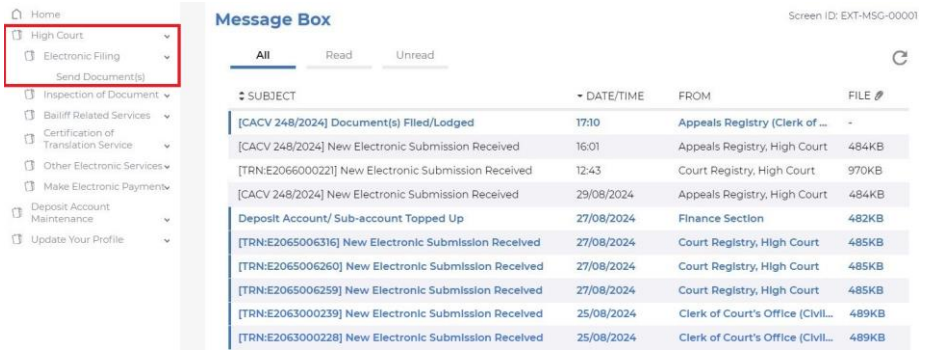
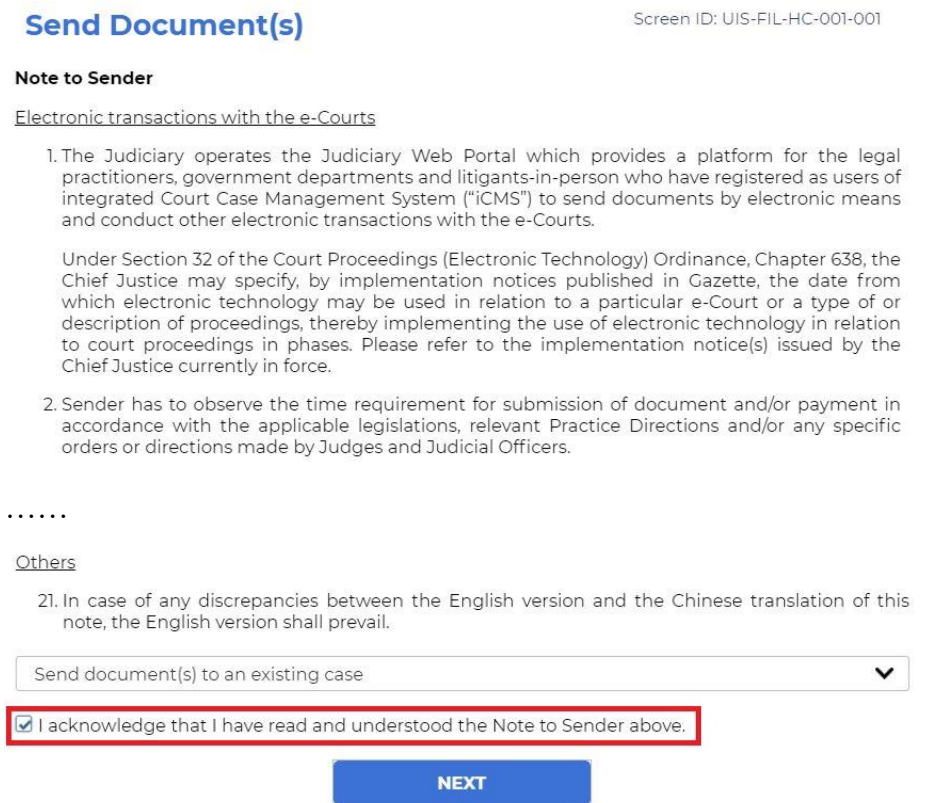

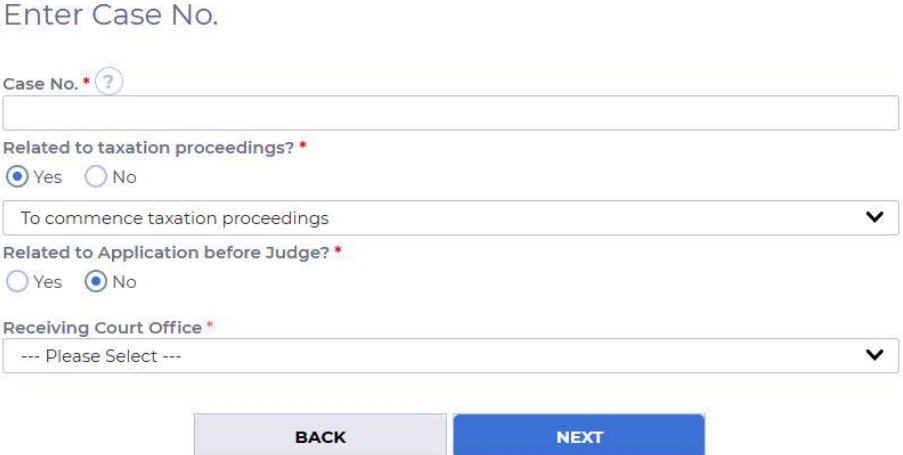



Commence taxation

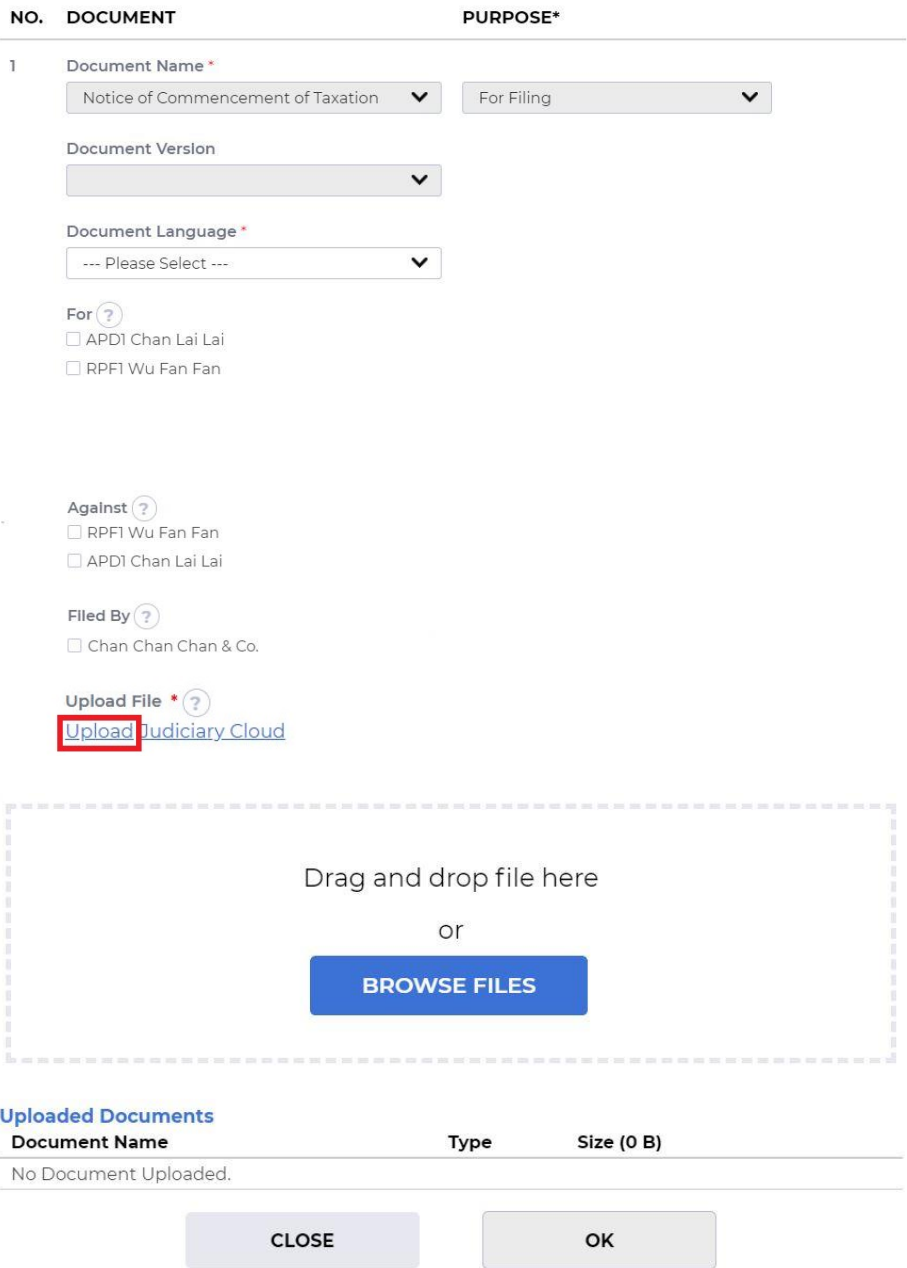
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

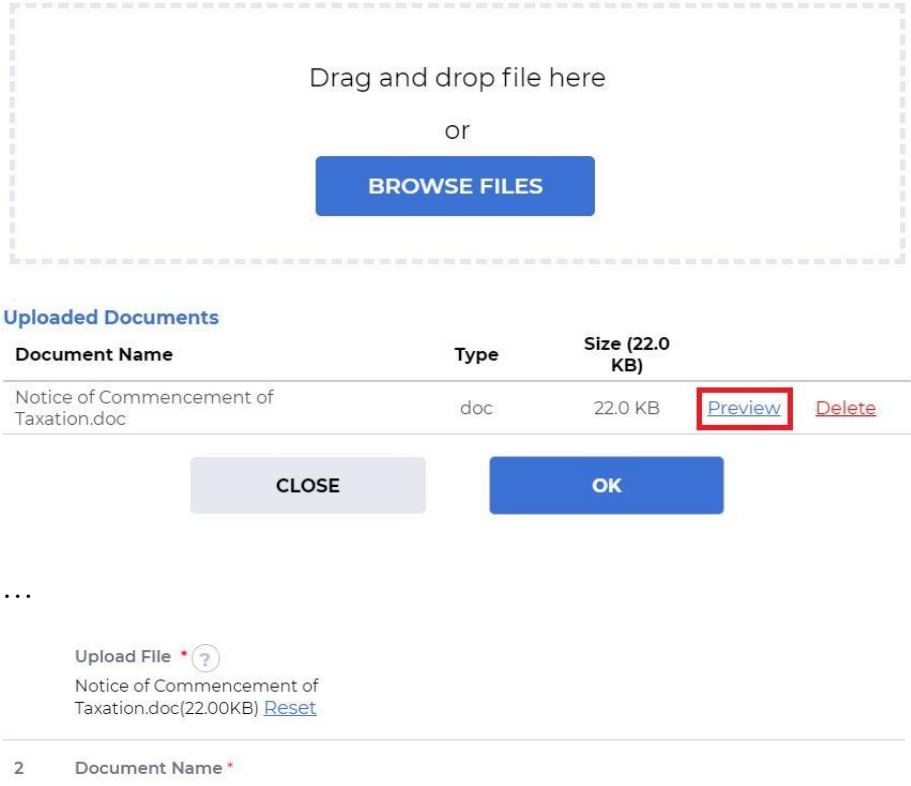
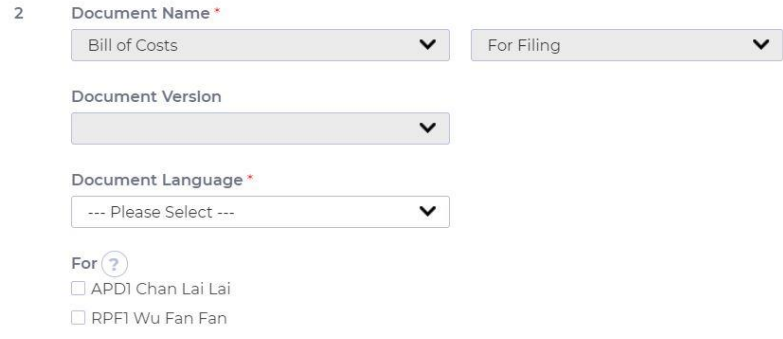
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p><i>[Note: 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>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>

Item	Process	Relevant screenshots for reference																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>Home</p> <ul style="list-style-type: none">High CourtElectronic Filing<ul style="list-style-type: none">Send Document(s)Inspection of DocumentBailiff Related ServicesCertification of Translation ServiceOther Electronic ServicesMake Electronic PaymentsDeposit Account MaintenanceUpdate Your Profile <p>Message Box Screen ID: EXT-MSG-0001</p> <p>All Read Unread</p> <table><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>17:30</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 (CIVIL...</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 (CIVIL...</td><td>489KB</td></tr></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE	[CACV 248/2024] Document(s) Filed/Lodged	17:30	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 (CIVIL...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (CIVIL...	489KB
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3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case”></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”></p> <p>Click “NEXT”></p>	 <p>Send Document(s) Screen ID: UIS-FIL-HC-001-001</p> <p>Note to Sender</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>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Select “Yes” in “Related to taxation proceedings? *”></p> <p>Select “To commence taxation proceedings”></p> <p>Radio button “No” is pre-selected in “Related to Application before</p>	 <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p>																																												

Item	Process	Relevant screenshots for reference
	<p>Judge?”*. Please change it as appropriate></p> <p>Select “High Court Registry” in “Receiving Court Office*”. You may also change it from the drop down menu as appropriate></p> <p>Click “NEXT”></p>	<p>Enter Case No.</p> 
5.	<p><u>Upload document</u></p> <p>a. Notice Of Commencement Of Taxation</p> <p>“Document Name*” is prefilled as “Notice Of Commencement Of Taxation”></p> <p>“PURPOSE *” is prefilled as “For Filing”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p>	<p>Step 2: Upload Document</p> <p>To upload two types of documents as follows.</p> <ul style="list-style-type: none"> a) Notice Of Commencement Of Taxation b) Bill of Costs <p><u>The 1st document to be uploaded – Notice Of Commencement Of Taxation</u></p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p>  <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. CACV 248/2024</p> <p>Bill Number Commence taxation proceedings</p> <p>Receiving Court Office High Court Registry</p> <p>Urgent <input type="checkbox"/></p>

Step-by-step guide - “Commence taxation (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “Upload”></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>Click “BROWSE FILES” and select document></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 screenshot displays the 'Upload' form in the Judiciary Cloud system. The form is organized into sections for document details, filing information, and upload options. The 'Document Name' is set to 'Notice of Commencement of Taxation' and the 'Purpose' is 'For Filing'. The 'Document Version' and 'Document Language' are set to 'Please Select'. The 'For' section includes checkboxes for 'APDI Chan Lai Lai' and 'RPF1 Wu Fan Fan'. The 'Against' section includes checkboxes for 'RPF1 Wu Fan Fan' and 'APDI Chan Lai Lai'. The 'Filed By' section includes a checkbox for 'Chan Chan Chan & Co.'. The 'Upload File' section features a red box around the 'Upload' button and a link to 'Judiciary Cloud'. Below the form is a 'BROWSE FILES' button and an 'Uploaded Documents' table showing no documents uploaded.</p>

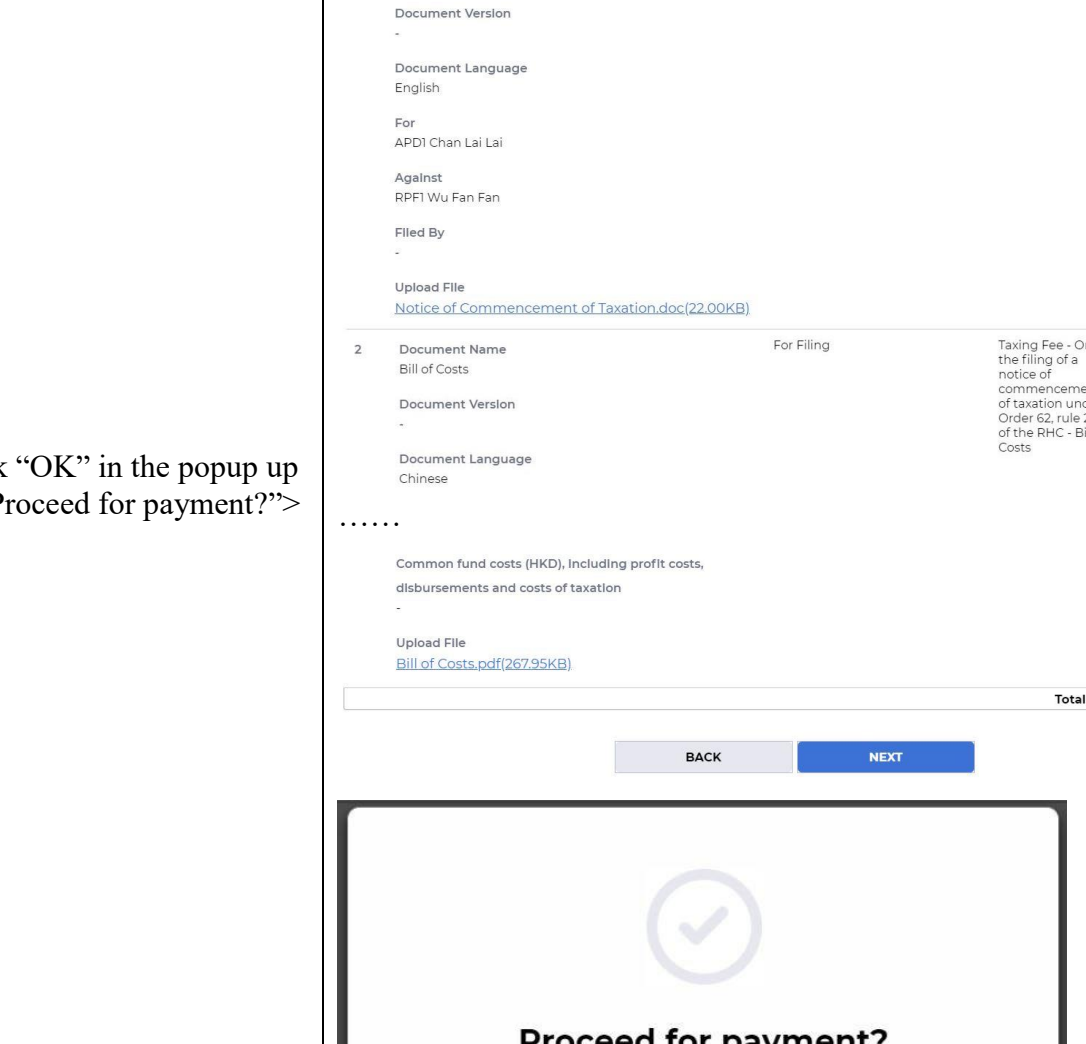
Item	Process	Relevant screenshots for reference
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”.</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>After the 1st document is successfully uploaded, proceed to upload the 2nd document></p>	
7.	<p><u>Upload document(s)</u></p> <p>b. Bill of Costs</p> <p>“Document Name*” is prefilled as “Bill of Costs”></p> <p>“PURPOSE*” is prefilled as “For Filing”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Input “Party and party costs (HKD), including profit costs, disbursements and costs of taxation*”></p> <p>Input “Common fund costs (HKD), including profit</p>	<p><u>The 2nd document to be uploaded – Bill of Costs</u></p> 







Step-by-step guide - “Commence taxation (other than Government Department)”

Item	Process	Relevant screenshots for reference								
	<p>costs, disbursements and costs of taxation” as appropriate</p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></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>To preview uploaded document, repeat steps in item 6.</p> <p>After the 2nd document is successfully uploaded, click “NEXT”></p>	<div><div><div>Against </div><div><input type="checkbox"/> RPF1 Wu Fan Fan</div><div><input type="checkbox"/> APD1 Chan Lai Lai</div></div><div><div>Filed By </div><div><input type="checkbox"/> Chan Chan Chan & Co.</div></div><div><div>Party and party costs (HKD), including profit costs, disbursements and costs of taxation *</div><div><input type="text"/></div></div><div><div>Common fund costs (HKD), including profit costs, disbursements and costs of taxation</div><div><input type="text"/></div></div><div><div>Upload File * </div><div><div>Upload</div>Judiciary Cloud</div></div></div> <div><div>BACK</div><div>NEXT</div></div> <div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div> <div><div>Uploaded Documents</div><table><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr><tr><td>Bill of Costs.doc</td><td>doc</td><td>22.0 KB</td><td>Preview Delete</td></tr></table><div><div>CLOSE</div><div>OK</div></div><div>....</div><div><div>Common fund costs (HKD), including profit costs, disbursements and costs of taxation</div><div><input type="text"/></div></div><div><div>Upload File * </div><div>Bill of Costs.pdf(267.95KB) Reset</div></div></div> <div><div>BACK</div><div>NEXT</div></div>	Document Name	Type	Size (22.0 KB)		Bill of Costs.doc	doc	22.0 KB	Preview Delete
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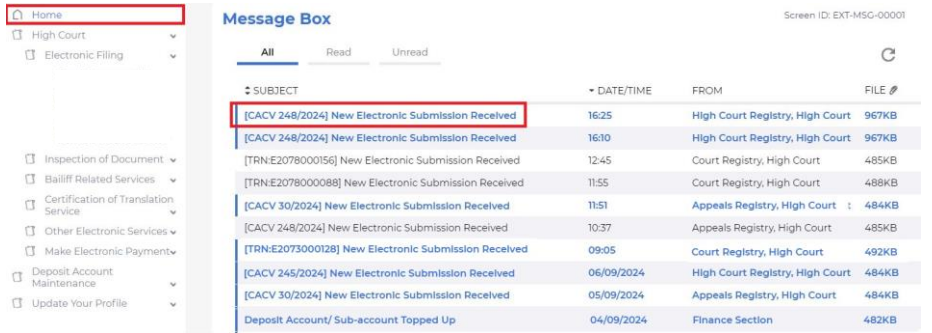
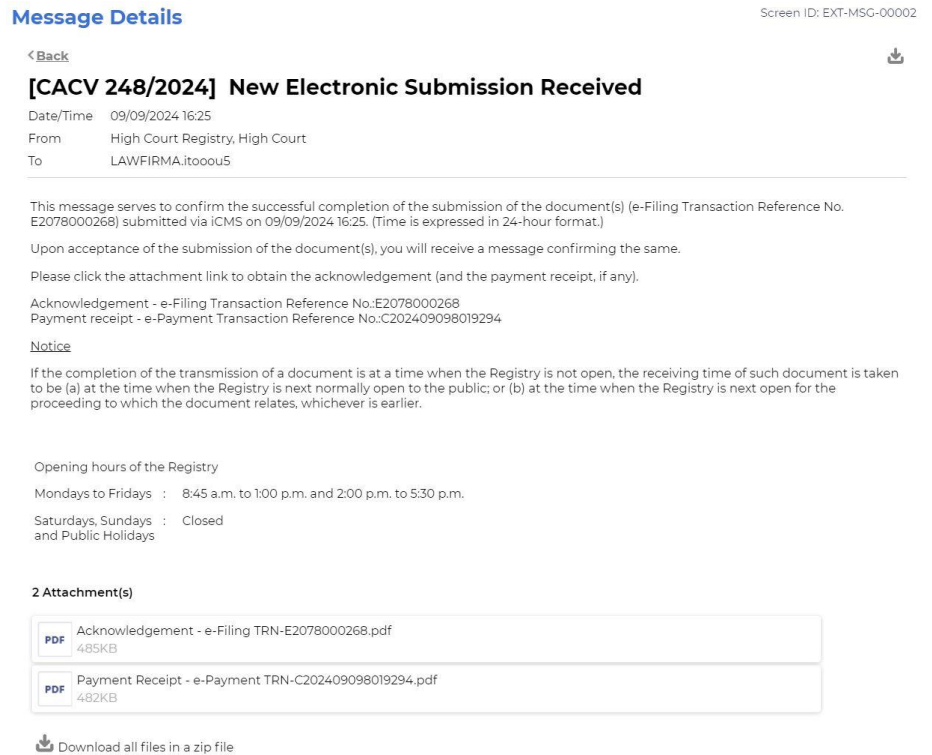
Item	Process	Relevant screenshots for reference						
8.	<p><u>Notice of opening hours of the listing offices</u></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices></p>	<p>A pop-up notice of opening hours of the listing offices</p> <div><p>Notice</p><p>If the document(s) electronically submitted for filing is/ are required to be handled by the listing office, it/ they will be handled only during their opening hours or on the next working day, whichever is earlier.</p><p>The opening hours of the listing offices are as follows:</p><table><tr><th>Section</th><th>Listing office opening hours (Monday to Friday)</th></tr><tr><td>High Court Registry</td><td>10:15 a.m. to 1:00 p.m. & 2:00 p.m. to 3:00 p.m.</td></tr><tr><td>Clerk of Court's Office</td><td>10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.</td></tr></table><p>Confirm to proceed?</p><div><div>CANCEL</div><div>OK</div></div></div>	Section	Listing office opening hours (Monday to Friday)	High Court Registry	10:15 a.m. to 1:00 p.m. & 2:00 p.m. to 3:00 p.m.	Clerk of Court's Office	10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.
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9.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “NEXT”></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></p>	<p>Step 3: Confirm Details of the Filing</p> <div><p>Send document(s) to an existing case</p><p>Screen ID: UIS-FIL-HC-002-001</p><div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></div><p>Confirm Details of the Filing</p><p>Case No. CACV 248/2024</p><p>Bill Number Commence taxation proceedings</p><p>Receiving Court Office High Court Registry</p><p>Urgent No</p></div>						


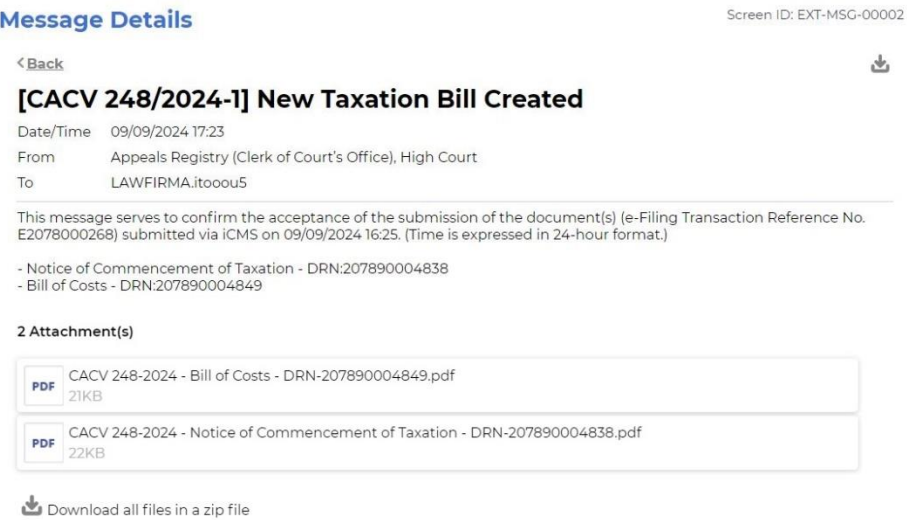
Step-by-step guide - “Commence taxation (other than Government Department)”

Item	Process	Relevant screenshots for reference
	Click “OK” in the popup up of “Proceed for payment?”>	 <p>The screenshot displays a payment confirmation interface. At the top, there's a table with columns: NO., DOCUMENT, PURPOSE, PAYMENT ITEM(S), and FEE(HKD). It lists two items: 'Notice of Commencement of Taxation' (Filing fee) and 'Bill of Costs' (Taxing fee). Below the table, there's a section for 'Common fund costs' and another 'Upload File' section. At the bottom right, a box shows 'Total amount : HKD 3,000.00'. Navigation buttons 'BACK' and 'NEXT' are present. A modal dialog titled 'Proceed for payment?' is shown at the bottom, with 'CANCEL' and 'OK' buttons. The 'OK' button is highlighted with a red rectangle.</p>

Item	Process	Relevant screenshots for reference
10.	<p><u>Settle payment</u></p> <p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></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 proceed to Step 4 at item 11.]</i></p>	<p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference No: E2078000268 Transaction Date: 09/09/2024 Total Amount: HKD 3,000.00</p> <p>Payment Method:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input checked="" type="radio"/>  <input type="radio"/>  </div> <div style="text-align: center;"> <input type="radio"/>  <input type="radio"/>  </div> <div style="text-align: center;"> <input type="radio"/>  <input type="radio"/>  </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> CANCEL PAY </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> 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. </div>

Item	Process	Relevant screenshots for reference																																						
11.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment receipt></p>	<p>Step 4: Acknowledgement</p> <div><p>Send document(s) to an existing case</p><p>Screen ID: UIS-FIL-HC-002-001</p><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Enter Case No.</div><div>Upload Document</div><div>Confirmation and Payment</div><div>Acknowledgement</div></div></div> <p>Notice</p> <p>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.</p> <p>Acknowledgement</p> <div><div><div>Submitted By</div><div>Ms. Wong Tai Lick (LAWFIRMA;itooou5)</div></div><div><div>Submitted On</div><div>09/09/2024 16:25:47</div></div><div><div>e-Payment Transaction Date Time</div><div>09/09/2024 16:25:44</div></div><div><div>e-Payment Method</div><div>Credit Card(JCB)</div></div><div><div>Organization</div><div>Chan Chan Chan & Co.</div></div><div><div>e-Filing Transaction Reference No.</div><div>E2078000268</div></div><div><div>e-Payment Transaction Reference No.</div><div>C202409098019294</div></div></div> <p>Transaction Summary</p> <table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>CACV 248/2024</td><td>Civil Appeal</td><td>Taxing Fee - On the filing of a notice of commencement of taxation under Order 62, rule 21(1) of the RHC - Bill of Costs</td><td>3,000.00</td></tr><tr><td colspan="4">Bill Number: Commence taxation proceedings</td><td></td></tr><tr><td colspan="4"></td><td>Total amount : 3,000.00</td></tr></tbody></table> <p>The Following Document(s) Have Been Uploaded</p> <table><thead><tr><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>For Filing</td><td>English</td><td>Notice of Commencement of Taxation</td><td>Notice of Commencement of Taxation.doc(22.00KB)</td><td>207890004838</td></tr><tr><td>2</td><td>For Filing</td><td>English</td><td>Bill of Costs</td><td>Bill of Costs.doc(22.00KB)</td><td>207890004849</td></tr></tbody></table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div> <div><div><div></div></div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div> <div><div><div>Acknowledgement -pdf</div><div>Open file</div></div><div><div>Payment Receipt - e-....pdf</div><div>Open file</div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	CACV 248/2024	Civil Appeal	Taxing Fee - On the filing of a notice of commencement of taxation under Order 62, rule 21(1) of the RHC - Bill of Costs	3,000.00	Bill Number: Commence taxation proceedings									Total amount : 3,000.00	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Filing	English	Notice of Commencement of Taxation	Notice of Commencement of Taxation.doc(22.00KB)	207890004838	2	For Filing	English	Bill of Costs	Bill of Costs.doc(22.00KB)	207890004849
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12.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></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> 
13.	<p>Internal process by the Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p>

Item	Process	Relevant screenshots for reference
14.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></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> 

Internal process by the Judiciary