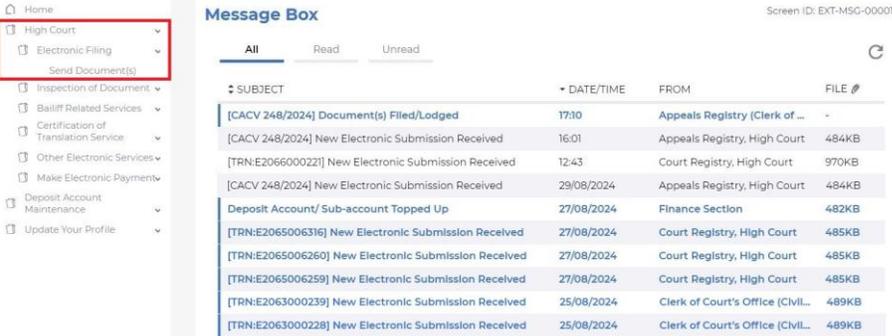
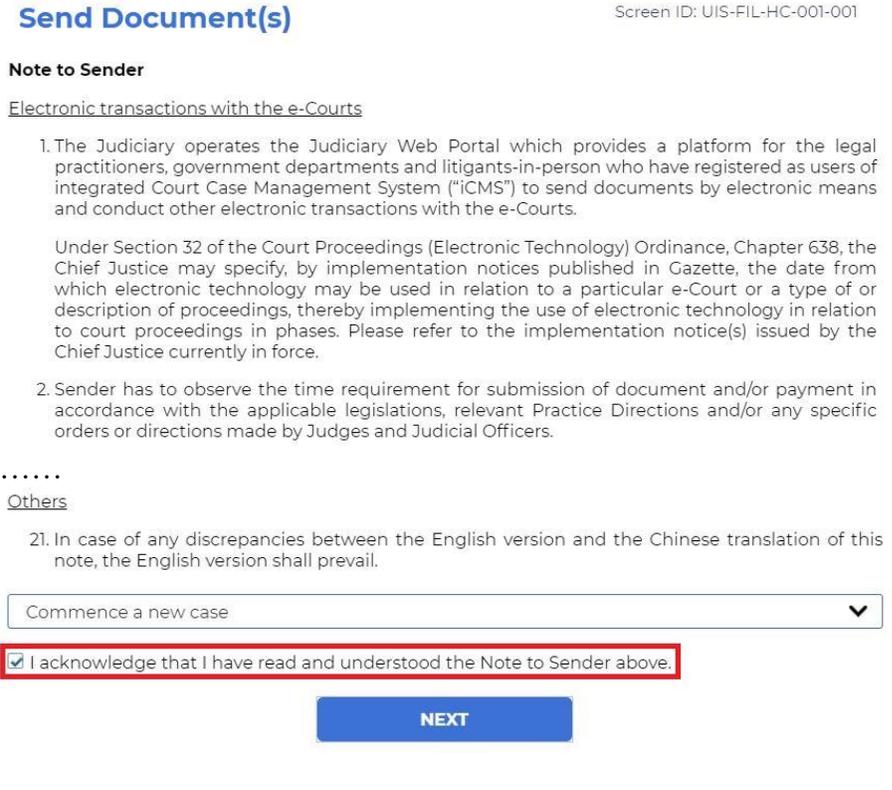
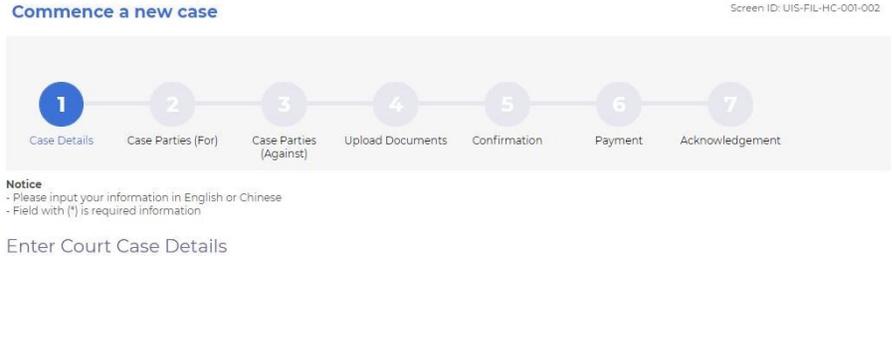


## Commence a new case (civil proceedings - CACV)

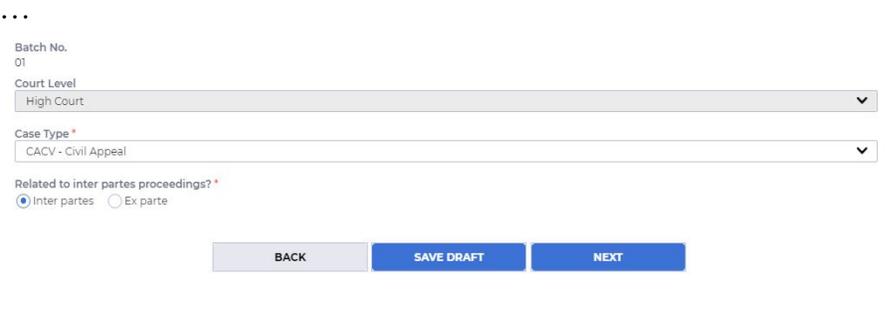
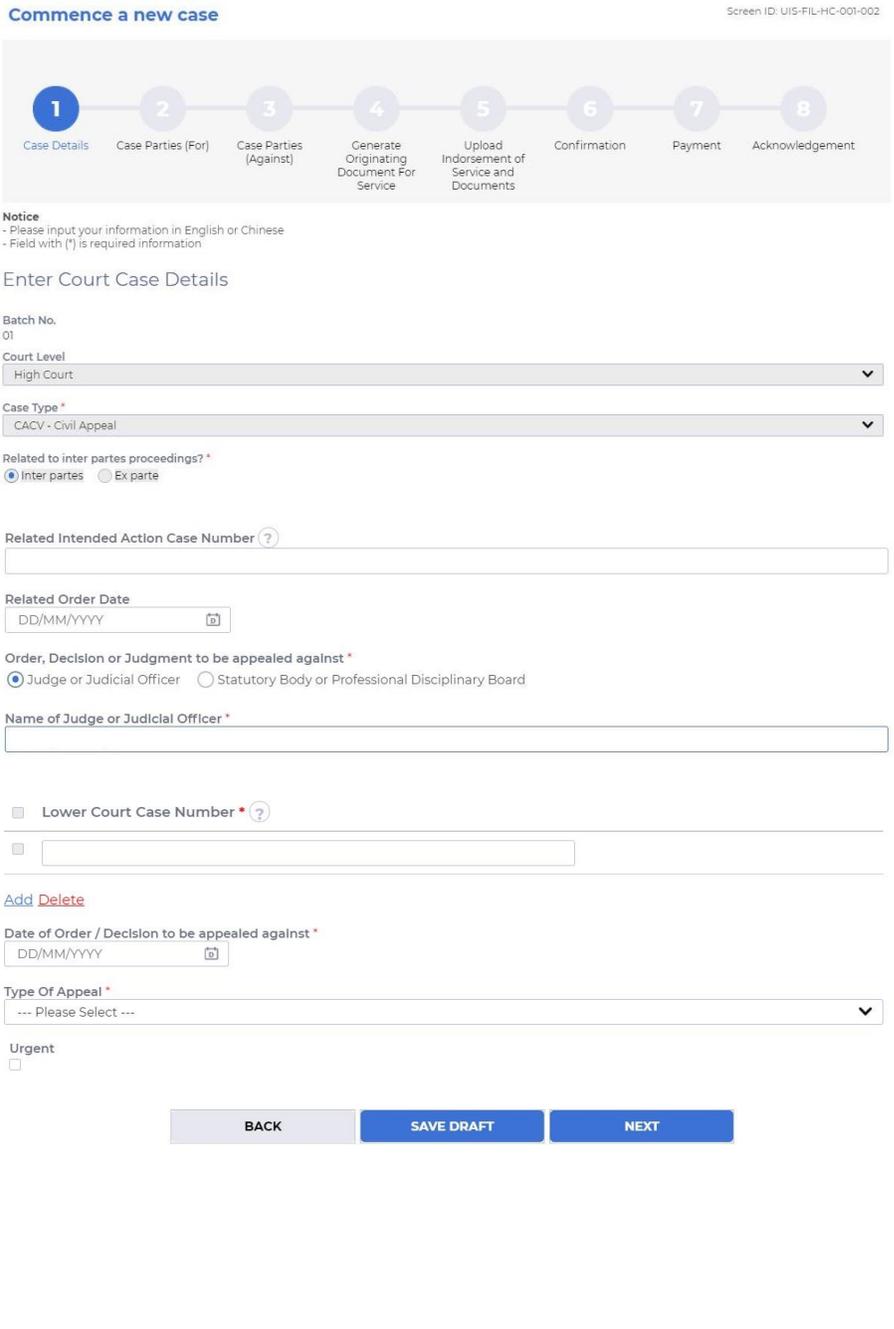
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now using a civil appeal case for illustration. Please make suitable adaptation in other implemented case types.

Item	Process	Related screenshots for reference
1.	<p><b><u>Login user account</u></b></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>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><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></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">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="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code *    Login Name *  <input type="text"/>    <input type="text"/></p> <p>Password *  <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p>

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

Item	Process	Related screenshots for reference																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	 <p>Message Box</p> <p>Screen ID: EXT-MSG-00001</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE #</th> </tr> </thead> <tbody> <tr> <td>[CACV 248/2024] Document(s) Filed/Lodged</td> <td>17:10</td> <td>Appeals Registry (Clerk of ...</td> <td>-</td> </tr> <tr> <td>[CACV 248/2024] New Electronic Submission Received</td> <td>16:01</td> <td>Appeals Registry, High Court</td> <td>484KB</td> </tr> <tr> <td>[TRN:E2066000221] New Electronic Submission Received</td> <td>12:43</td> <td>Court Registry, High Court</td> <td>970KB</td> </tr> <tr> <td>[CACV 248/2024] New Electronic Submission Received</td> <td>29/08/2024</td> <td>Appeals Registry, High Court</td> <td>484KB</td> </tr> <tr> <td>Deposit Account/ Sub-account Topped Up</td> <td>27/08/2024</td> <td>Finance Section</td> <td>482KB</td> </tr> <tr> <td>[TRN:E2065006316] New Electronic Submission Received</td> <td>27/08/2024</td> <td>Court Registry, High Court</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006260] New Electronic Submission Received</td> <td>27/08/2024</td> <td>Court Registry, High Court</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006259] New Electronic Submission Received</td> <td>27/08/2024</td> <td>Court Registry, High Court</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2063000239] New Electronic Submission Received</td> <td>25/08/2024</td> <td>Clerk of Court's Office (Civl...</td> <td>489KB</td> </tr> <tr> <td>[TRN:E2063000228] New Electronic Submission Received</td> <td>25/08/2024</td> <td>Clerk of Court's Office (Civl...</td> <td>489KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE #	[CACV 248/2024] Document(s) Filed/Lodged	17:10	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Court	484KB	[TRN:E2066000221] New Electronic Submission Received	12:43	Court Registry, High Court	970KB	[CACV 248/2024] New Electronic Submission Received	29/08/2024	Appeals Registry, High Court	484KB	Deposit Account/ Sub-account Topped Up	27/08/2024	Finance Section	482KB	[TRN:E2065006316] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006260] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006259] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2063000239] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB
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3.	<p><b><u>Select the required function</u></b></p> <p>Select “Commence a new case”&gt;</p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”&gt;</p> <p>Click “NEXT”&gt;</p>	 <p>Send Document(s)</p> <p>Screen ID: UIS-FIL-HC-001-001</p> <p><b>Note to Sender</b></p> <p><u>Electronic transactions with the e-Courts</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>.....</p> <p><u>Others</u></p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Commence a new case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p><b>NEXT</b></p>																																												
4.	<p><b><u>Input case details</u></b></p> <p>“Court Level” is prefilled as “High Court”.</p> <p>Select “Case Type*”&gt;</p>	 <p>Commence a new case</p> <p>Screen ID: UIS-FIL-HC-001-002</p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Payment 7 Acknowledgement</p> <p><b>Notice</b></p> <ul style="list-style-type: none"> <li>- Please input your information in English or Chinese</li> <li>- Field with (*) is required information</li> </ul> <p>Enter Court Case Details</p>																																												

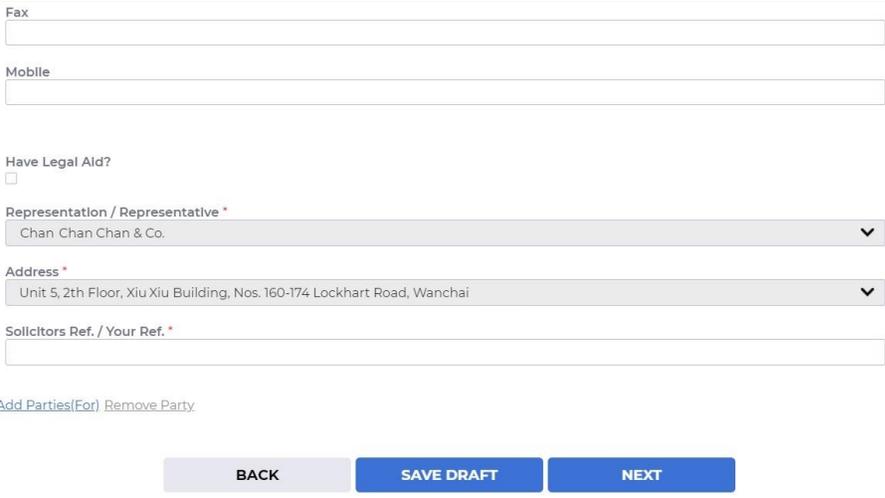
Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

Item	Process	Related screenshots for reference
	<p>Select “Related to inter partes proceedings?*” as appropriate. &gt;</p> <p><i>[Note: “Relate to inter partes proceedings?*” applicable to CACV only.]</i></p> <p>Click “NEXT”&gt;</p>	 <p>...</p> <p>Batch No. 01</p> <p>Court Level High Court</p> <p>Case Type * CACV - Civil Appeal</p> <p>Related to inter partes proceedings? *  <input checked="" type="radio"/> Inter partes   <input type="radio"/> Ex parte</p> <p>BACK   SAVE DRAFT   NEXT</p>
<p>5.</p>	<p><b><u>Input case details (cont'd)</u></b></p> <p>“Court Level” is prefilled as “High Court”.</p> <p>“Case Type” is prefilled as “CACV – Civil Appeal” according to the selection at item 4.</p> <p>Input “Related Intended Action Case Number” and “Related Order Date” if any&gt;</p> <p>Select “Order, Decision or Judgment to be appealed against”&gt;</p> <p><i>[Note (1): if “Judge or Judicial Officer” is selected, (i) input “Name of Judge or Judicial Officer”; (ii) input “Lower Court Case Number”; (iii) Select “Date of Order/Decision to be appealed against” using the date picker; and (iv) select “Type of Appeal”.</i></p> <p><i>Note (2): If “Statutory Body or Professional Disciplinary Board” is selected, (i) select “Name of Statutory Body or Professional Disciplinary Board”; (ii) input ‘Related Reference No.’; and (iii)</i></p>	 <p>Commence a new case <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p> <p>1 Case Details   2 Case Parties (For)   3 Case Parties (Against)   4 Generate Originating Document For Service   5 Upload Indorsement of Service and Documents   6 Confirmation   7 Payment   8 Acknowledgement</p> <p><b>Notice</b>  - Please input your information in English or Chinese  - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level High Court</p> <p>Case Type * CACV - Civil Appeal</p> <p>Related to inter partes proceedings? *  <input checked="" type="radio"/> Inter partes   <input type="radio"/> Ex parte</p> <p>Related Intended Action Case Number (?)</p> <p>Related Order Date DD/MM/YYYY</p> <p>Order, Decision or Judgment to be appealed against *  <input checked="" type="radio"/> Judge or Judicial Officer   <input type="radio"/> Statutory Body or Professional Disciplinary Board</p> <p>Name of Judge or Judicial Officer *</p> <p><input type="checkbox"/> Lower Court Case Number * (?)</p> <p><a href="#">Add</a> <a href="#">Delete</a></p> <p>Date of Order / Decision to be appealed against * DD/MM/YYYY</p> <p>Type Of Appeal * --- Please Select ---</p> <p>Urgent <input type="checkbox"/></p> <p>BACK   SAVE DRAFT   NEXT</p>

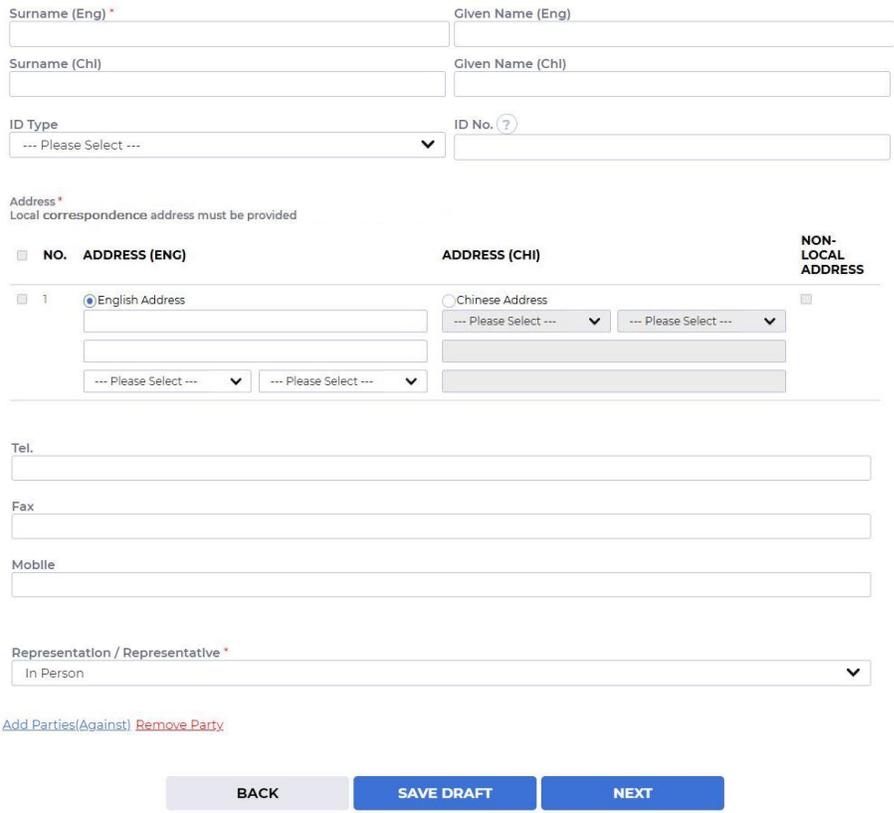
Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

Item	Process	Related screenshots for reference										
	<p>Select “Date of Order/Decision to be appealed against” using the date picker. “Type Of Appeal” is prefilled&gt;]</p> <p>Tick the checkbox “Urgent” if the case is urgent&gt;</p> <p>Click “NEXT”&gt;</p>											
6.	<p><b><u>Input Appellant’s details</u></b></p> <p>The checkbox “Party (Appellant) involved in this appeal case” is pre-selected by the system.</p> <p><i>[Note: If the party of the lower court case will not be involved in this new appeal case, please un-selected this checkbox. The “Party No. ”, “Party Type” and name of the lower court case will still be shown in the originating document but he/she will not be shown as (Appellant) and their addresses will also not be required to be inputted. ]</i></p> <p>Input “Party No.” of the lower court case&gt;</p> <p>Select “Party Type *” of the lower court case&gt;</p> <p>Select “Party Category*”&gt;</p> <p>Input “Surname (Eng)*”&gt;</p> <p>Input “Given Name (Eng)”&gt;</p>	<p>Step 2: Enter Court Case Details - Case Parties (For)</p>  <p>Screen ID: UIS-FIL-HC-001-002</p> <p><b>Notice</b></p> <ul style="list-style-type: none"> <li>- The fields of surname and given name in either English or Chinese must be input</li> <li>- Please input your information in English or Chinese</li> <li>- Field with (*) is required information</li> </ul> <p>Enter Court Case Details - Case Parties (For)</p> <p>Batch No. 01</p> <p>Party (Appellant) involved in this appeal case * <input checked="" type="checkbox"/></p> <p>Party No. <input type="text"/></p> <p><small>[Please input the "Party No." and "Party Type" of ALL the case parties in accordance with the lower court judgment / order to be appealed against.]</small></p> <p>Party Type * --- Please Select ---</p> <p>Party Category * --- Please Select ---</p> <p><small>[The party type selected must be the same as in the lower court case.]</small></p> <p>Surname (Eng) * <input type="text"/></p> <p>Given Name (Eng) <input type="text"/></p> <p>Surname (Chi) <input type="text"/></p> <p>Given Name (Chi) <input type="text"/></p> <p>ID Type --- Please Select ---</p> <p>ID No. (?) <input type="text"/></p> <p>Address * Local correspondence address must be provided</p> <table border="0"> <thead> <tr> <th></th> <th>NO.</th> <th>ADDRESS (ENG)</th> <th>ADDRESS (CHI)</th> <th>NON-LOCAL ADDRESS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td> <input checked="" type="radio"/> English Address  <input type="text"/>  <input type="text"/>            --- Please Select ---         </td> <td> <input type="radio"/> Chinese Address            --- Please Select ---            --- Please Select ---         </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Tel. <input type="text"/></p>		NO.	ADDRESS (ENG)	ADDRESS (CHI)	NON-LOCAL ADDRESS	<input type="checkbox"/>	1	<input checked="" type="radio"/> English Address <input type="text"/> <input type="text"/> --- Please Select ---	<input type="radio"/> Chinese Address --- Please Select --- --- Please Select ---	<input type="checkbox"/>
	NO.	ADDRESS (ENG)	ADDRESS (CHI)	NON-LOCAL ADDRESS								
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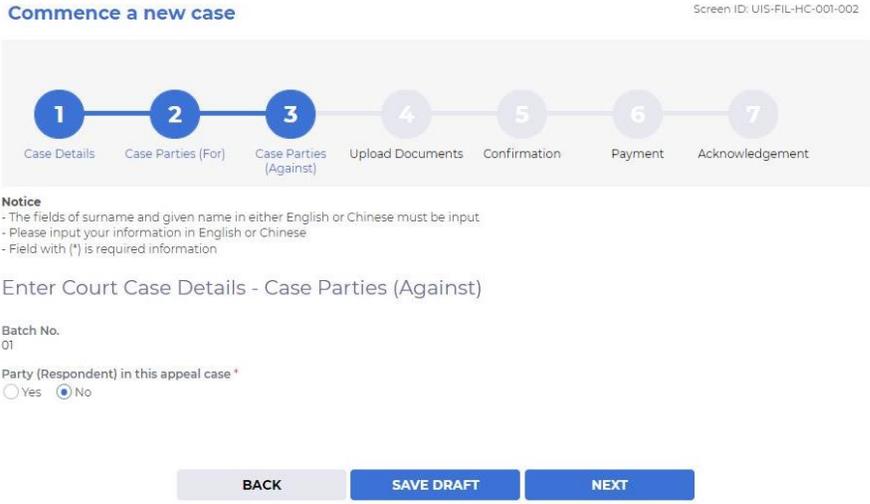
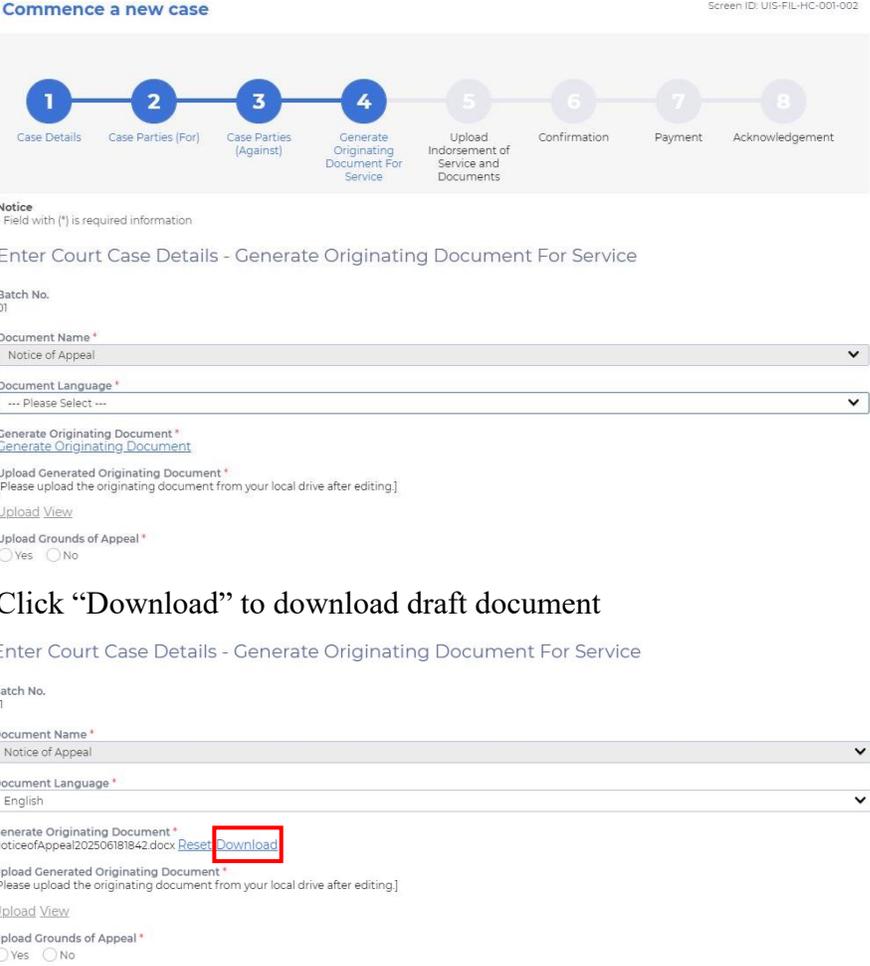
Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

Item	Process	Related screenshots for reference
	<p>Select “ID Type” (optional) &gt;</p> <p>Input “ID No.”&gt;</p> <p>Input “Address*”&gt;</p> <p>Select district and region&gt;</p> <p>“Representation/ Representative*” and corresponding address are prefilled (in accordance with user profile of OU/IU) &gt;</p> <p>Input “Solicitors Ref./Your Ref.*”&gt; <i>[Note: Only applicable to OU account user.]</i></p> <p>Click “Add Parties(For)” and repeat the steps for any additional Appellant(s)</p> <p>Click “NEXT”&gt;</p>	 <p><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></p>
7.	<p><b><u>Input Respondent’s details</u></b></p> <p>The checkbox “Party (Respondent) involved in this appeal case” is pre-selected by the system.</p> <p><i>[Note: If the party of the lower court case will not be involved in this new appeal case, please un-selected this checkbox. The “Party No.”, “Party Type” and name of the lower court case will still be shown in the originating document but he/she will not be shown as</i></p>	<p>Step 3: Enter Court Case Details - Case Parties (Against)</p> <p>Commence a new case <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p>  <p><b>Notice</b></p> <ul style="list-style-type: none"> <li>- The fields of surname and given name in either English or Chinese must be input</li> <li>- Please input your information in English or Chinese</li> <li>- Field with (*) is required information</li> </ul> <p>Enter Court Case Details - Case Parties (Against)</p> <p>Batch No. 01</p> <p>Party (Respondent) involved in this appeal case * <input checked="" type="checkbox"/></p> <p>Party No. <input type="text"/></p> <p><small>[Please input the "Party No." and "Party Type" of ALL the case parties in accordance with the lower court judgment / order to be appealed against.]</small></p> <p>Party Type * ... Please Select ...</p> <p><small>[The party type selected must be the same as in the lower court case.]</small></p> <p>Party Category * ... Please Select ...</p>

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

Item	Process	Related screenshots for reference
	<p><i>(Respondent) and their addresses will also not be required to be inputted.</i></p> <p>Input “Party No.” of the lower court case&gt;</p> <p>Select “Party Type *” of the lower court case&gt;</p> <p>Select “Party Category*”&gt;</p> <p>Input “Surname (Eng)*”&gt;</p> <p>Input “Given Name (Eng)” &gt;</p> <p>Select “ID Type” (optional) &gt;</p> <p>Input “ID No.”&gt;</p> <p>Input “Address*”&gt;</p> <p>Select district and region&gt;</p> <p>Select “Representation/ Representative*” otherwise it is defaulted as “In Person” &gt;</p> <p>Click “Add Parties(Against)” and repeat the steps for any additional Defendant(s).</p> <p>Click “NEXT”&gt;</p>	 <p>The screenshot shows a web form for entering respondent details. At the top, there are input fields for Surname (Eng) and Given Name (Eng), and Surname (Chl) and Given Name (Chl). Below these are dropdown menus for ID Type and ID No. (with a help icon). A section for Address includes a note that local correspondence address must be provided, and options for English and Chinese addresses. Contact information fields for Tel., Fax, and Mobile are present. A dropdown menu for Representation / Representative is set to 'In Person'. At the bottom, there are three buttons: 'BACK', 'SAVE DRAFT', and 'NEXT'.</p>

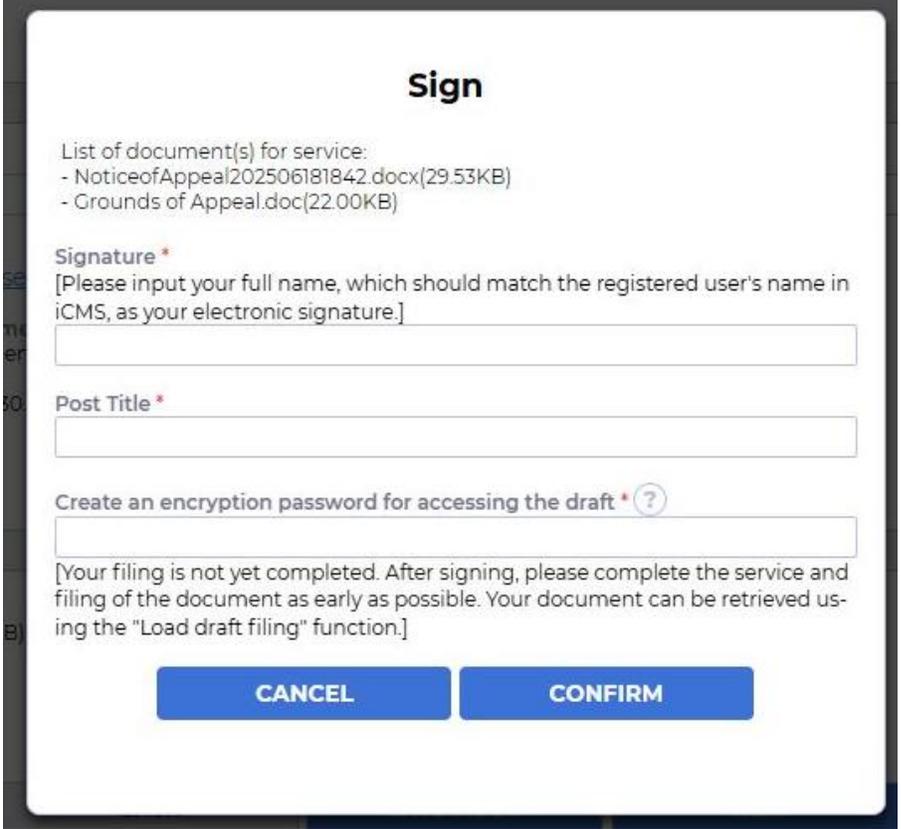
Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

Item	Process	Related screenshots for reference
	<p><i>[If “Ex parte” is selected in Step 1 of item 4 above, and in Step 3 “No” is selected in “Party (Respondent) in this appeal case*”, click “Next”. Skip item 7 and proceed to item 8 below.]</i></p>	 <p><b>Commence a new case</b> <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Payment 7 Acknowledgement</p> <p><b>Notice</b>          - 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</p> <p>Enter Court Case Details - Case Parties (Against)</p> <p>Batch No. 01</p> <p>Party (Respondent) in this appeal case *  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>BACK</b> <b>SAVE DRAFT</b> <b>NEXT</b></p>
8.	<p><b><u>Generate Originating Document For Service</u></b></p> <p>Notice of Appeal is generate by system for service.</p> <p><u>Notice of Appeal</u></p> <p>Select “English” in “Document Language*”&gt;</p> <p>Click “Generate Originating Document” to generate a document according to information filled in the previous steps.</p> <p>A draft originating document, i.e. Notice of Appeal, is generated. Click “Download” &gt;</p>	<p><b>Step 4: Enter Court Case Details – Generate Originating Document For Service</b></p>  <p><b>Commence a new case</b> <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Generate Originating Document For Service 5 Upload Indorsement of Service and Documents 6 Confirmation 7 Payment 8 Acknowledgement</p> <p><b>Notice</b>          - Field with (*) is required information</p> <p>Enter Court Case Details - Generate Originating Document For Service</p> <p>Batch No. 01</p> <p>Document Name * Notice of Appeal</p> <p>Document Language * --- Please Select ---</p> <p>Generate Originating Document *  <a href="#">Generate Originating Document</a></p> <p>Upload Generated Originating Document *          [Please upload the originating document from your local drive after editing.]  <a href="#">Upload View</a></p> <p>Upload Grounds of Appeal *  <input type="radio"/> Yes <input type="radio"/> No</p> <p>Click “Download” to download draft document</p> <p>Enter Court Case Details - Generate Originating Document For Service</p> <p>Batch No. 01</p> <p>Document Name * Notice of Appeal</p> <p>Document Language * English</p> <p>Generate Originating Document *          NoticeofAppeal202506181842.docx <a href="#">Reset</a> <a href="#">Download</a></p> <p>Upload Generated Originating Document *          [Please upload the originating document from your local drive after editing.]  <a href="#">Upload View</a></p> <p>Upload Grounds of Appeal *  <input type="radio"/> Yes <input type="radio"/> No</p>

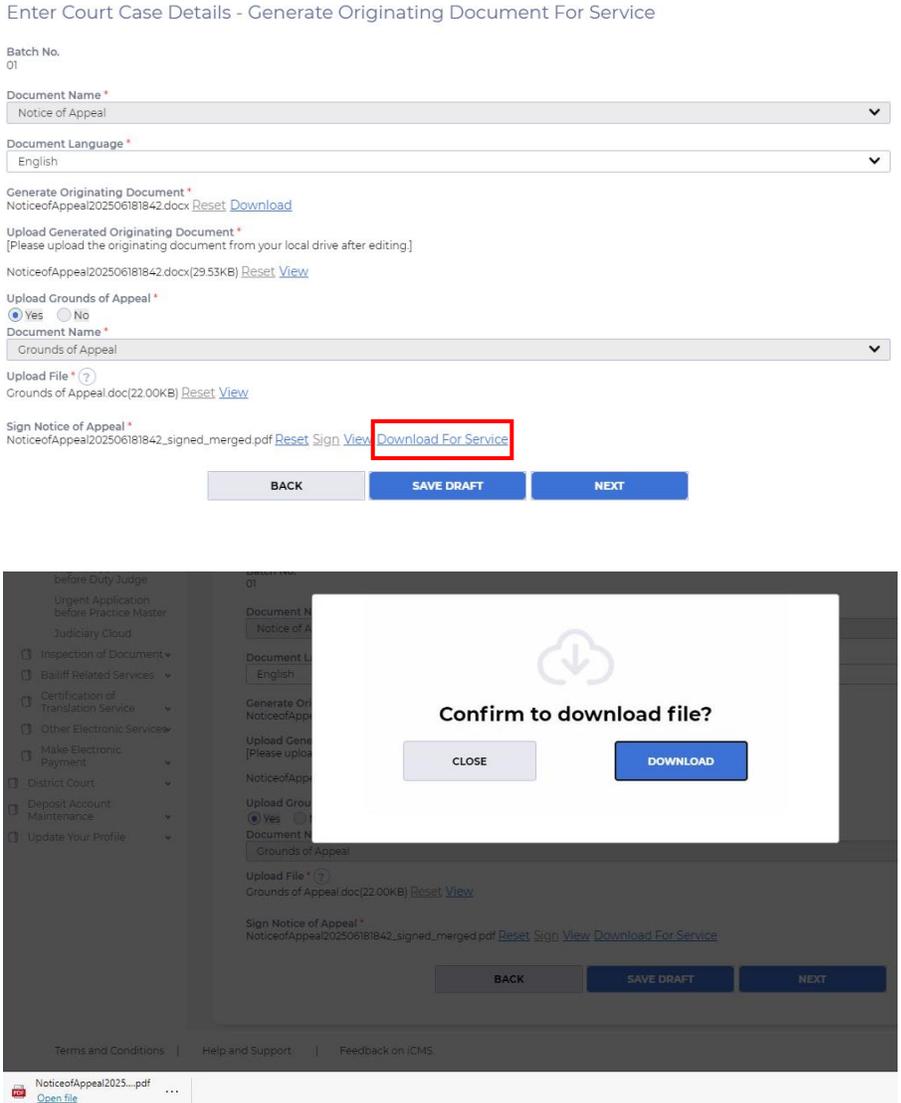
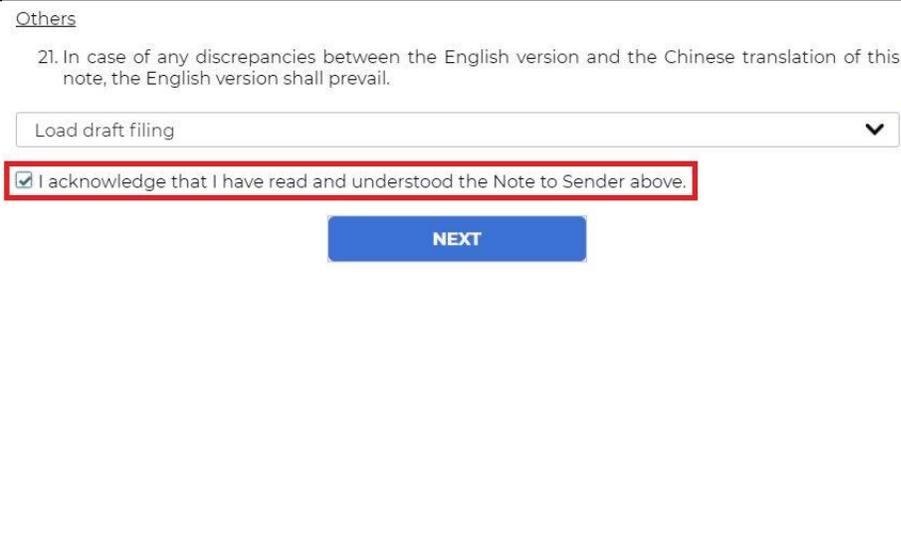




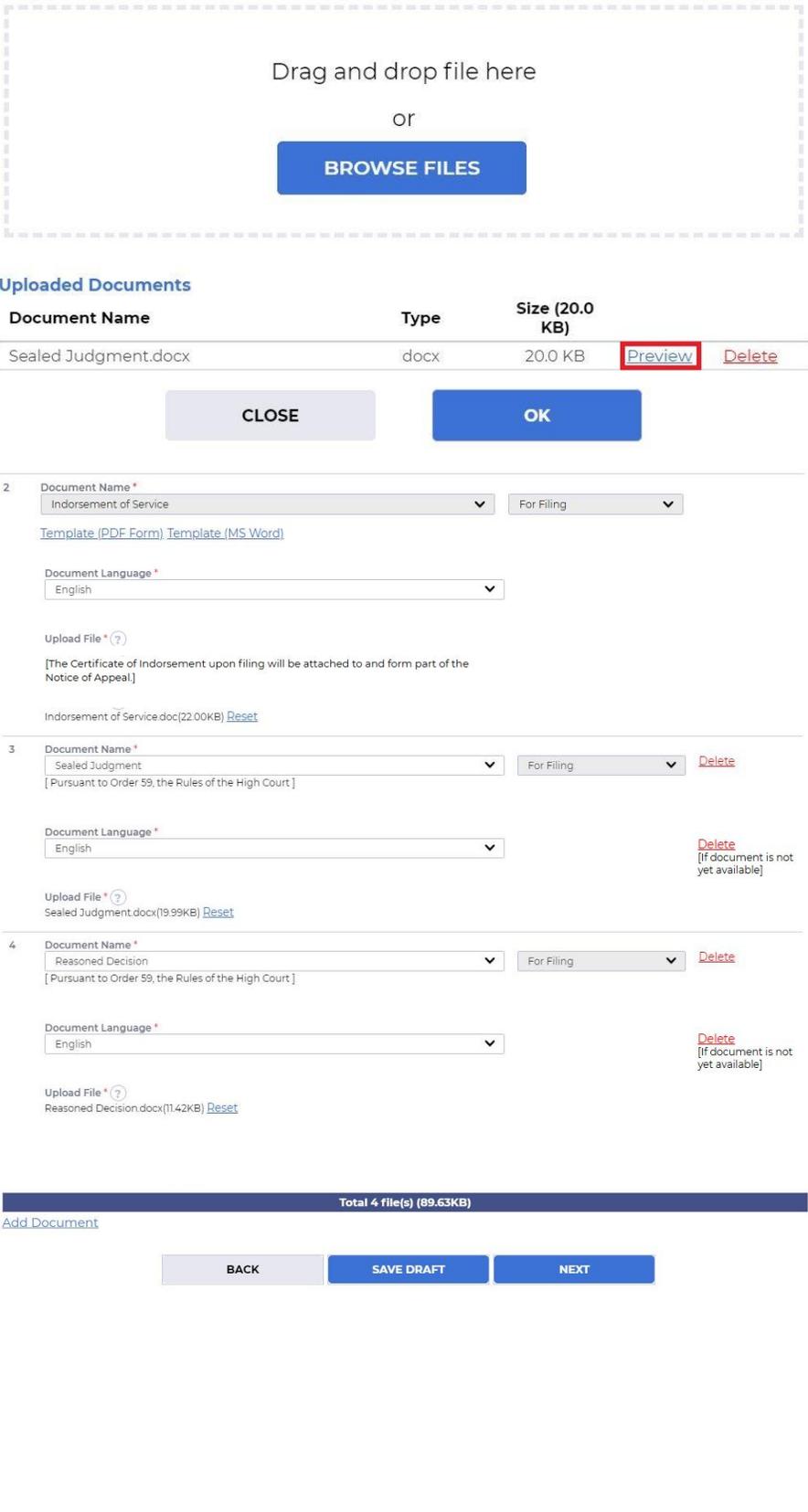
Item	Process	Related screenshots for reference														
	<p>After clicking “Upload”, there is a pop-up box.</p> <p>Click “BROWSE FILES” in the pop-up box and select the document which is required to upload from the local drive.</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>The document is successfully uploaded. Click “Preview” to preview the uploaded document if necessary. Otherwise, click “OK” to proceed &gt;</p> <p>Click ‘Sign’ to apply signature to the document just uploaded &gt;</p>	 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <hr/> <p><b>Uploaded Documents</b></p> <table border="1"> <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> <p><b>CLOSE</b> <b>OK</b></p>  <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <hr/> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (22.0 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Grounds of Appeal.doc</td> <td>doc</td> <td>22.0 KB</td> <td><a href="#">Preview</a> <a href="#">Delete</a></td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p> <p>Upload Grounds of Appeal *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Document Name *</p> <p>Grounds of Appeal</p> <p>Upload File * <a href="#">?</a></p> <p>Grounds of Appeal.doc(22.00KB) <a href="#">Reset</a> <a href="#">View</a></p> <p>Sign Notice of Appeal *</p> <p><b>Sign</b> <a href="#">View</a></p> <p><b>BACK</b> <b>SAVE DRAFT</b> <b>NEXT</b></p> <p><i>[Important Note for OU account holders: 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</i></p>	Document Name	Type	Size (0 B)	No Document Uploaded.			Document Name	Type	Size (22.0 KB)		Grounds of Appeal.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
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Item	Process	Related screenshots for reference
		<p><i>“SAVE DRAFT” at the bottom and inputs the password for retrieving the saved record. Please note that only the generated originating document is saved in this step.</i></p> <p><i>Then log in the OU account of the Solicitor who is responsible for signing the document. Select “High Court”&gt; “Electronic Filing”&gt; “Send Document(s)”&gt; “Load draft filing”. Input the password to retrieve the saved record. The Solicitor can then sign the document.</i></p> <p><i>Since the signer is the submitter and only the originating document is saved, the Solicitor will then be required to continue item 10 to proceed the procedure after signing the originating document.]</i></p>
9.	<p><b><u>Sign and save for download for service</u></b></p> <p>Input necessary information and password then click “Confirm”&gt;</p> <p>The revised originating document is successfully signed and saved as draft&gt;</p>	

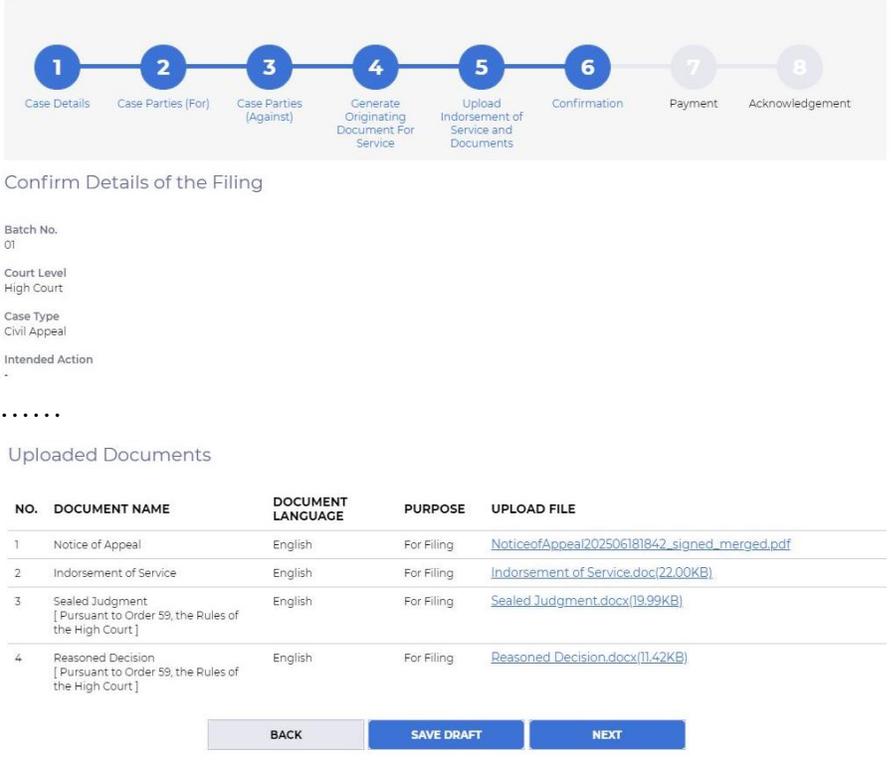
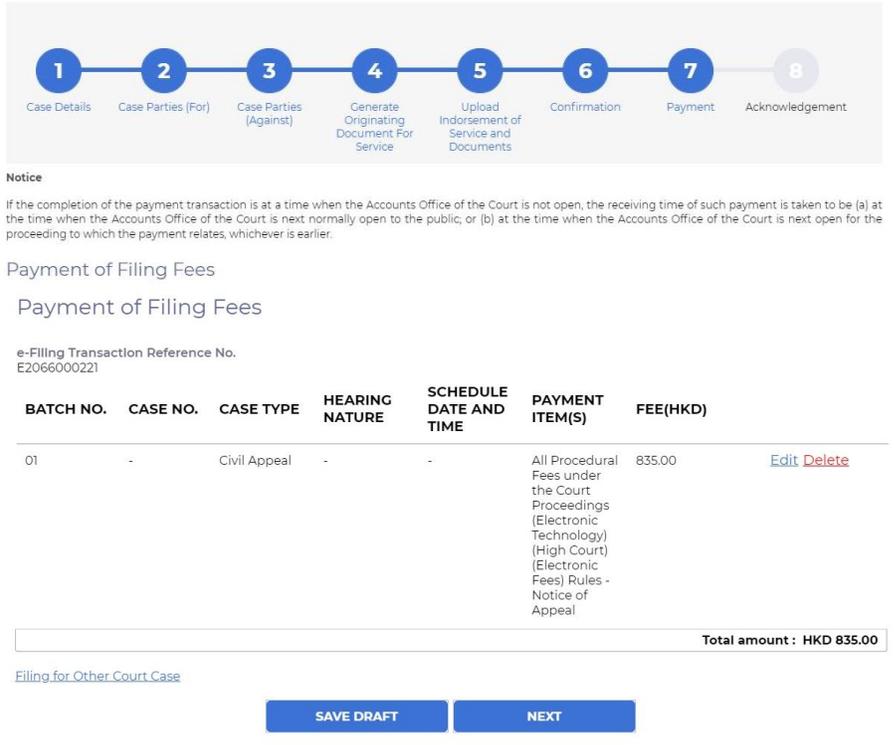
Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

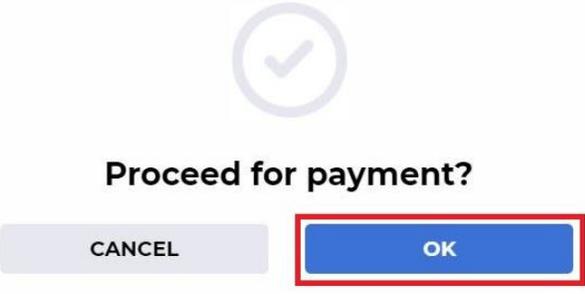
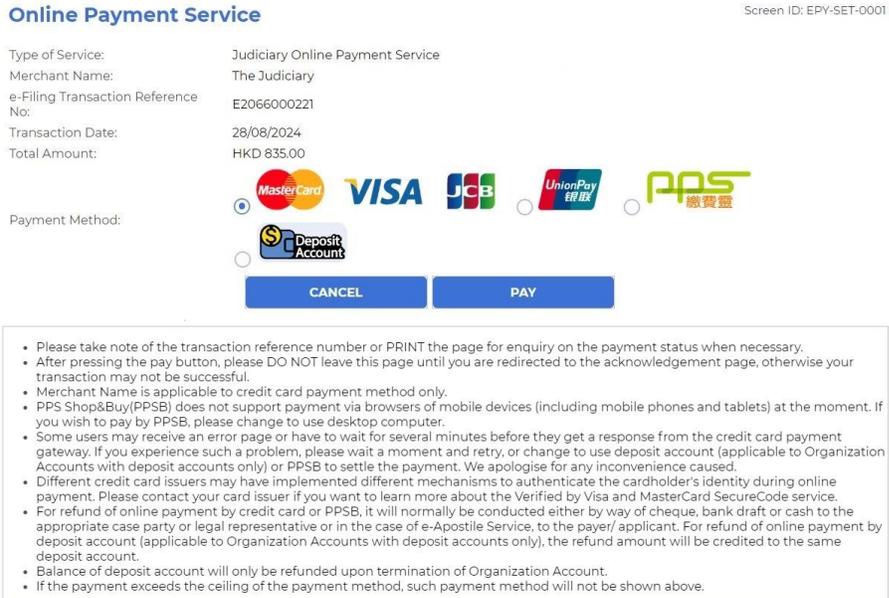
Item	Process	Related screenshots for reference
	<p>Click “Download For Service” to download the document for service&gt;</p> <p><i>[If “Ex parte” is selected in Step 1 of item 4 above, skip “Download For Service” steps in item 9 and proceed to item 10.]</i></p> <p>A window pops up. Click “DOWNLOAD” again to proceed&gt;</p> <p>The draft originating document is downloaded for service.</p>	 <p>Enter Court Case Details - Generate Originating Document For Service</p> <p>Batch No. 01</p> <p>Document Name * Notice of Appeal</p> <p>Document Language * English</p> <p>Generate Originating Document * NoticeofAppeal202506181842.docx <a href="#">Reset</a> <a href="#">Download</a></p> <p>Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.] NoticeofAppeal202506181842.docx(29.53KB) <a href="#">Reset</a> <a href="#">View</a></p> <p>Upload Grounds of Appeal * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Document Name * Grounds of Appeal</p> <p>Upload File * (?) Grounds of Appeal.doc(22.00KB) <a href="#">Reset</a> <a href="#">View</a></p> <p>Sign Notice of Appeal * NoticeofAppeal202506181842_signed_merged.pdf <a href="#">Reset</a> <a href="#">Sign View</a> <a href="#">Download For Service</a></p> <p>BACK SAVE DRAFT NEXT</p> <p>Confirm to download file? CLOSE DOWNLOAD</p> <p>BACK SAVE DRAFT NEXT</p> <p>NoticeofAppeal2025...pdf <a href="#">Open file</a></p>
10.	<p>To complete the filing after service, retrieve the document from “Electronic Filing&gt; Send Document &gt; Load draft filing” and continue&gt;</p> <p><i>[Please refer to the step-by-step guide “Save (and retrieve) a draft submission before commencing a new case” for more information.]</i></p>	 <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Load draft filing</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>

Item	Process	Related screenshots for reference																																										
11.	<p><b><u>Upload Indorsement of Service and Documents</u></b></p> <p>The draft is retrieved to continue the submission.</p> <p>Documents bundled for submission in the case of commencement of Civil appeal:</p> <ul style="list-style-type: none"> <li>• “Notice of Appeal”</li> <li>• “Indorsement of Service”</li> <li>• “Sealed Judgment”</li> <li>• “Reasoned Decision”</li> </ul> <p>Select language in “Document Language*”&gt;</p> <p>“Purpose” is prefilled as “For Filing”</p> <p>Click “Upload”&gt;</p> <p>Please refer to “Template” for “Indorsement of Service” if necessary</p> <p><i>[Note: 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.]</i></p>	<p><b>Step 5: Upload Indorsement of Service and Documents</b></p> <p>Commence a new case <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p>  <p><b>Notice</b> - Field with (*) is required information</p> <p>Enter Court Case Details - Upload Indorsement of Service and Documents</p> <p>Batch No. 01</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>                     Document Name *                      Notice of Appeal <input type="text"/> </td> <td>For Filing <input type="text"/></td> </tr> <tr> <td></td> <td>                     Document Language *                      English <input type="text"/> </td> <td></td> </tr> <tr> <td></td> <td colspan="2"> <a href="#">NoticeofAppeal202506181842_signed_merged.pdf</a> <a href="#">View</a> </td> </tr> <tr> <td>2</td> <td>                     Document Name *                      Indorsement of Service <input type="text"/> </td> <td>For Filing <input type="text"/></td> </tr> <tr> <td></td> <td colspan="2"> <a href="#">Template (PDF Form)</a> <a href="#">Template (MS Word)</a> </td> </tr> <tr> <td></td> <td colspan="2">                     Document Language *                      --- Please Select --- <input type="text"/> </td> </tr> <tr> <td></td> <td colspan="2">                     Upload File * <a href="#">?</a>                      [The Certificate of Indorsement upon filing will be attached to and form part of the Notice of Appeal.]  <a href="#">Upload</a> </td> </tr> <tr> <td>3</td> <td>                     Document Name *                      Sealed Judgment <input type="text"/> </td> <td>For Filing <input type="text"/> <span style="color: red;">Delete</span> [If document is not yet available]</td> </tr> <tr> <td></td> <td colspan="2">                     Document Language *                      --- Please Select --- <input type="text"/> </td> </tr> <tr> <td></td> <td colspan="2">                     Upload File * <a href="#">?</a>  <a href="#">Upload Judiciary Cloud</a> </td> </tr> <tr> <td></td> <td colspan="2">                     ...                 </td> </tr> <tr> <td></td> <td colspan="2">                     Upload File * <a href="#">?</a>  <span style="border: 1px solid red; padding: 2px;">Upload</span> <a href="#">Judiciary Cloud</a> </td> </tr> <tr> <td></td> <td colspan="2"> <span style="color: red;">Delete</span> [If document is not yet available]                 </td> </tr> </tbody> </table>	NO.	DOCUMENT	PURPOSE	1	Document Name * Notice of Appeal <input type="text"/>	For Filing <input type="text"/>		Document Language * English <input type="text"/>			<a href="#">NoticeofAppeal202506181842_signed_merged.pdf</a> <a href="#">View</a>		2	Document Name * Indorsement of Service <input type="text"/>	For Filing <input type="text"/>		<a href="#">Template (PDF Form)</a> <a href="#">Template (MS Word)</a>			Document Language * --- Please Select --- <input type="text"/>			Upload File * <a href="#">?</a> [The Certificate of Indorsement upon filing will be attached to and form part of the Notice of Appeal.] <a href="#">Upload</a>		3	Document Name * Sealed Judgment <input type="text"/>	For Filing <input type="text"/> <span style="color: red;">Delete</span> [If document is not yet available]		Document Language * --- Please Select --- <input type="text"/>			Upload File * <a href="#">?</a> <a href="#">Upload Judiciary Cloud</a>			...			Upload File * <a href="#">?</a> <span style="border: 1px solid red; padding: 2px;">Upload</span> <a href="#">Judiciary Cloud</a>			<span style="color: red;">Delete</span> [If document is not yet available]	
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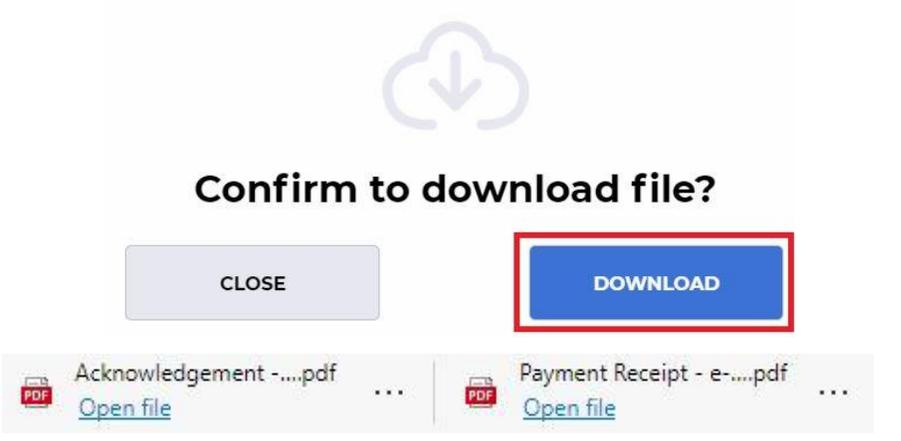
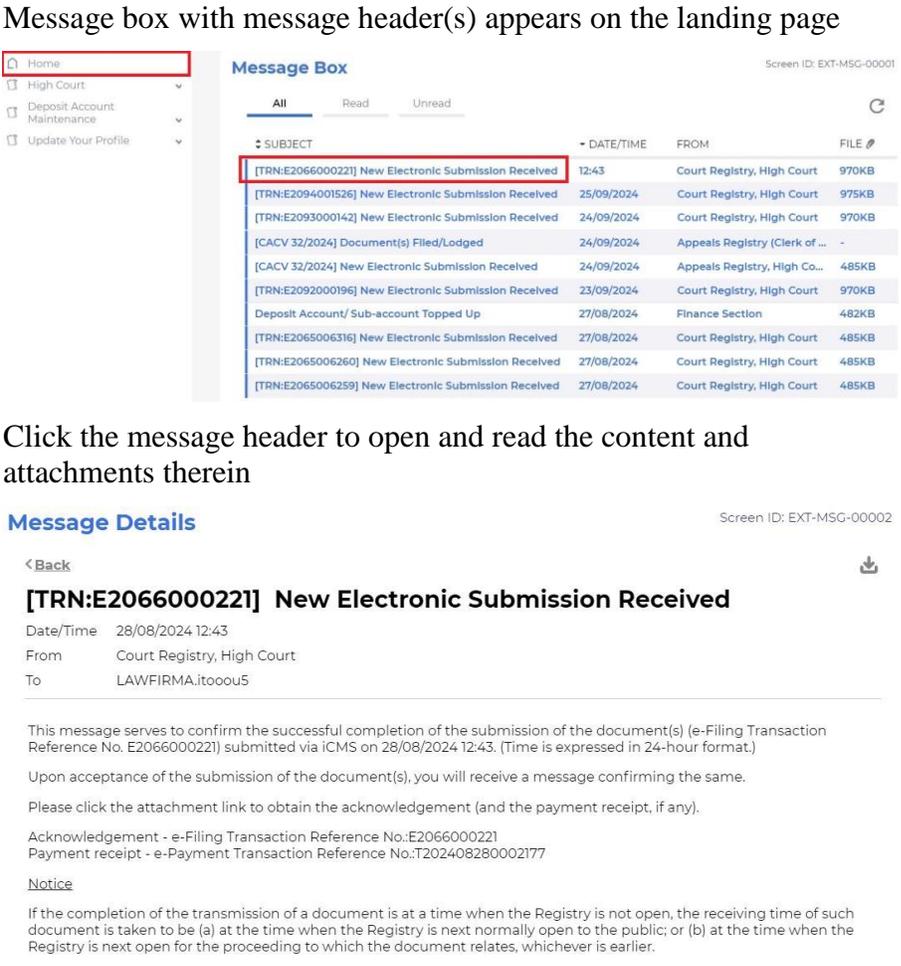
Item	Process	Related screenshots for reference								
	<p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p><i>[Note: You may click “SAVE DRAFT” to save a draft submission before commencing a new case. Please note that apart from the 1<sup>st</sup> document, i.e. originating document generated by the system, all other uploaded documents will not be saved in this draft submission. Please refer to the step-by-step guide “Save (and retrieve) a draft submission before commencing a new case” for more information.]</i></p> <p>After uploading all documents, click “NEXT”&gt;</p>	 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (20.0 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sealed Judgment.docx</td> <td>docx</td> <td>20.0 KB</td> <td><a href="#">Preview</a> <a href="#">Delete</a></td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p> <p>2 Document Name *      Indorsement of Service [v] For Filing [v]  <a href="#">Template (PDF Form)</a> <a href="#">Template (MS Word)</a>      Document Language *      English [v]      Upload File * (?)      [The Certificate of Indorsement upon filing will be attached to and form part of the Notice of Appeal.]      Indorsement of Service.doc(22.00KB) <a href="#">Reset</a></p> <p>3 Document Name *      Sealed Judgment [v] For Filing [v] <a href="#">Delete</a>      [Pursuant to Order 59, the Rules of the High Court ]      Document Language *      English [v] <a href="#">Delete</a>      [If document is not yet available]      Upload File * (?)      Sealed Judgment.docx(19.99KB) <a href="#">Reset</a></p> <p>4 Document Name *      Reasoned Decision [v] For Filing [v] <a href="#">Delete</a>      [Pursuant to Order 59, the Rules of the High Court ]      Document Language *      English [v] <a href="#">Delete</a>      [If document is not yet available]      Upload File * (?)      Reasoned Decision.docx(11.42KB) <a href="#">Reset</a></p> <p><b>Total 4 file(s) (89.63KB)</b></p> <p><a href="#">Add Document</a> <b>BACK</b> <b>SAVE DRAFT</b> <b>NEXT</b></p>	Document Name	Type	Size (20.0 KB)		Sealed Judgment.docx	docx	20.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
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Step-by-step guide - “Commence a new case (civil proceedings – CACV)”

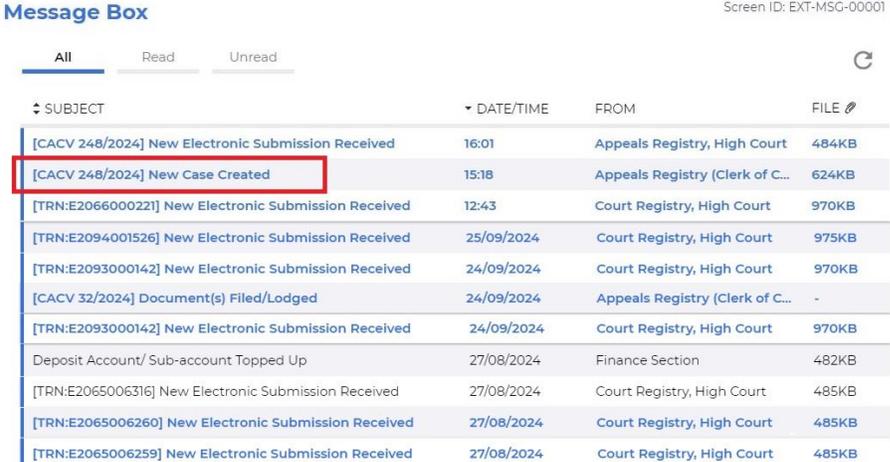
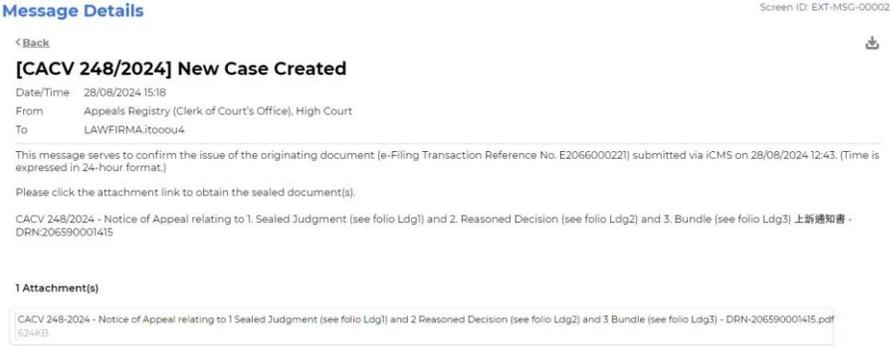
Item	Process	Related screenshots for reference
12.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT”&gt;</p> <p>Click the hyperlink under the column “UPLOAD FILE” to view the documents signed or uploaded in the previous steps, if necessary.</p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data&gt;</p>	<p><b>Step 6: Confirm Details of the Filing</b> Commence a new case <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p> 
13.	<p><b><u>Payment</u></b></p> <p>Click “NEXT” &gt;</p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p>	<p><b>Step 7: Payment</b> Commence a new case <span style="float: right;">Screen ID: UIS-FIL-HC-001-002</span></p> 

Item	Process	Related screenshots for reference
	<p>Click “OK” in the popup up of “Proceed for payment?”&gt;</p>	
<p>14.</p>	<p>Select one “Payment Method” and the “PAY” will be activated.</p> <p>Click “PAY”&gt;</p> <p><i>[Note: (i) Payment is not applicable to the party who is on legal aid.</i></p> <p><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></p> <p><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></p> <p><i>(iv) Upon successful payment, you will be redirected back to iCMS to</i></p>	 <p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service          Merchant Name: The Judiciary          e-Filing Transaction Reference No: E2066000221          Transaction Date: 28/08/2024          Total Amount: HKD 835.00</p> <p>Payment Method:</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> MasterCard</li> <li><input type="radio"/> VISA</li> <li><input type="radio"/> JCB</li> <li><input type="radio"/> UnionPay 銀聯</li> <li><input type="radio"/> PPSB 滙豐</li> <li><input type="radio"/> Deposit Account</li> </ul> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li>• Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>• 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.</li> <li>• Merchant Name is applicable to credit card payment method only.</li> <li>• PPS Shop&amp;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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Balance of deposit account will only be refunded upon termination of Organization Account.</li> <li>• If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</li> </ul> </div>



Item	Process	Related screenshots for reference
		
<p>16.</p> <p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p><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 (e.g. Civil Appeal).]</i></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachments therein.</p>		<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachments therein</p>

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

Item	Process	Related screenshots for reference
		<p>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p>Saturdays, Sundays : Closed and Public Holidays</p> <p>2 Attachment(s)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Acknowledgement - e-Filing TRN-E2066000221.pdf 488KB</p> <p> Payment Receipt - e-Payment TRN-T202408280002177.pdf 482KB</p> </div> <p> Download all files in a zip file</p>
17.	<b>Internal process by the Judiciary</b>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the document(s) is/are found not in order.]</i></p>
18.	<p><b><u>New Case Created message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login iCMS Portal and access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein.</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachment therein</p> 

Internal process by the Judiciary