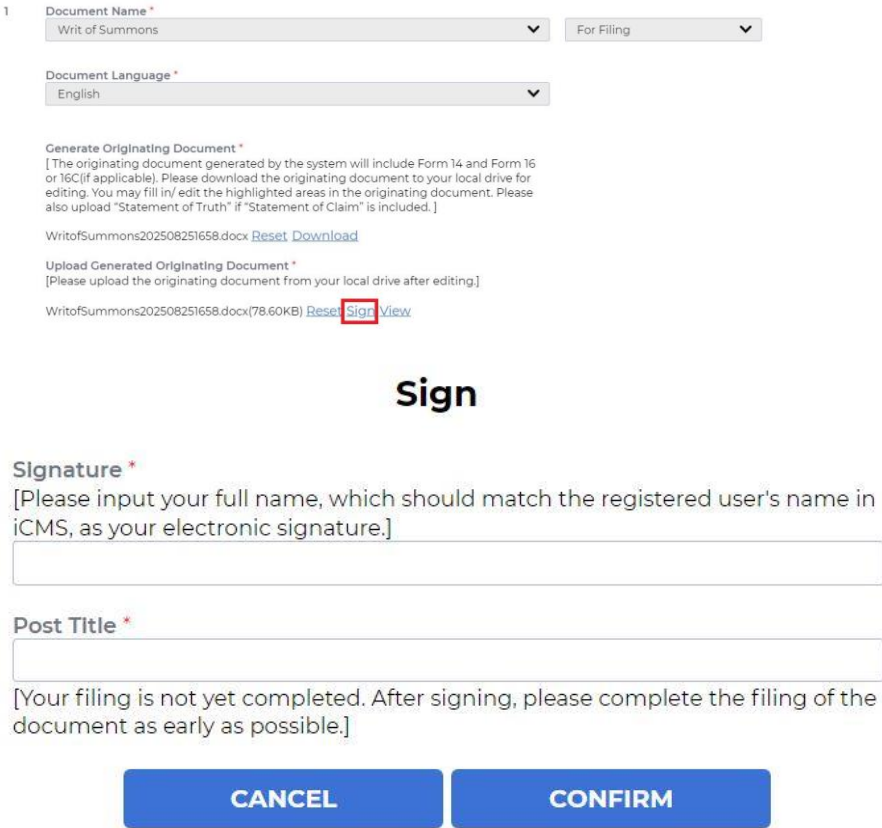
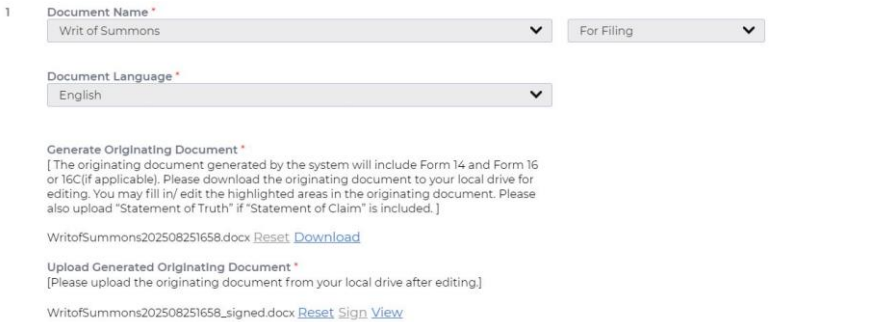
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
	Click “Generate Originating Document” to generate a document according to information filled in the previous steps. A draft originating document, i.e. Writ of Summons, is generated. Click “Download” to download this draft> A window pops up. Click “DOWNLOAD” again to proceed> The draft originating document is downloaded to the local drive. Click “Open file”. Edit the content of the downloaded draft if necessary. Click “CLOSE” to close the pop up>	 Click “Download” to download draft document  Click “DOWNLOAD” again and “Open file” 

Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

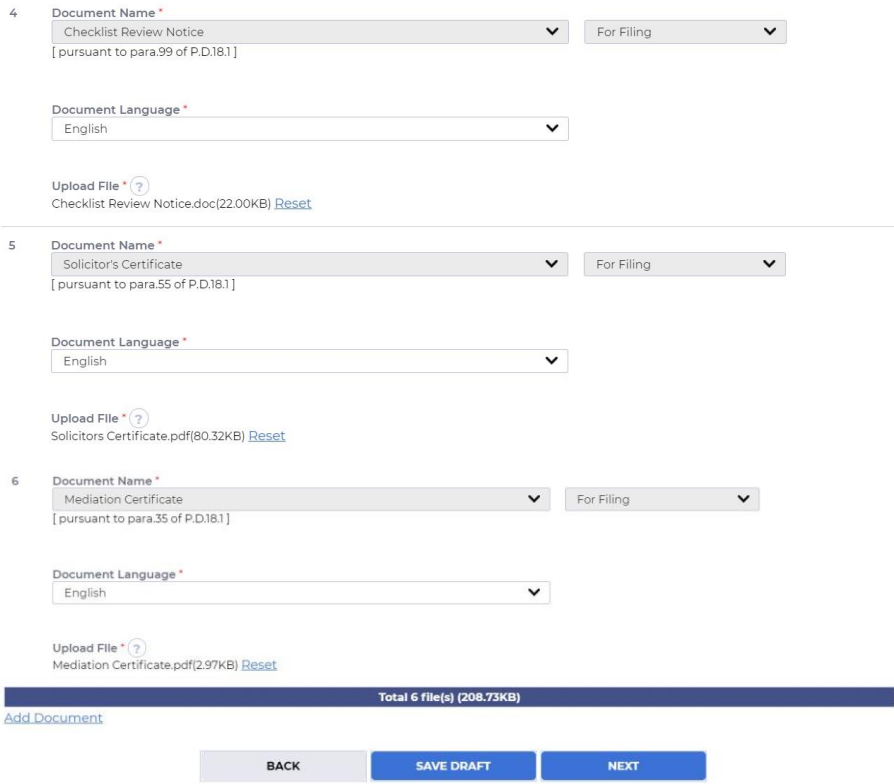
Item	Process	Related screenshots for reference												
	Click “Upload” to upload the revised originating document> After clicking “Upload”, there is a pop-up box. Click “BROWSE FILES” in the pop-up box and select the revised originating document which is required to upload from the local drive. <i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i> The revised originating document is successfully uploaded. Click “Preview” to preview the uploaded document if necessary. Otherwise, click “OK” to proceed >	Click “Upload”  After clicking “Upload”, there is a pop-up box.  Uploaded Documents <table> <thead> <tr> <th>Document Name</th><th>Type</th><th>Size (0 B)</th></tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> CLOSE OK  Uploaded Documents <table> <thead> <tr> <th>Document Name</th><th>Type</th><th>Size (78.6 KB)</th></tr> </thead> <tbody> <tr> <td>WritofSummons202508251658.docx</td><td>docx</td><td>78.6 KB</td></tr> </tbody> </table> Preview Delete CLOSE OK	Document Name	Type	Size (0 B)	No Document Uploaded.			Document Name	Type	Size (78.6 KB)	WritofSummons202508251658.docx	docx	78.6 KB
Document Name	Type	Size (0 B)												
No Document Uploaded.														
Document Name	Type	Size (78.6 KB)												
WritofSummons202508251658.docx	docx	78.6 KB												

Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
	The revised originating document is successfully uploaded. Click “Sign” to apply signature to the document just uploaded> <i>[Note: If document(s) bundled for submission in case commencement is applicable, e.g. Acknowledgement of Service bundled with Writ of Summon, the document(s) are listed in this step. Please click “Upload” to upload the document(s) concerned, or click “Delete” to remove the document(s) if necessary.]</i>	 1 Document Name * Writ of Summons Document Language * English Generate Originating Document * [The originating document generated by the system will include Form 14 and Form 16 or 16C (if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload “Statement of Truth” if “Statement of Claim” is included.] WritofSummons202508251658.docx Reset Download Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.] WritofSummons202508251658.docx (78.60KB) Reset Sign View Sign Signature * [Please input your full name, which should match the registered user's name in iCMS, as your electronic signature.] Post Title * [Your filing is not yet completed. After signing, please complete the filing of the document as early as possible.] CANCEL CONFIRM
	The revised originating document is successfully signed.	 1 Document Name * Writ of Summons Document Language * English Generate Originating Document * [The originating document generated by the system will include Form 14 and Form 16 or 16C (if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload “Statement of Truth” if “Statement of Claim” is included.] WritofSummons202508251658.docx Reset Download Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.] WritofSummons202508251658_signed.docx Reset Sign View <i>[Important Note for OU account holders, particularly for legal firm users: If the previous steps are taken by the filing clerk and since the originating document is required to be signed by the Solicitor, the filing clerk has to click “SAVE DRAFT” at the bottom and inputs the password for Solicitor to retrieve the saved record for e-sign. Please note that only the generated originating document is saved in this step.]</i> <i>Then log in the OU account of the Solicitor who is responsible for signing the document. Select “High Court”> “Electronic Filing”> “Send Document(s)”> “Load draft filing”. Input the</i>

Item	Process	Related screenshots for reference										
		password to retrieve the saved record. The Solicitor can then sign the document. Since the signer is the submitter and only the originating document is saved, the Solicitor will then be required to upload any supporting documents for case commencement (if applicable), e.g. an affidavit/affirmation in support, and continue item 9 to proceed with the procedure after signing the originating document.]										
9.	<u>Upload Other Documents</u> Example : Statement of Claim. Select language in “Document Language*”> “Purpose” is defaulted and cannot be changed Click “Upload”> [Note: (i)if the document is not applicable, click “Delete” to remove the document; (ii) Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.] Click “BROWSE FILES” and select document> [Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and	2 Document Name * Statement of Claim [(with Statement of Truth)] For Filing Delete [If document is not yet available] Document Language * --- Please Select --- Upload File * (?) Upload Judiciary Cloud Drag and drop file here or BROWSE FILES Uploaded Documents <table><thead><tr><th>Document Name</th><th>Type</th><th>Size (2.9 KB)</th><th></th><th></th></tr></thead><tbody><tr><td>Statement of claim.pdf</td><td>pdf</td><td>2.9 KB</td><td>Preview</td><td>Delete</td></tr></tbody></table> CLOSE OK ... 2 Document Name * Statement of Claim [(with Statement of Truth)] For Filing Delete [If document is not yet available] Document Language * English Upload File * (?) Statement of claim.pdf(2.94KB) Reset 3 Document Name * Statement of Damages [pursuant to para.54 of P.D.18.1] For Filing Delete [If document is not yet available] Document Language * English Upload File * (?) Statement of Damages.doc(22.00KB) Reset	Document Name	Type	Size (2.9 KB)			Statement of claim.pdf	pdf	2.9 KB	Preview	Delete
Document Name	Type	Size (2.9 KB)										
Statement of claim.pdf	pdf	2.9 KB	Preview	Delete								

Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
	<i>drop’ feature” for more information.]</i> Document name is displayed under “Uploaded Documents” Click “Preview” to view the image of the document> Click “OK” if the uploaded document is in order> Or, click “Delete” if the uploaded document is not in order> <i>[Note: You may click “SAVE DRAFT” to save a draft submission before commencing a new case. Please note that apart from the 1st document, i.e. originating document generated by the system, all other uploaded documents will not be saved in this draft submission.</i> <i>Please refer to the step-by-step guide “Save (and retrieve) a draft submission before commencing a new case” for more information.]</i> After uploading all documents, click “NEXT”>	 4 Document Name * Checklist Review Notice [pursuant to para.99 of P.D.18.1] For Filing Document Language * English Upload File * Checklist Review Notice.doc(22.00KB) Reset 5 Document Name * Solicitor's Certificate [pursuant to para.55 of P.D.18.1] For Filing Document Language * English Upload File * Solicitors Certificate.pdf(80.32KB) Reset 6 Document Name * Mediation Certificate [pursuant to para.35 of P.D.18.1] For Filing Document Language * English Upload File * Mediation Certificate.pdf(2.97KB) Reset Add Document Total 6 file(s) (208.73KB) BACK SAVE DRAFT NEXT

Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference																																			
10.	<u>Confirm details of the filing</u> If filing details are in order, click “NEXT”> Click the hyperlink under the column “UPLOAD FILE” to view the documents signed or uploaded in the previous steps, if necessary. Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data>	Step 5: Confirm Details of the Filing Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Confirm Details of the Filing Batch No. 01 Court Level High Court Case Type Personal Injuries Action <table><thead><tr><th>NO.</th><th>DOCUMENT NAME</th><th>DOCUMENT LANGUAGE</th><th>PURPOSE</th><th>UPLOAD FILE</th></tr></thead><tbody><tr><td>1</td><td>Writ of Summons</td><td>English</td><td>For Filing</td><td>WritofSummons202508251658_signed.docx</td></tr><tr><td>2</td><td>Statement of Claim { (with Statement of Truth)</td><td>English</td><td>For Filing</td><td>Statement of claim.pdf(2.94KB)</td></tr><tr><td>3</td><td>Statement of Damages [pursuant to para.54 of P.D.18.1]</td><td>English</td><td>For Filing</td><td>Statement of Damages.doc(22.00KB)</td></tr><tr><td>4</td><td>Checklist Review Notice [pursuant to para.99 of P.D.18.1]</td><td>English</td><td>For Filing</td><td>Checklist Review Notice.doc(22.00KB)</td></tr><tr><td>5</td><td>Solicitor's Certificate [pursuant to para.55 of P.D.18.1]</td><td>English</td><td>For Filing</td><td>Solicitors Certificate.pdf(80.32KB)</td></tr><tr><td>6</td><td>Mediation Certificate [pursuant to para.35 of P.D.18.1]</td><td>English</td><td>For Filing</td><td>Mediation Certificate.pdf(2.97KB)</td></tr></tbody></table> BACK SAVE DRAFT NEXT	NO.	DOCUMENT NAME	DOCUMENT LANGUAGE	PURPOSE	UPLOAD FILE	1	Writ of Summons	English	For Filing	WritofSummons202508251658_signed.docx	2	Statement of Claim { (with Statement of Truth)	English	For Filing	Statement of claim.pdf(2.94KB)	3	Statement of Damages [pursuant to para.54 of P.D.18.1]	English	For Filing	Statement of Damages.doc(22.00KB)	4	Checklist Review Notice [pursuant to para.99 of P.D.18.1]	English	For Filing	Checklist Review Notice.doc(22.00KB)	5	Solicitor's Certificate [pursuant to para.55 of P.D.18.1]	English	For Filing	Solicitors Certificate.pdf(80.32KB)	6	Mediation Certificate [pursuant to para.35 of P.D.18.1]	English	For Filing	Mediation Certificate.pdf(2.97KB)
NO.	DOCUMENT NAME	DOCUMENT LANGUAGE	PURPOSE	UPLOAD FILE																																	
1	Writ of Summons	English	For Filing	WritofSummons202508251658_signed.docx																																	
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3	Statement of Damages [pursuant to para.54 of P.D.18.1]	English	For Filing	Statement of Damages.doc(22.00KB)																																	
4	Checklist Review Notice [pursuant to para.99 of P.D.18.1]	English	For Filing	Checklist Review Notice.doc(22.00KB)																																	
5	Solicitor's Certificate [pursuant to para.55 of P.D.18.1]	English	For Filing	Solicitors Certificate.pdf(80.32KB)																																	
6	Mediation Certificate [pursuant to para.35 of P.D.18.1]	English	For Filing	Mediation Certificate.pdf(2.97KB)																																	
11.	<u>Schedule Checklist Review Hearing Date</u> (only in the case of commencement of Personal Injuries Action) Click “NEXT”> <i>[Note: Submission cannot be saved successfully until a hearing date is accepted.]</i>	Step 6: Schedule Checklist Review Hearing Date Commence a new case Screen ID: UIS-FIL-HC-001-002 1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Schedule Checklist Review Hearing Date Batch No. 01 Hearing Nature PI Checklist Review Schedule Date and Time 30/01/2026 09:30 BACK SAVE DRAFT NEXT																																			

Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

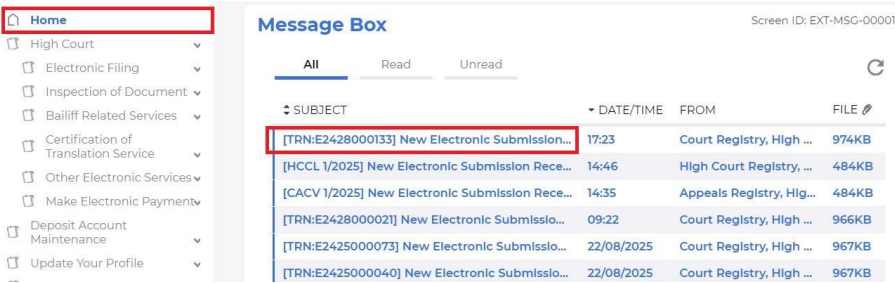
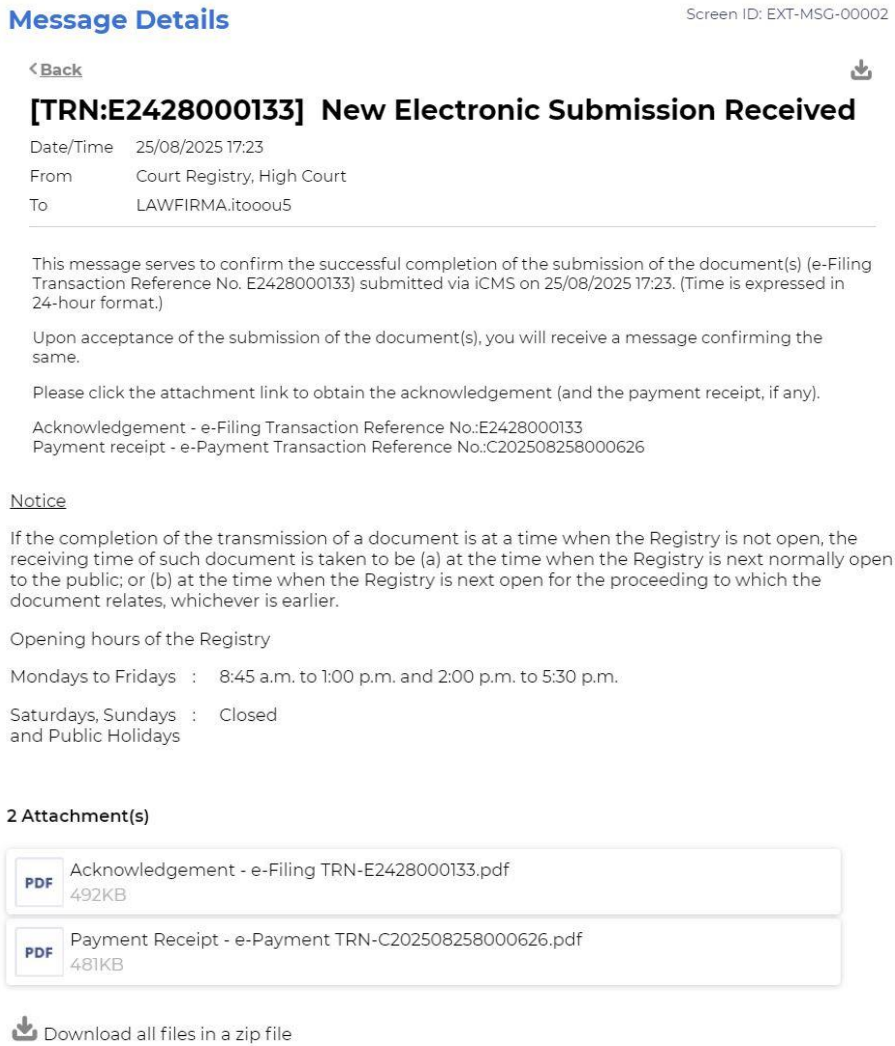
Item	Process	Related screenshots for reference																
12.	<u>Payment</u> Click “NEXT” > <i>[Note: Payment is not applicable to the party who is on legal aid.]</i> Click “OK” in the popup up of “Proceed for payment?”>	Step 7: Payment Commence a new case Screen ID: UIS-FIL-HC-001-002 1 2 3 4 5 6 7 8 Case Details Case Parties (For) Case Parties (Against) Upload Documents Confirmation Schedule Checklist Review Hearing Date Payment Acknowledgement Notice If the completion of the payment transaction is at a time when the Accounts Office of the Court is not open, the receiving time of such payment is taken to be (a) at the time when the Accounts Office of the Court is next normally open to the public; or (b) at the time when the Accounts Office of the Court is next open for the proceeding to which the payment relates, whichever is earlier. Payment of Filing Fees e-Filing Transaction Reference No. E2428000133 <table><thead><tr><th>BATCH NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>HEARING NATURE</th><th>SCHEDULE DATE AND TIME</th><th>PAYMENT ITEM(S)</th><th>AMOUNT(HKD)</th><th></th></tr></thead><tbody><tr><td>01</td><td>-</td><td>Personal Injuries Action</td><td>PI Checklist Review</td><td>30/01/2026 09:30</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)</td><td>835.00</td><td>Edit Delete</td></tr></tbody></table> Total amount : HKD 835.00 Filing for Other Court Case SAVE DRAFT NEXT Proceed for payment? CANCEL OK	BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	AMOUNT(HKD)		01	-	Personal Injuries Action	PI Checklist Review	30/01/2026 09:30	All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)	835.00	Edit Delete
BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	AMOUNT(HKD)												
01	-	Personal Injuries Action	PI Checklist Review	30/01/2026 09:30	All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)	835.00	Edit Delete											

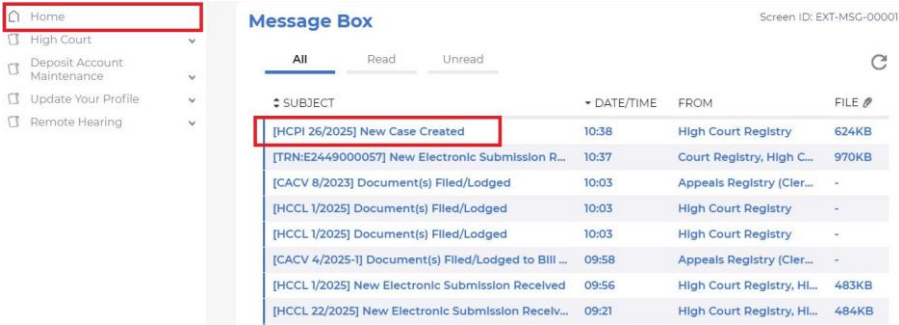
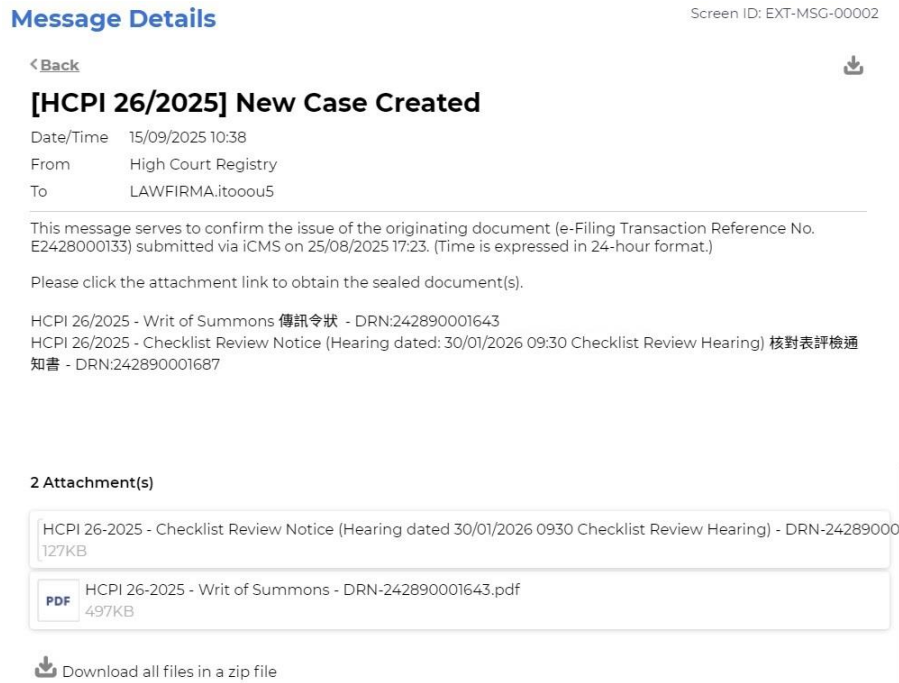
Step-by-step guide - “Commence a new case – (civil proceedings - HCPI)”

Item	Process	Related screenshots for reference
13.	Select one “Payment Method” and the “PAY” will be activated. Click “PAY”> <i>[Note: (i) Payment is not applicable to the party who is on legal aid.</i> <i>(ii) If payment method other than Deposit Account is selected, you will be redirected to the website of External Payment Service Provider for payment.</i> <i>(iii) Payment by Deposit Account is only applicable to organization accounts. If Deposit Account is selected, you will be redirected to a confirmation page of payment via deposit account. Please refer to step-by-step guide “Make Electronic Payment” for more information if necessary.]</i> <i>(iv) Upon successful payment, you will be redirected back to iCMS to proceed to Step 8 at item 14.]</i>	Online Payment Service Screen ID: EPY-SET-0001 Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference No: E2428000133 Transaction Date: 25/08/2025 Total Amount: HKD 835.00 Payment Method: ☒  ☐  ☐  ☐  ☐  ☐  ☐  CANCEL PAY - Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. - After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your 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 mobile phones and tablets) at the 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 response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused. - Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. - For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account. - Balance of deposit account will only be refunded upon termination of Organization Account. - If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.
14.	<u>Acknowledgement</u> Click “SAVE ACKNOWLEDGEMENT”> Click “DOWNLOAD” in the popup up of “Confirm to download file?”>	Step 8: Acknowledgement Screen ID: UIS-FIL-HC-001-002 Commence a new case  1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement Notice If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.

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	Click “Open file” to retrieve the Acknowledgement> Click “SAVE PAYMENT RECEIPT”> Click “DOWNLOAD” in the popup up of “Confirm to download file?”> Click “Open file” to retrieve the Payment receipt> Click “Download” under the column “UPLOAD FILE” to download a copy of originating document submitted, if necessary.	Acknowledgement Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoooo5) Submitted On 25/08/2025 17:23:41 e-Payment Transaction Date Time 25/08/2025 17:23:34 e-Payment Method Credit Card(MasterCard) Organization Chan Chan Chan & Co. e-Filing Transaction Reference No. E2428000133 e-Payment Transaction Reference No. C202508258000626 Transaction Summary <table><thead><tr><th>BATCH NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>HEARING NATURE</th><th>SCHEDULE DATE AND TIME</th><th>PAYMENT ITEM(S)</th><th>AMOUNT(HKD)</th></tr></thead><tbody><tr><td>1</td><td>-</td><td>Personal Injuries Action</td><td>PI Checklist Review</td><td>30/01/2026 09:30</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)</td><td>835.00</td></tr><tr><td colspan="6"></td><td>Total amount : 835.00</td></tr></tbody></table> The Following Document(s) Have Been Uploaded <table><thead><tr><th>BATCH NO.</th><th>NO.</th><th>PURPOSE</th><th>DOCUMENT LANGUAGE</th><th>DOCUMENT NAME</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>1</td><td>For Filing</td><td>English</td><td>Writ of Summons</td><td>WritofSummons202508251658_signed Download</td><td>242890001643</td></tr><tr><td>1</td><td>2</td><td>For Filing</td><td>English</td><td>Statement of Claim [(with Statement of Truth)]</td><td>Statement of claim.pdf(2.94KB)</td><td>242890001654</td></tr><tr><td>1</td><td>3</td><td>For Filing</td><td>English</td><td>Statement of Damages [pursuant to para.54 of P.D.18.1]</td><td>Statement of Damages.doc(22.00KB)</td><td>242890001676</td></tr><tr><td>1</td><td>4</td><td>For Filing</td><td>English</td><td>Checklist Review Notice [pursuant to para.99 of P.D.18.1]</td><td>Checklist Review Notice.doc(22.00KB)</td><td>242890001687</td></tr><tr><td>1</td><td>5</td><td>For Filing</td><td>English</td><td>Solicitor's Certificate [pursuant to para.55 of P.D.18.1]</td><td>Solicitors Certificate.pdf(80.32KB)</td><td>242890001698</td></tr><tr><td>1</td><td>6</td><td>For Filing</td><td>English</td><td>Mediation Certificate [pursuant to para.35 of P.D.18.1]</td><td>Mediation Certificate.pdf(2.97KB)</td><td>242890001700</td></tr></tbody></table> Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary. SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT Confirm to download file? CLOSE DOWNLOAD Acknowledgement -pdf Open file Payment Receipt - e-pdf Open file	BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	AMOUNT(HKD)	1	-	Personal Injuries Action	PI Checklist Review	30/01/2026 09:30	All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)	835.00							Total amount : 835.00	BATCH NO.	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	1	For Filing	English	Writ of Summons	WritofSummons202508251658_signed Download	242890001643	1	2	For Filing	English	Statement of Claim [(with Statement of Truth)]	Statement of claim.pdf(2.94KB)	242890001654	1	3	For Filing	English	Statement of Damages [pursuant to para.54 of P.D.18.1]	Statement of Damages.doc(22.00KB)	242890001676	1	4	For Filing	English	Checklist Review Notice [pursuant to para.99 of P.D.18.1]	Checklist Review Notice.doc(22.00KB)	242890001687	1	5	For Filing	English	Solicitor's Certificate [pursuant to para.55 of P.D.18.1]	Solicitors Certificate.pdf(80.32KB)	242890001698	1	6	For Filing	English	Mediation Certificate [pursuant to para.35 of P.D.18.1]	Mediation Certificate.pdf(2.97KB)	242890001700
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15.	<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u> <i>[Note: For Organization Account, the acknowledgement will also be sent to the message box of Default OU if the case concerned has not been assigned to any designated OUs by way of case profile.]</i> Click “Home”> Access Message Box> Click the message header to open and read the content and attachments therein.	Message box with message header(s) appears on the landing page  Click the message header to open and read the content and attachments therein Message Details 
16.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary <i>[Note: Sender will receive a separate message in iCMS message box if the document(s) is/are found not in order.]</i>

Item	Process	Related screenshots for reference
17.	<u>New Case Created message sent to the message box of OU/IU as appropriate</u> Login iCMS Portal and access Message Box> Click the message header to open and read the content and attachments therein.	Message box with message header(s) appears on the landing page  Click the message header to open and read the content and attachments therein 

Internal process by the Judiciary