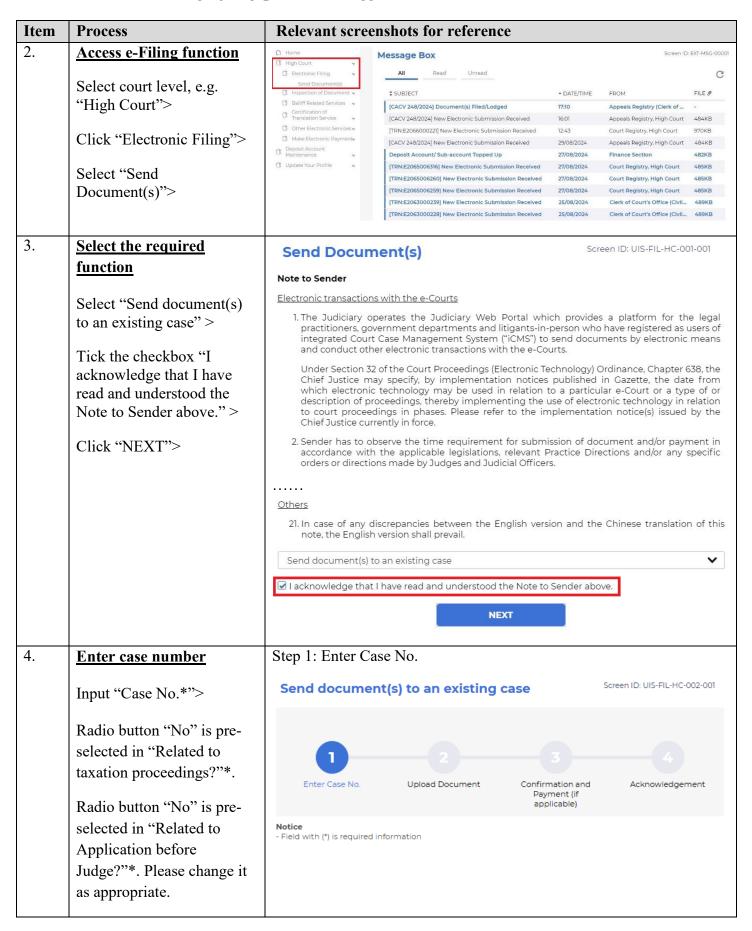
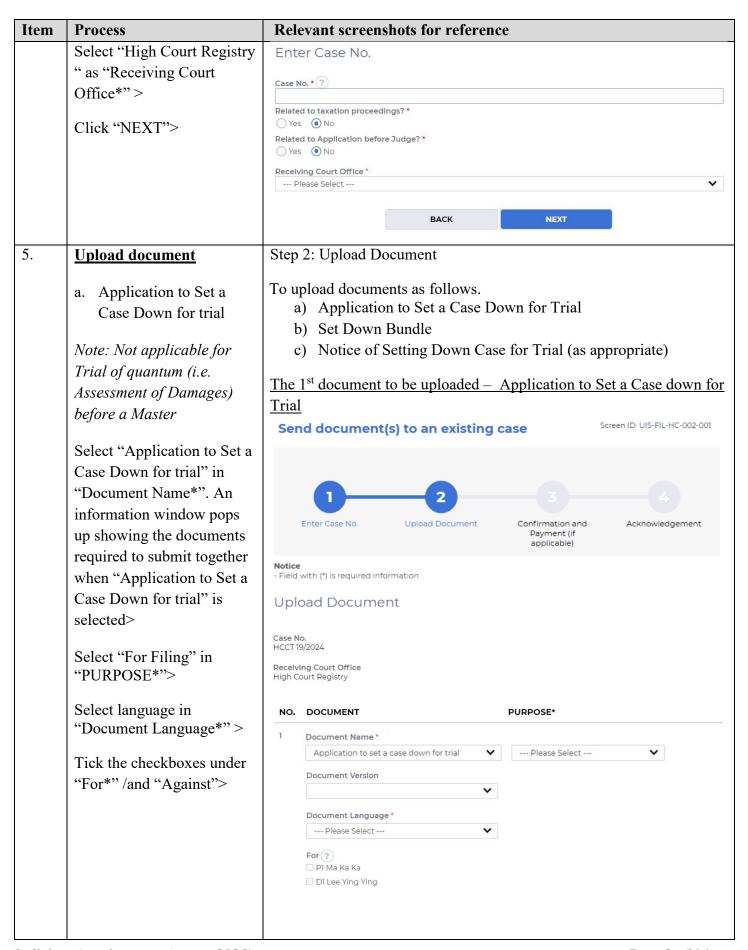
File Application to Set Down for Trial

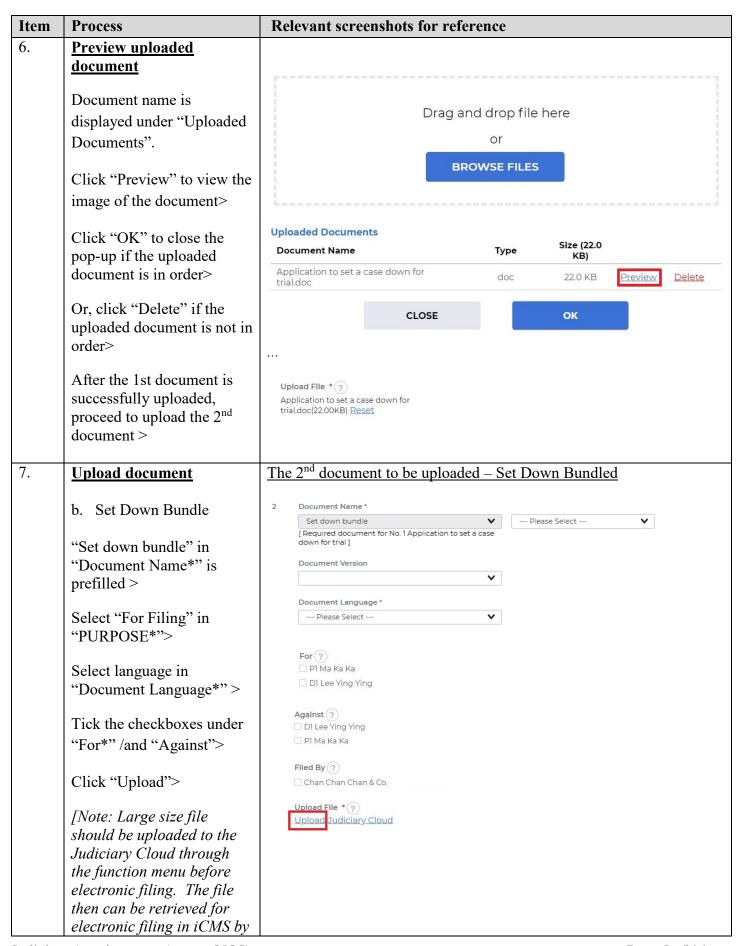
This step-by-step guide outlines the general process required to send documents using iCMS for High Court selected case type(s). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

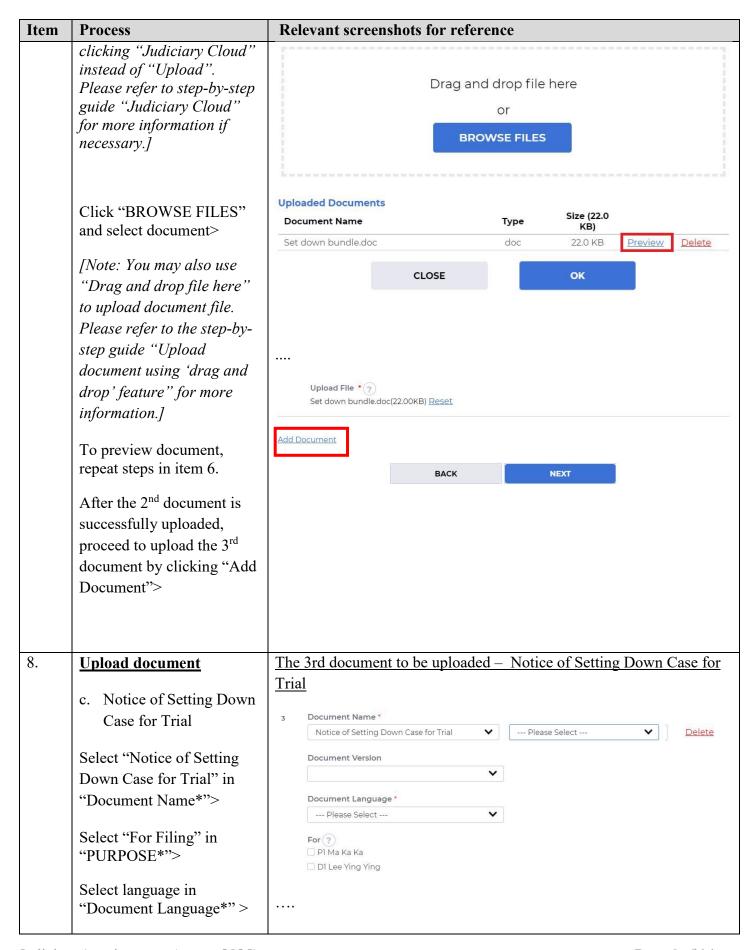
Item	Process	Relevant screenshots for reference
1.	Login user account	Organization User
	By Organization User ("OU") or Individual User ("IU") account holder [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Screen ID: AUTH-LGN-00001 LOGIN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

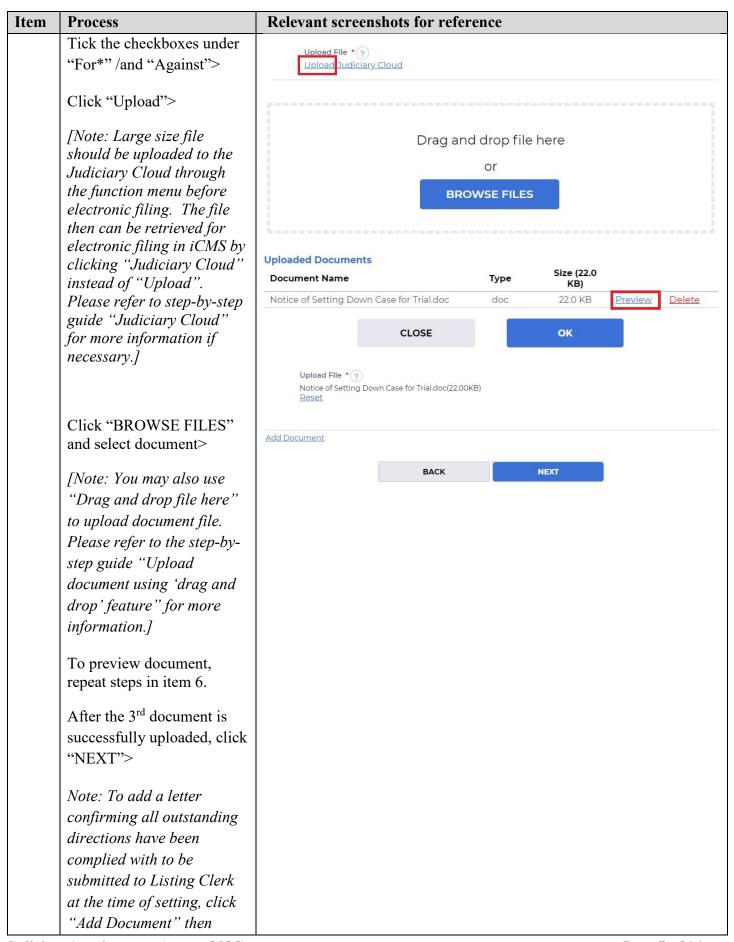




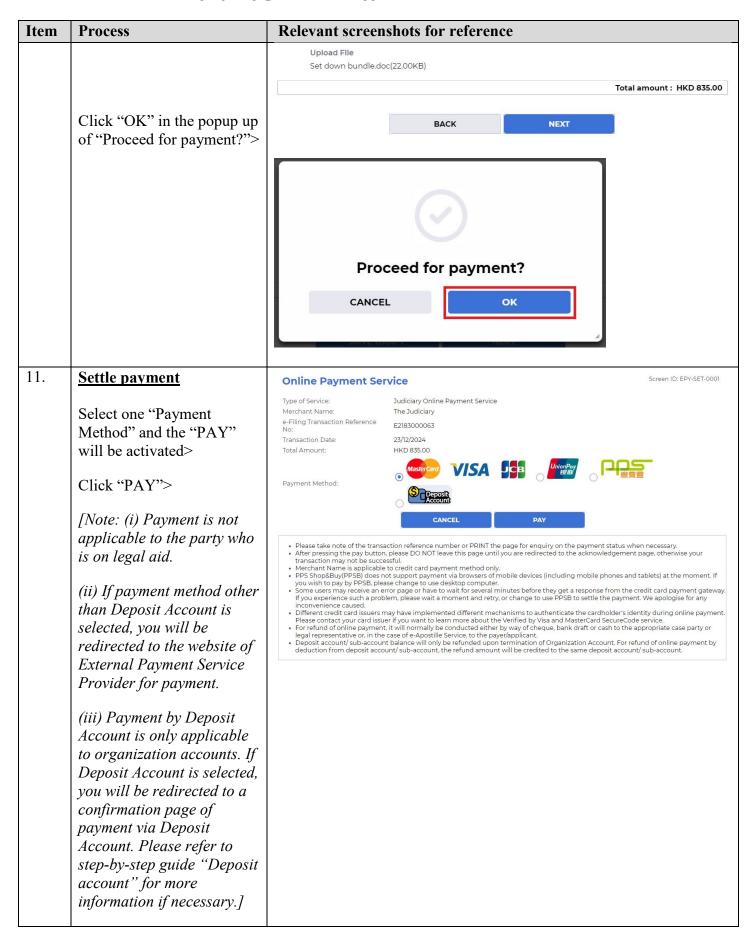
Item	Process	Relevant screenshots for reference			
		Information Kindly note that pursuant to the Practice Direction 5.2 and Order 34, rule 3 and 8 of the Rules of the High Court, you must submit with the Registry for setting down for trial or assessment of damages before Judge with all of the following documents: 1) "Application to set a case down for trial", and 2) "Notice of setting down case for trial", and 3) "Set down bundle" OK			
	Click "Upload" > [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.] 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 drop' feature" for more information.]	Against (?) Di Lee Ying Ying Di Ma Ka Ka Filed By (?) Chan chan can & Co. Upload File * (?) Upload Dudiciary Cloud Add Document BACK NEXT BROWSE FILES Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.			



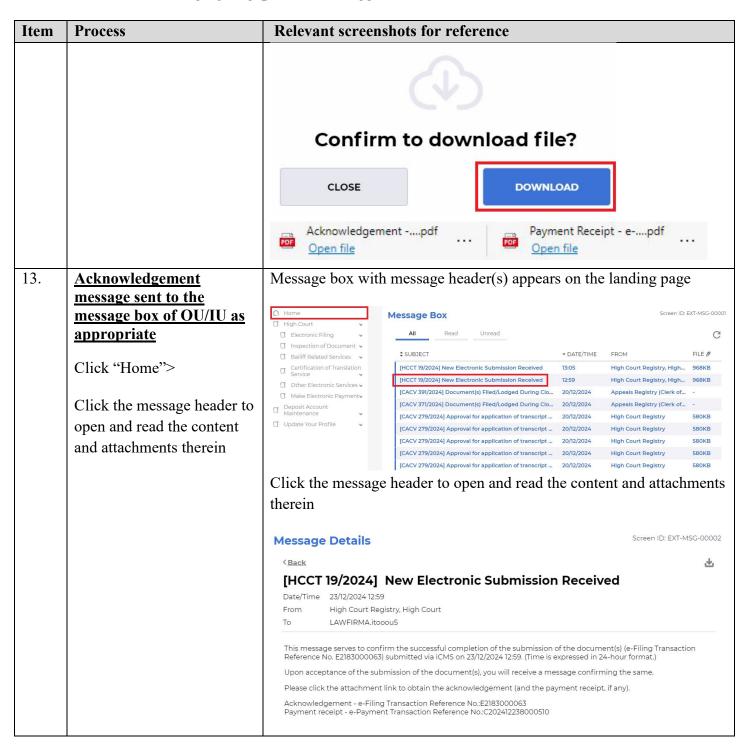




Item	Process	Relevant screensho	ts for reference			
	repeat steps in item 8 for					
	the letter.					
0			. 1 0.1 1: .:	cc		
9.	Notice of opening hours of the listing offices	A pop-up notice of opening hours of the listing offices				
	Click "OK" in the pop-up notice of opening hours of	Notice				
	the listing offices>	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.				
		The opening hours of the I	isting offices are as follows:			
		Section	Listing office opening hours (Mo	onday 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.		
		Confirm to proceed?				
			CANCEL OF			
			CANCEL			
10.	Confirm details of the	Step 3: Confirm Deta	ils of the Filing			
100	filing	200	01 5			
		Send document(s)	to an existing case	Screen ID: UIS-FIL-HC-002-001		
	If filing details are in order,					
	click "NEXT">					
	Or, if filing details are not	0	2 3	4		
	in order, click "BACK" to	Enter Case No.	Upload Document Confirmation ar Payment (if	nd Acknowledgement		
	return to the previous steps		applicable)			
	to rectify any of the	Confirm Details of t	he Filing			
	inputted data>					
		Case No.				
		HCCT 19/2024 Receiving Court Office				
		High Court Registry				
		NO. DOCUMENT	PURPOSE	PAYMENT AMOUNT(HKD)		
		Document Name Application to set a case down for	For Filing trial	All Procedural 835.00 Fees under the		
		Document Version		Court Proceedings (Electronic		
		- Document Language		Technology) (High Court) (Electronic Fees)		
		English		Rules - Application to set down case		
		For		for trial		



Item	Process	Rele	vant sc	reenshots	for reference	<u>,</u>	
	(iv) Upon successful payment, you will be redirected back to iCMS to proceed to Step 4 at item 12.]						
12.	<u>Acknowledgement</u>	Step	4: Ackr	nowledgen	nent		
	Click "SAVE ACKNOWLEDGMENT">	Sen	d docui	ment(s) to	an existing c	ase Sc	reen ID: UIS-FIL-HC-002-001
	Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to		1)- Enter Case N	o. Up	2 load Document	Confirmation and Payment (if applicable)	4 Acknowledgement
	retrieve the Acknowledgment> Click "SAVE PAYMENT RECEIPT">	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. Acknowledgement					
	Click "DOWNLOAD" in the popup of "Confirm to download file?" Click "Open file" to retrieve the Payment receipt>	Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5) Submitted On 23/12/2024 12:59:28 e-Payment Transaction Date Time 23/12/2024 12:59:24 e-Payment Method Credit Card(JCB) Organization Chan Chan & Co. e-Filling Transaction Reference No. E2183000063 e-Payment Transaction Reference No. C202412238000510					
			ction Summa				FEE
		NO.	NO. HCCT 19/2024	Construction and Arbitration Proceedings		s under the Court Proceeding Court) (Electronic Fees) Rules	(HKD) s (Electronic 835.00
		Total amount: 835.00 The Following Document(s) Have Been Uploaded					
		NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN
		1	For Filing	English	Notice of Setting Down Case for Trial	Notice of Setting Down Case for Trial.doc(22.00KB)	218390000145
		2	For Filing	English	Application to set a case down for trial	Application to set a case down for trial.doc(22.00KB)	218390000167
		3	For Filing	English	Set down bundle [Required document for No. 2 Application to set a case down for trial]		218390000178
			save or print t purpose, if ne	ecessary.		a proof of your filing/payment	and for subsequent



Item	Process	Relevant screenshots for reference				
		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 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. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays 2 Attachment(s) PDF Acknowledgement - e-Filling TRN-E2183000063.pdf 486KB PDF Payment Receipt - e-Payment TRN-C202412238000510.pdf 481KB				
14.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary				
15.	Confirmation message sent to the message box of OU/ IU as appropriate Login and access Message Box> Click the message header to open and read the contents therein	Message Box Screen ID: EXT-MSG-00001 All Read Unread CO SUBJECT PATE/TIME FROM FILE PROM F				

Item	Process	Relevant screenshots for reference					
		Message Details Screen ID: EXT-MSG-0					
		⟨Back		4			
		[HCCT 19/2024] Document(s) Filed/Lodged Date/Time 23/12/2024 14:48					
		From High Court Registry					
		To LAWFIRMA.itooou5 This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2183000063) submitted via iCMS on 23/12/2024 12:59. (Time is expressed in 24-hour format.) - Application to set a case down for trial relating to Set down bundle (see folio Ldg1) 案件排期審訊申請 - DRN:218390000167 - Set down bundle 排期文件冊 - DRN:218390000178 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.					
16.	Internal process by	Sender will receive message in iCMS Message box with hearing fixed					
	Judiciary		message (and/or Notice of Hearing Issued)				
	Sudicial y	message (and/or Notice of Hearing Issued)					
	[Note: Sender will receive	DV . C 1 .11			1		
	-	[Note: Sender will receive a separat	e in iCMS messag	ge box if			
	further message only if a	the documents are found not in orde					
	date for trial has already						
	been given at the earlier						
	case management hearing.]						
17.	Hearing scheduled and/or	Message box with message header(s	s) appears	on the landing pa	ıge		
	Notice of Hearing Issued						
	message sent to the	Message Box		Screen ID: I	Screen ID: EXT-MSG-00001		
	message box of OU/IU as	The second of th					
	appropriate	All Read Unread			G		
	мрртортиче	\$ SUBJECT	▼ DATE/TIME	FROM	FILE 0		
	Login and access Message	[TRN:E2183000254] New Electronic Submission Received	15:32	Court Registry, High Court	975KB		
	Box>	[TRN:E2183000085] New Electronic Submission Received	15:14	Court Registry, High Court	966KB		
		[HCCT 19/2024] Hearing Scheduled and/or Notice of He	15:08	High Court Registry	33KB		
	Click the message header to	[HCCT 19/2024] Document(s) Filed/Lodged	14:48	High Court Registry	=		
	open and read the content	[HCCT 19/2024] Document(s) Filed/Lodged	14:48	High Court Registry	=		
	_	[HCCT 19/2024] New Electronic Submission Received	13:05	High Court Registry, High	968KB		
	and attachment therein	[HCCT 19/2024] New Electronic Submission Received	12:59	High Court Registry, High	968KB		
		[CACV 391/2024] Document(s) Filed/Lodged During Clo	20/12/2024	Appeals Registry (Clerk of	-		
				_	_		
		Click the message header to open ar	nd read th	e content and atta	chment		
		therein					

Message Details <back 12="" 15:08<="" 19="" 2024="" 2024]="" 23="" [hcct="" and="" date="" hearing="" issued="" notice="" of="" or="" scheduled="" th="" time=""><th>een ID: EXT-MSG-00002</th></back>	een ID: EXT-MSG-00002
[HCCT 19/2024] Hearing Scheduled and/or Notice of Hearing Issued	_
	d
Date/Time 23/12/2024 15:08	
From High Court Registry To LAWFIRMA.itooou5	
response to your lodgment/filing of document(s) (e-Filing Transaction Reference No. E2183000063) submitted via iCMS 23/12/2024 12:59. (Time is expressed in 24-hour format.) Please click the attachment link to obtain the notice of hearing.	on
1 Attachment(s)	
HCCT 19-2024 - Notice of Hearing relating to 1 Notice of Setting Down Case for Trial (see folio F2) and 2 Application to - 33KB	DRN-218300000731.pdf
	Please click the attachment link to obtain the notice of hearing. HCCT 19/2024 - Notice of Hearing relating to 1. Notice of Setting Down Case for Trial (see folio F2) and 2. Application to secase down for trial (see folio F3) (Hearing dated: 27/12/2024 09:30 For Directions) - DRN:218300000731 1 Attachment(s) [HCCT 19-2024 - Notice of Hearing relating to 1 Notice of Setting Down Case for Trial (see folio F2) and 2 Application to - I

Internal process by Judiciary