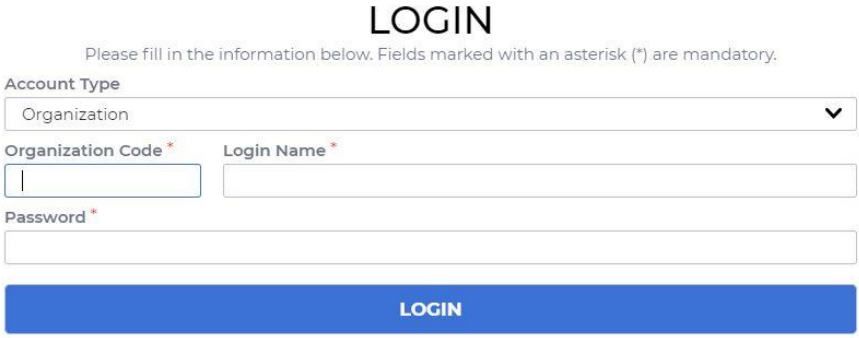
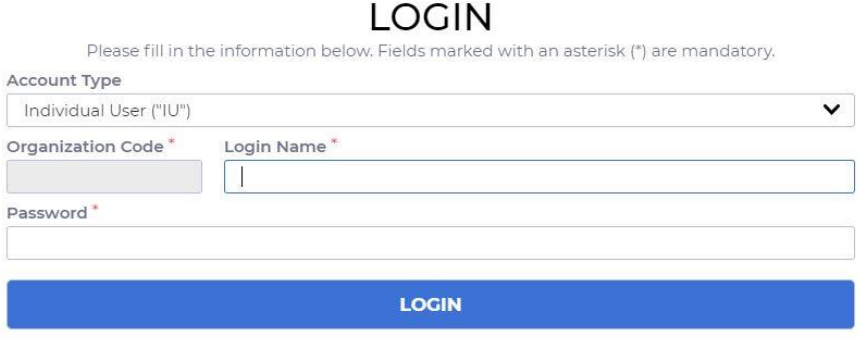


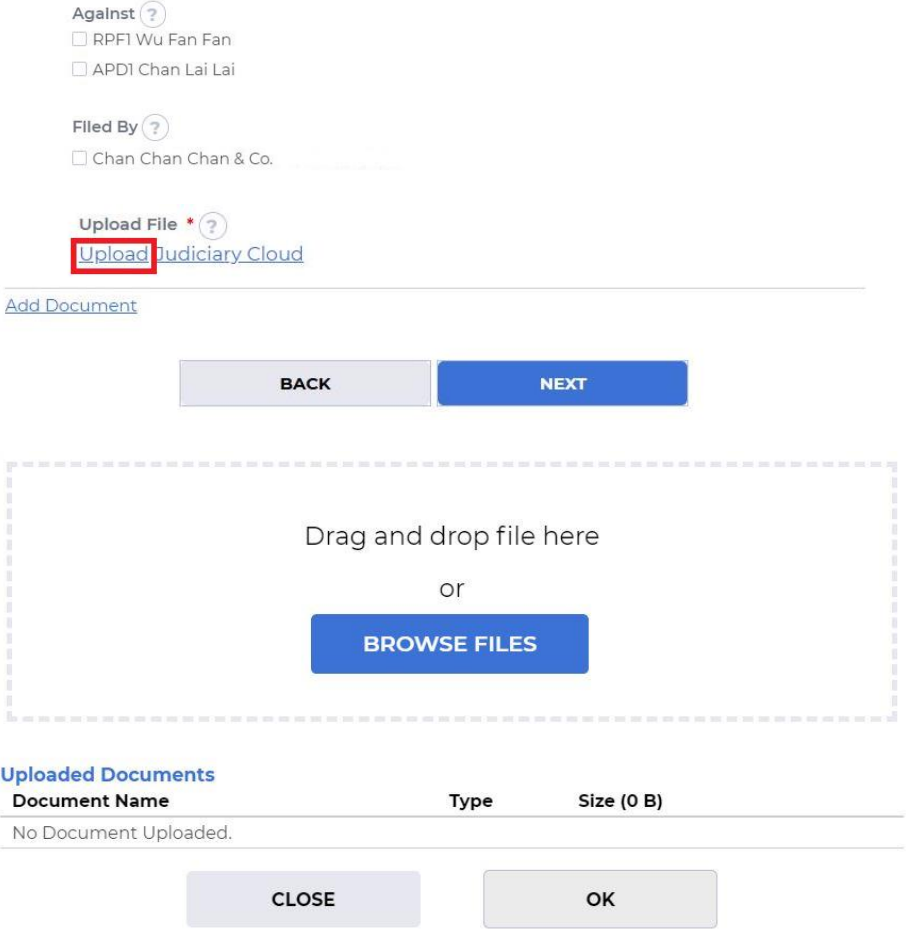
## File application for Charging Order

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.

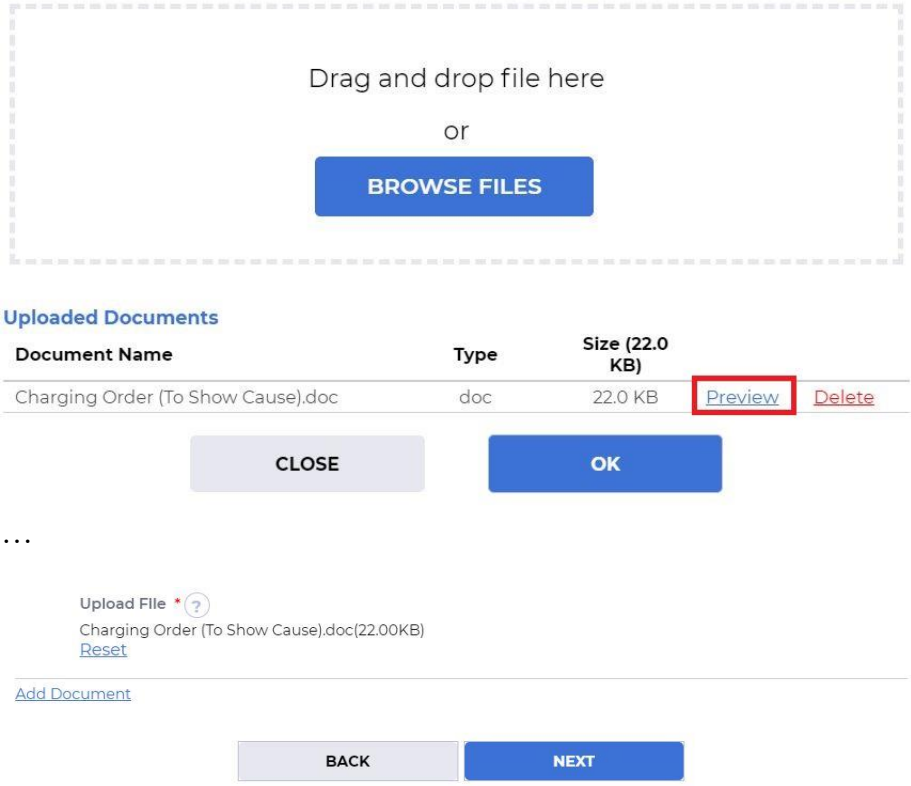
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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>Screen ID: AUTH-LGN-00001</p>  <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> 
Items 2 to 25 relate to the filing of charging order to show cause		

Item	Process	Relevant 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>	<div><div><div>Home</div><div>High Court</div><div>Electronic Filing</div><div>Send Document(s)</div><div>Inspection of Document</div><div>Bailiff Related Services</div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Make Electronic Payment</div><div>Deposit Account Maintenance</div><div>Update Your Profile</div></div><div><div>Message Box</div><div>AllReadUnread</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE #</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>17:10</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>16:01</div><div>Appeals Registry, High Court</div><div>484KB</div></div><div><div>[TRN:E2066000221] New Electronic Submission Received</div><div>12:43</div><div>Court Registry, High Court</div><div>970KB</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>29/08/2024</div><div>Appeals Registry, High Court</div><div>484KB</div></div><div><div>Deposit Account/ Sub-account Topped Up</div><div>27/08/2024</div><div>Finance Section</div><div>482KB</div></div><div><div>[TRN:E2065006316] New Electronic Submission Received</div><div>27/08/2024</div><div>Court Registry, High Court</div><div>485KB</div></div><div><div>[TRN:E2065006260] New Electronic Submission Received</div><div>27/08/2024</div><div>Court Registry, High Court</div><div>485KB</div></div><div><div>[TRN:E2065006259] New Electronic Submission Received</div><div>27/08/2024</div><div>Court Registry, High Court</div><div>485KB</div></div><div><div>[TRN:E2063000239] New Electronic Submission Received</div><div>25/08/2024</div><div>Clerk of Court's Office (Civl...</div><div>489KB</div></div><div><div>[TRN:E2063000228] New Electronic Submission Received</div><div>25/08/2024</div><div>Clerk of Court's Office (Civl...</div><div>489KB</div></div></div></div>
3.	<p><b><u>Select the required function</u></b></p> <p>Select “Send document(s) to an existing 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>	<div><div><div>Send Document(s)</div><div>Screen ID: UIS-FIL-HC-001-001</div></div><div><div>Note to Sender</div><div>Electronic transactions with the e-Courts</div><div><div>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.</div><div>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.</div><div>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.</div></div><div>.....</div><div><div>Others</div><div>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</div></div><div><div>Send document(s) to an existing case</div><div><div><div><div><input checked="" type="checkbox"/></div><div>I acknowledge that I have read and understood the Note to Sender above.</div></div></div></div><div><div>NEXT</div></div></div></div></div>
4.	<p><b><u>Enter case number</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Radio button “No” is pre-selected in “Related to taxation proceedings?”*.</p> <p>Radio button “No” is pre-selected in “Related to Application before Judge?”*. Please change it as appropriate&gt;</p>	<div><div><div>Step 1: Enter Case No.</div><div>Send document(s) to an existing case</div><div>Screen ID: UIS-FIL-HC-002-001</div></div><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><div><div>Notice</div><div>- Field with (*) is required information</div></div></div>



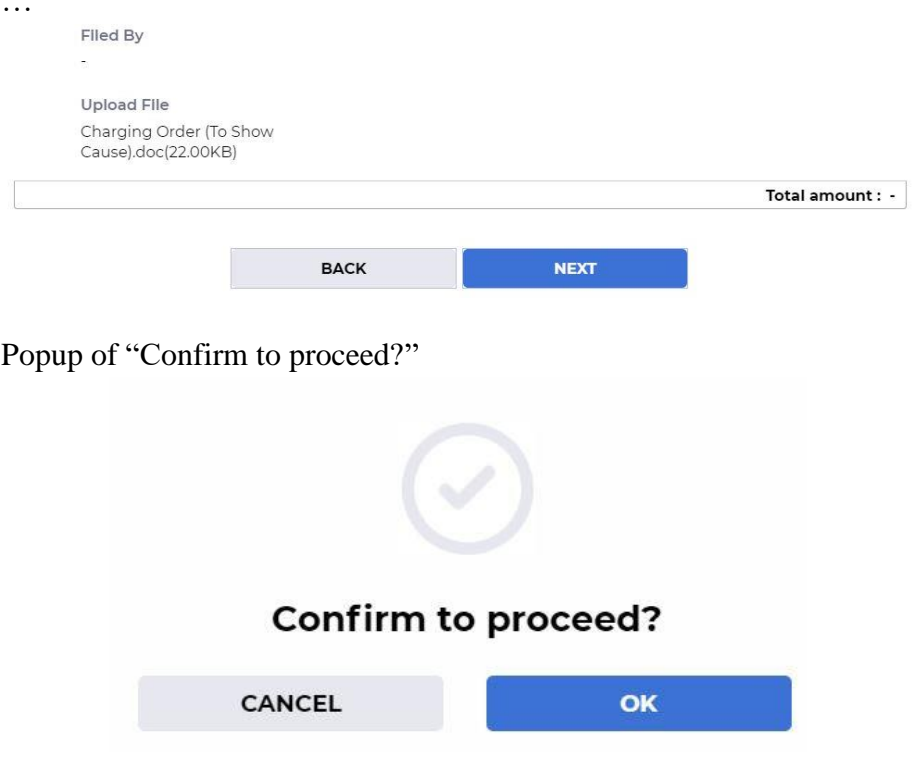
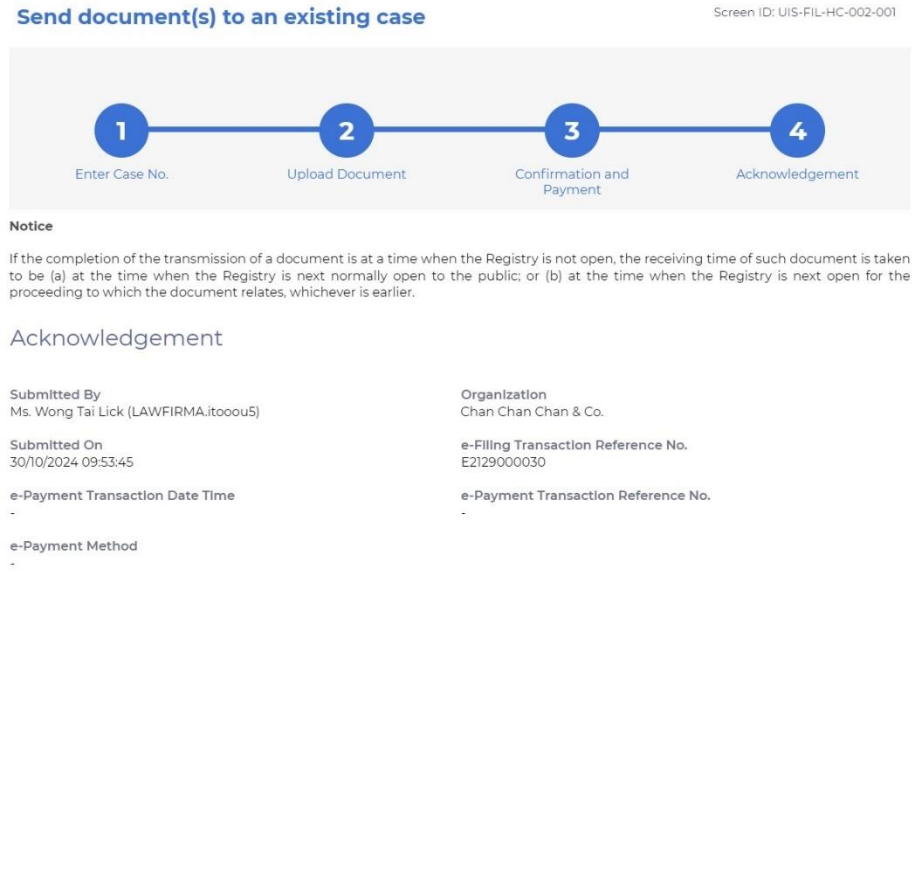
Item	Process	Relevant screenshots for reference
	<p>Select “Hearing Date” if any&gt;</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload” &gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through 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&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>The screenshot displays the 'File application for Charging Order' interface. It includes sections for 'Against' (with checkboxes for RPF1 Wu Fan Fan and APDI Chan Lai Lai), 'Filed By' (with a checkbox for Chan Chan Chan &amp; Co.), and 'Upload File' (with a red box around the 'Upload' button and a link to 'Judiciary Cloud'). Below these is an 'Add Document' section with 'BACK' and 'NEXT' buttons, a 'Drag and drop file here' area with a 'BROWSE FILES' button, and an 'Uploaded Documents' table showing 'No Document Uploaded.' with 'CLOSE' and 'OK' buttons.</p>

Item	Process	Relevant screenshots for reference								
6.	<p><b><u>Preview uploaded document</u></b></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>After the 1st document is successfully uploaded, click “Add Document” to add the 2<sup>nd</sup> document&gt;</p>	<div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div> <div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr></thead><tbody><tr><td>Ex parte application.doc</td><td>doc</td><td>22.0 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div><div>...</div><div>Upload File * ? Ex parte application.doc(22.00KB) <a href="#">Reset</a></div><div><a href="#">Add Document</a></div><div><div>BACK</div><div>NEXT</div></div></div>	Document Name	Type	Size (22.0 KB)		Ex parte application.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
Document Name	Type	Size (22.0 KB)								
Ex parte application.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>							
7.	<p><b><u>Upload Document</u></b></p> <p>b. Charging Order</p> <p>Select “Charging Order” in “Document Name*&gt;</p> <p>Select “To Show Cause” in “Type of Order*&gt;</p> <p>Select “For Approval of Draft” in “PURPOSE*&gt;</p> <p>Select language in “Document Language*&gt;</p> <p>Tick the checkboxes under “For*” /and “Against*&gt;</p> <p>Click “Upload”&gt;</p> <p>[Note: Large size file should be uploaded to the Judiciary Cloud through</p>	<div><div>The 2<sup>nd</sup> document to be uploaded – Charging Order</div><div>2</div><div><div>Document Name *</div><div>Charging Order ▼</div><div>For Approval of Draft ▼</div><div>Delete</div></div><div><div>Type of Order *</div><div>To Show Cause ▼</div><div>DRN of previous version of the draft</div></div><div><div>Document Version</div><div>▼</div></div><div><div>Document Language *</div><div>--- Please Select --- ▼</div></div><div><div>For ?</div><div><div><input type="checkbox"/> APDI Chan Lai Lai</div><div><input type="checkbox"/> RPF1 Wu Fan Fan</div></div></div><div><div>Against ?</div><div><div><input type="checkbox"/> RPF1 Wu Fan Fan</div><div><input type="checkbox"/> APDI Chan Lai Lai</div></div></div><div><div>Filed By ?</div><div><input type="checkbox"/> Chan Chan Chan &amp; Co.</div></div><div><div>Upload File * ?</div><div><a href="#">Upload Judiciary Cloud</a></div></div><div><a href="#">Add Document</a></div><div><div>BACK</div><div>NEXT</div></div></div>								

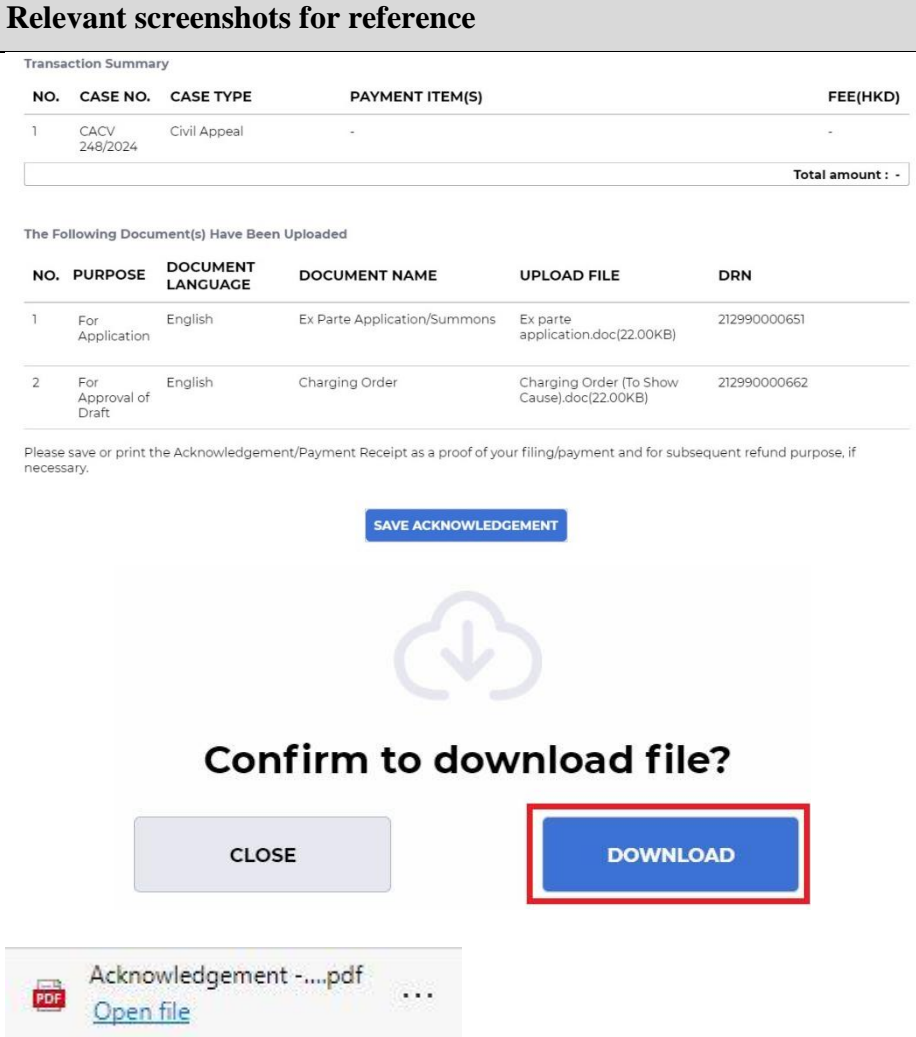
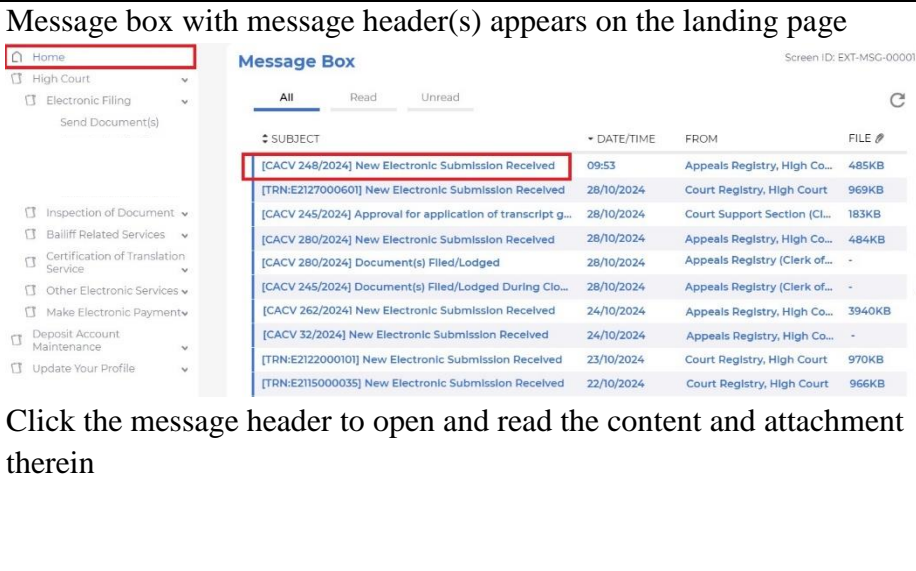
Item	Process	Relevant screenshots for reference
	<p><i>the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&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>To preview uploaded document, repeat steps in item 6.</p> <p>After the 2nd document is successfully uploaded, click “NEXT”&gt;</p>	





Item	Process	Relevant screenshots for reference																									
8.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<p>A pop-up notice of opening hours of the listing offices</p> <div><p><b>Notice</b></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. &amp; 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. &amp; 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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Clerk of Court's Office	10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.																										
9.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT” &gt;</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>Step 3: Confirm Details of the Filing</p> <div><p><b>Send document(s) to an existing case</b></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>Confirm Details of the Filing</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent No</p> <table><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr><tr><td>1</td><td>Document Name Ex Parte Application/Summons</td><td>For Application</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td>Include Vacating Hearing No</td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td>Before Before Registrar of Civil Appeals</td><td></td><td></td></tr><tr><td></td><td>For APD1 Chan Lai Lai</td><td>Hearing Date -</td><td></td><td></td></tr></table>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Ex Parte Application/Summons	For Application	-			Document Version -	Include Vacating Hearing No				Document Language English	Before Before Registrar of Civil Appeals				For APD1 Chan Lai Lai	Hearing Date -		
NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)																							
1	Document Name Ex Parte Application/Summons	For Application	-																								
	Document Version -	Include Vacating Hearing No																									
	Document Language English	Before Before Registrar of Civil Appeals																									
	For APD1 Chan Lai Lai	Hearing Date -																									

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to “Confirm to proceed?”&gt;</p>	 <p>Popup of “Confirm to proceed?”</p>
10.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p>	<p>Step 4: Acknowledgement</p>  <p>Send document(s) to an existing case</p> <p>Screen ID: UIS-FIL-HC-002-001</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b></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><b>Acknowledgement</b></p> <p>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5)</p> <p>Submitted On 30/10/2024 09:53:45</p> <p>e-Payment Transaction Date Time -</p> <p>e-Payment Method -</p> <p>Organization Chan Chan Chan &amp; Co.</p> <p>e-Filing Transaction Reference No. E2129000030</p> <p>e-Payment Transaction Reference No. -</p>




Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p>	
11.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein</p>	

Item	Process	Relevant screenshots for reference
		<div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div><div>&lt; Back</div><div>[CACV 248/2024] New Electronic Submission Received</div></div><div><div>Date/Time30/10/2024 09:53</div><div>FromAppeals Registry, High Court</div><div>ToLAWFIRMA.itooou5</div></div></div><div><div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2129000030) submitted via iCMS on 30/10/2024 09:53. (Time is expressed in 24-hour format.)</div><div>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</div><div>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</div><div>Acknowledgement - e-Filing Transaction Reference No.:E2129000030</div></div><div><div>Notice</div><div>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.</div><div>Opening hours of the Registry</div><div>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</div><div>Saturdays, Sundays : Closed and Public Holidays</div></div><div><div>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2129000030.pdf</div><div>485KB</div></div></div></div></div>
12.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary
13.	<div><div><div>Confirmation message sent to the message box of OU/ IU as appropriate</div><div>Login and access Message Box&gt;</div><div>Click the message header to open and read the content therein</div></div></div>	<div><div>Message Box<div>Screen ID: EXT-MSG-00001</div></div><div><div><div>AllReadUnread</div></div><div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>10:23</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>10:23</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>09:53</div><div>Appeals Registry, High Cou...</div><div>485KB</div></div><div><div>[TRN:E2127000601] New Electronic Submission Received</div><div>28/10/2024</div><div>Court Registry, High Court</div><div>969KB</div></div><div><div>[CACV 245/2024] Approval for application of transcript g...</div><div>28/10/2024</div><div>Court Support Section (Cl...</div><div>183KB</div></div><div><div>[CACV 280/2024] New Electronic Submission Received</div><div>28/10/2024</div><div>Appeals Registry, High Co...</div><div>484KB</div></div><div><div>[CACV 280/2024] Document(s) Filed/Lodged</div><div>28/10/2024</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div>[CACV 245/2024] Document(s) Filed/Lodged During Clo...</div><div>28/10/2024</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div>[CACV 262/2024] New Electronic Submission Received</div><div>24/10/2024</div><div>Appeals Registry, High Co...</div><div>3940KB</div></div><div><div>[CACV 32/2024] New Electronic Submission Received</div><div>24/10/2024</div><div>Appeals Registry, High Co...</div><div>-</div></div></div></div></div>

Item	Process	Relevant screenshots for reference																																								
		<p>Click the message header to open and read the content therein</p> <p><b>Message Details</b> <span>Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> </p> <p><b>[CACV 248/2024] Document(s) Filed/Lodged</b></p> <p>Date/Time 30/10/2024 10:23 From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2129000030) submitted via iCMS on 30/10/2024 09:53. (Time is expressed in 24-hour format.)</p> <p>- Ex Parte Application/Summons 單方面申請 / 傳票 - DRN:212990000651</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p> <p><b>Message Details</b> <span>Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> </p> <p><b>[CACV 248/2024] Document(s) Filed/Lodged</b></p> <p>Date/Time 30/10/2024 10:23 From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2129000030) submitted via iCMS on 30/10/2024 09:53. (Time is expressed in 24-hour format.)</p> <p>- Charging Order To Show Cause dated 30.10.2024 押記令 - DRN:212990000662</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p>																																								
14.	Internal process by the Judiciary	Sender will receive message in iCMS message box after order/directions given on the application and approval of the draft <i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i>																																								
15.	<p><b><u>Order/ Directions given and draft approved message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login 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><b>Message Box</b> <span>Screen ID: EXT-MSG-00001</span></p> <p><a href="#">All</a> <a href="#">Read</a> <a href="#">Unread</a> </p> <table><thead><tr><th>↓ SUBJECT</th><th>↓ DATE/TIME</th><th>FROM</th><th>FILE </th></tr></thead><tbody><tr><td><b>[CACV 248/2024] Draft Charging Order / Garnishee Orde...</b></td><td>11:13</td><td>Appeals Registry (Clerk of...</td><td>38KB</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>10:23</td><td>Appeals Registry (Clerk of ...</td><td>-</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>10:23</td><td>Appeals Registry (Clerk of ...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>09:53</td><td>Appeals Registry, High Cou...</td><td>485KB</td></tr><tr><td>[TRN:E2127000601] New Electronic Submission Received</td><td>28/10/2024</td><td>Court Registry, High Court</td><td>969KB</td></tr><tr><td>[CACV 245/2024] Approval for application of transcript g...</td><td>28/10/2024</td><td>Court Support Section (Cl...</td><td>183KB</td></tr><tr><td>[CACV 280/2024] New Electronic Submission Received</td><td>28/10/2024</td><td>Appeals Registry (Clerk of...</td><td>484KB</td></tr><tr><td>[CACV 280/2024] Document(s) Filed/Lodged</td><td>28/10/2024</td><td>Appeals Registry, High Co...</td><td>-</td></tr><tr><td>[CACV 245/2024] Document(s) Filed/Lodged During Clo...</td><td>28/10/2024</td><td>Appeals Registry (Clerk of...</td><td>-</td></tr></tbody></table> <p>Click the message header to open and read the content and attachment therein</p> <p><b>Message Details</b> <span>Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> </p> <p><b>[CACV 248/2024] Draft Charging Order / Garnishee Order To Show Cause / Examination Order Approved by the Court</b></p> <p>Date/Time 30/10/2024 11:13 From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5</p> <p>This message serves to inform you that the draft Charging Order / Garnishee Order To Show Cause / Examination Order (e-Filing Transaction Reference No. E2129000030) submitted via iCMS on 30/10/2024 09:53 has been approved by the Court. (Time is expressed in 24-hour format.)</p>	↓ SUBJECT	↓ DATE/TIME	FROM	FILE 	<b>[CACV 248/2024] Draft Charging Order / Garnishee Orde...</b>	11:13	Appeals Registry (Clerk of...	38KB	[CACV 248/2024] Document(s) Filed/Lodged	10:23	Appeals Registry (Clerk of ...	-	[CACV 248/2024] Document(s) Filed/Lodged	10:23	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	09:53	Appeals Registry, High Cou...	485KB	[TRN:E2127000601] New Electronic Submission Received	28/10/2024	Court Registry, High Court	969KB	[CACV 245/2024] Approval for application of transcript g...	28/10/2024	Court Support Section (Cl...	183KB	[CACV 280/2024] New Electronic Submission Received	28/10/2024	Appeals Registry (Clerk of...	484KB	[CACV 280/2024] Document(s) Filed/Lodged	28/10/2024	Appeals Registry, High Co...	-	[CACV 245/2024] Document(s) Filed/Lodged During Clo...	28/10/2024	Appeals Registry (Clerk of...	-
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# Step-by-step guide – “File application for Charging Order”

Item	Process	Relevant screenshots for reference																								
		<p>Approved draft was attached. When uploading the faired version of the document, please select "For Listing" in the "Purpose" field and quote the DRN of this approved draft for our further processing.</p> <p>Please click the attachment link to obtain the approved draft.</p> <p>CACV 248/2024 - Charging Order To Show Cause dated 30.10.2024 押記令 - DRN:212990000662</p> <p>1 Attachment(s)</p> <p>PDF CACV 248-2024 - Charging Order To Show Cause dated 30102024 - DRN-212990000662.pdf 38KB</p>																								
16.	<b><u>Access e-Filing function and repeat Step 1: Enter case number</u></b>	Repeat items 2 to 4 above to access e-Filing function and repeat <b><u>Step 1: Enter Case Number</u></b>																								
17.	<b><u>Upload document</u></b>  Select “Charging Order” in “Document Name*”>  Select “To Show Cause” in “Type of Order”>  Select “For Listing” in “PURPOSE*”>  Select “Hearing Before*”>  Select either “Any Date” or “A Date Not Before*”>  <i>[Note: If the latter option is selected, input a date in “A Date Not Before*” and input “Proposed Dates” and “Special Request” field, if any.]</i>  Select language in “Document Language*”>  Tick the checkboxes under “For*” /and “Against”>  Click “Upload”>	<p>Step 2: Upload Document</p> <p>Send document(s) to an existing case <span>Screen ID: UIS-FIL-HC-002-001</span></p>  <p><b>Notice</b> - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></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 *  <input type="text" value="Charging Order"/> </td><td> <input type="text" value="For Listing"/> </td></tr> <tr> <td></td><td>           Type of Order *  <input type="text" value="To Show Cause"/> </td><td>           Hearing Before  <input type="text" value="--- Please Select ---"/> </td></tr> <tr> <td></td><td>           Document Version  <input type="text"/> </td><td>           Preferred Date *  <input type="radio"/> Any Date  <input type="radio"/> A Date Not Before ?         </td></tr> <tr> <td></td><td>           Document Language *  <input type="text" value="--- Please Select ---"/> </td><td></td></tr> <tr> <td></td><td>           For ?  <input type="checkbox"/> APDI Chan Lai Lai  <input type="checkbox"/> RPF1 Wu Fan Fan         </td><td></td></tr> <tr> <td></td><td>           Against ?  <input type="checkbox"/> RPF1 Wu Fan Fan  <input type="checkbox"/> APDI Chan Lai Lai         </td><td></td></tr> <tr> <td></td><td>           Filed By ?  <input type="checkbox"/> Chan Chan Chan &amp; Co.         </td><td></td></tr> </tbody> </table>	NO.	DOCUMENT	PURPOSE*	1	Document Name * <input type="text" value="Charging Order"/>	<input type="text" value="For Listing"/>		Type of Order * <input type="text" value="To Show Cause"/>	Hearing Before <input type="text" value="--- Please Select ---"/>		Document Version <input type="text"/>	Preferred Date * <input type="radio"/> Any Date <input type="radio"/> A Date Not Before ?		Document Language * <input type="text" value="--- Please Select ---"/>			For ? <input type="checkbox"/> APDI Chan Lai Lai <input type="checkbox"/> RPF1 Wu Fan Fan			Against ? <input type="checkbox"/> RPF1 Wu Fan Fan <input type="checkbox"/> APDI Chan Lai Lai			Filed By ? <input type="checkbox"/> Chan Chan Chan & Co.	
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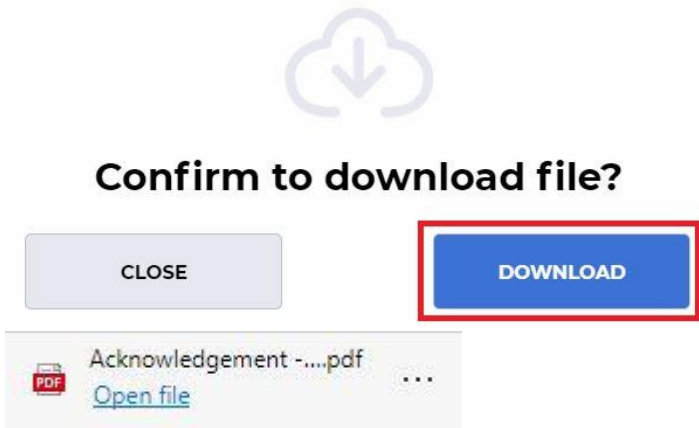
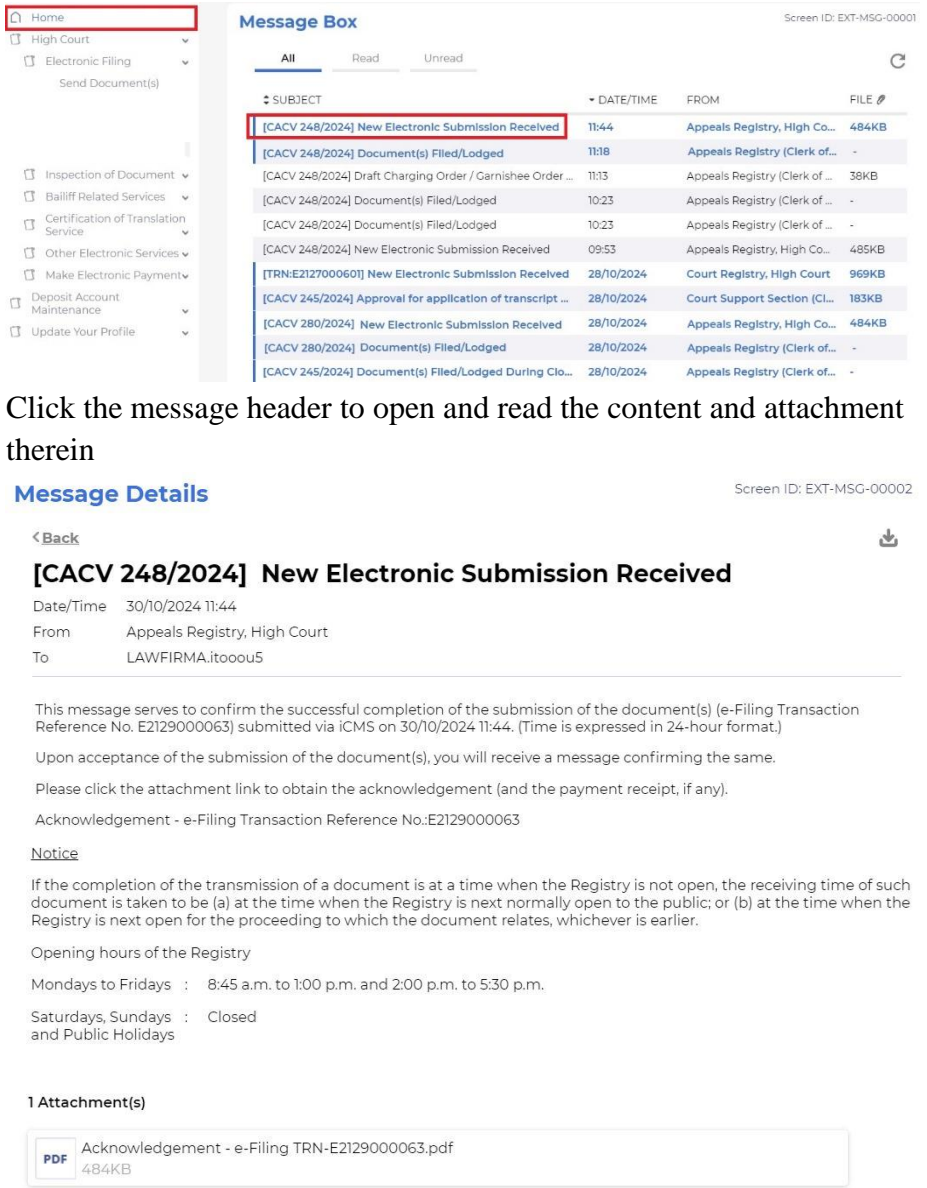
Item	Process	Relevant screenshots for reference								
	<p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&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 “To 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 document is successfully uploaded, click “NEXT”&gt;</p>	<div><div>Upload File * ? <div>UploadJudiciary Cloud</div></div><div>Add Document</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>Charging Order (To Show Cause).doc</td><td>doc</td><td>22.0 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></table><div><div>CLOSE</div><div>OK</div></div><div>...</div><div>Upload File * ? Charging Order (To Show Cause).doc(22.00KB) <a href="#">Reset</a></div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></div></div></div>	Document Name	Type	Size (22.0 KB)		Charging Order (To Show Cause).doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
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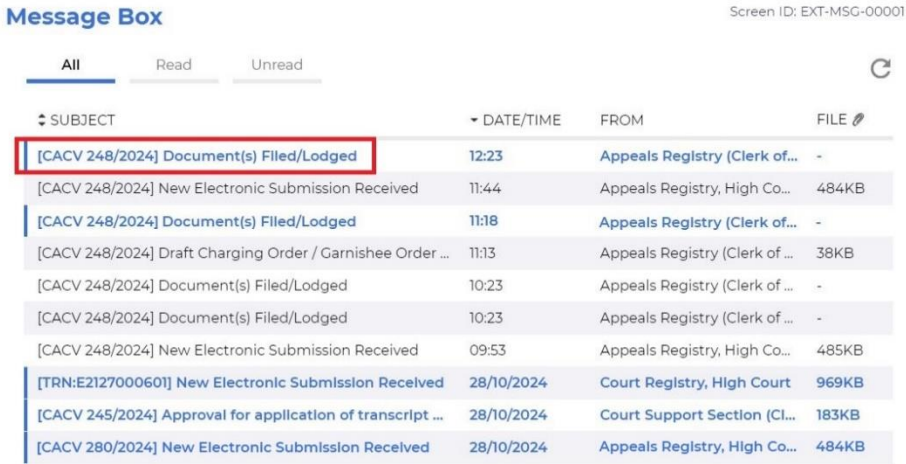





Item	Process	Relevant screenshots for reference										
18.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<p>A pop-up notice of opening hours of the listing offices</p> <div><p><b>Notice</b></p><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. &amp; 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. &amp; 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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19.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT”&gt;</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>Step 3: Confirm Details of the Filing</p> <div><p><b>Send document(s) to an existing case</b></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>Confirm Details of the Filing</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent No</p> <table><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr><tr><td>1</td><td><div>Document Name Charging Order</div><div>Type of Order To Show Cause</div><div>Document Version -</div><div>Document Language English</div></td><td><div>For Listing</div><div>Hearing Before Before Registrar of Civil Appeals</div><div>Preferred Date <div><div>Any Date</div><div>A Date Not Before</div></div></div></td><td></td><td></td></tr></table> <p>...</p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	<div>Document Name Charging Order</div> <div>Type of Order To Show Cause</div> <div>Document Version -</div> <div>Document Language English</div>	<div>For Listing</div> <div>Hearing Before Before Registrar of Civil Appeals</div> <div>Preferred Date <div><div>Any Date</div><div>A Date Not Before</div></div></div>		
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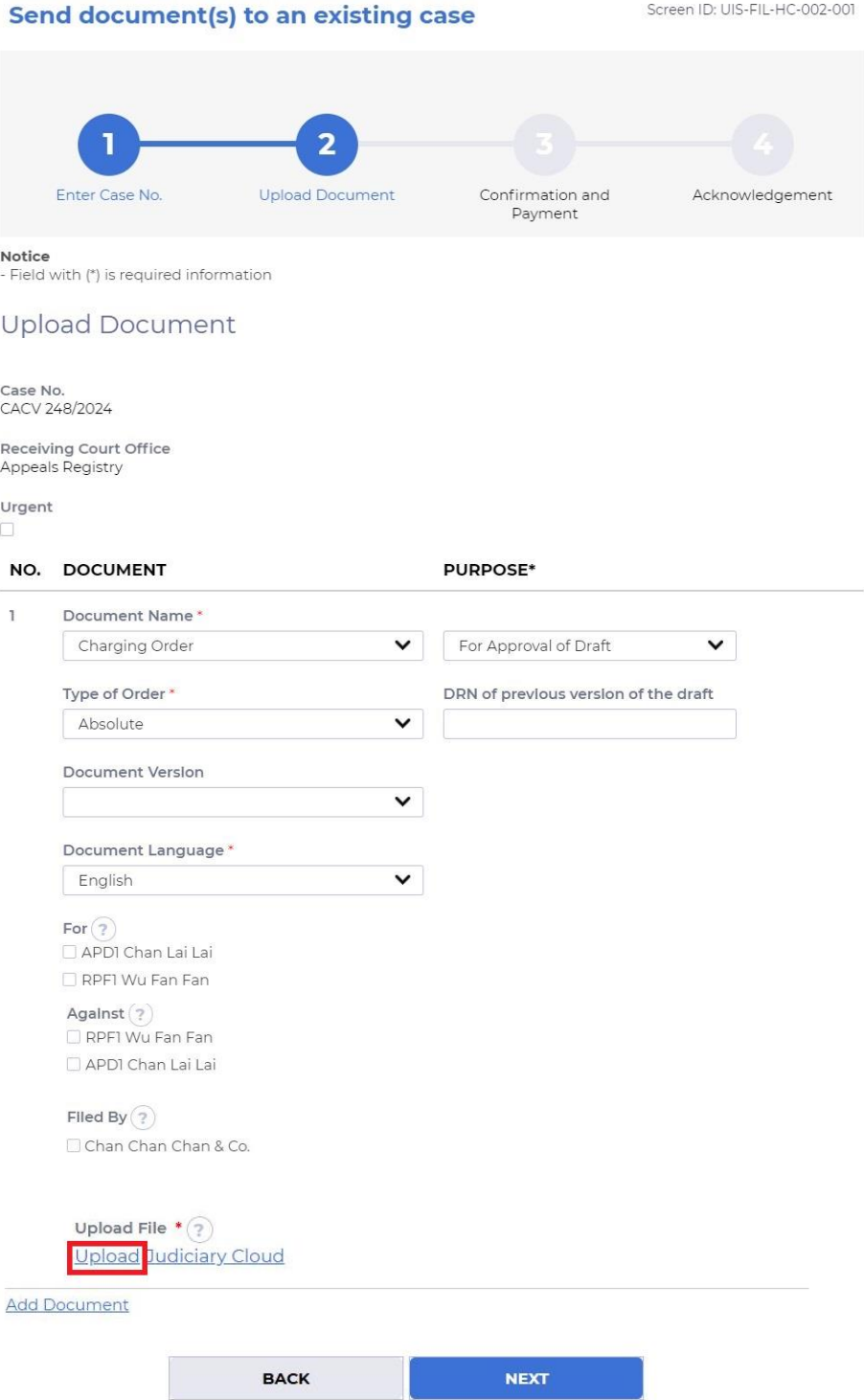


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	Click “OK” to “Confirm to proceed?”>	<div><div>Upload File</div><div>Charging Order (To Show Cause).doc(22.00KB)</div><div>Total amount : -</div><div>BACKNEXT</div></div> <p>Popup of “Confirm to proceed?”</p> <div><div></div><div>Confirm to proceed?</div><div>CANCELOK</div></div>																						
20.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p>	<p>Step 4: Acknowledgement</p> <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> <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>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoouu5)</div><div>Submitted On 30/10/2024 11:44:19</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Method -</div><div>Organization Chan Chan Chan &amp; Co.</div><div>e-Filing Transaction Reference No. E2129000063</div><div>e-Payment Transaction Reference No. -</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>-</td><td>-</td></tr></tbody></table> <div>Total amount : -</div> <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 Listing</td><td>English</td><td>Charging Order</td><td>Charging Order (To Show Cause).doc(22.00KB)</td><td>212990000695</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>SAVE ACKNOWLEDGEMENT</div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	CACV 248/2024	Civil Appeal	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Listing	English	Charging Order	Charging Order (To Show Cause).doc(22.00KB)	212990000695
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Item	Process	Relevant screenshots for reference
	Click “Open file” to retrieve the Acknowledgement>	
21.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>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> 

Item	Process	Relevant screenshots for reference
22.	<b>Internal process by the Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by the Judiciary
23.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to open and read the content 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 therein</p> 
24.	<b>Internal process by the Judiciary</b>	<p>Sender will receive message in iCMS message box with a hearing date fixed on sealed document</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>

Item	Process	Relevant screenshots for reference
25.	<p><b><u>Sealed document(s) issued message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login 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> 
Items 26 to 45 relate to the filing of charging order absolute (after hearing of the charging order to show cause and charging order absolute be granted)		
26.	<p><b><u>Access e-Filing function and repeat Step 1: Enter Case No.</u></b></p>	<p>Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No</u></p>
27.	<p><b><u>Upload document</u></b></p> <p>Select “Charging Order” in “Document Name*”&gt;</p> <p>Select “Absolute” in “Type of Order”&gt;</p>	<p>Step 2: Upload Document</p>

Item	Process	Relevant screenshots for reference						
	<p>Select “For Approval of Draft” in “PURPOSE*”&gt;</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&gt;</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&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>To preview uploaded document, repeat steps in item 6.</p>	 <p>Send document(s) to an existing case <span>Screen ID: UIS-FIL-HC-002-001</span></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Charging Order</p> <p>Type of Order * Absolute</p> <p>Document Version </p> <p>Document Language * English</p> <p>For ?  <input type="checkbox"/> APD1 Chan Lai Lai  <input type="checkbox"/> RPF1 Wu Fan Fan </p> <p>Against ?  <input type="checkbox"/> RPF1 Wu Fan Fan  <input type="checkbox"/> APD1 Chan Lai Lai </p> <p>Filed By ?  <input type="checkbox"/> Chan Chan Chan &amp; Co. </p> <p>Upload File * ?  <a href="#">Upload Judiciary Cloud</a> </p> </td> <td> <p>For Approval of Draft</p> <p>DRN of previous version of the draft </p> </td> </tr> </tbody> </table> <p><a href="#">Add Document</a></p> <p>BACK NEXT</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name * Charging Order</p> <p>Type of Order * Absolute</p> <p>Document Version </p> <p>Document Language * English</p> <p>For ?  <input type="checkbox"/> APD1 Chan Lai Lai  <input type="checkbox"/> RPF1 Wu Fan Fan </p> <p>Against ?  <input type="checkbox"/> RPF1 Wu Fan Fan  <input type="checkbox"/> APD1 Chan Lai Lai </p> <p>Filed By ?  <input type="checkbox"/> Chan Chan Chan &amp; Co. </p> <p>Upload File * ?  <a href="#">Upload Judiciary Cloud</a> </p>	<p>For Approval of Draft</p> <p>DRN of previous version of the draft </p>
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1	<p>Document Name * Charging Order</p> <p>Type of Order * Absolute</p> <p>Document Version </p> <p>Document Language * English</p> <p>For ?  <input type="checkbox"/> APD1 Chan Lai Lai  <input type="checkbox"/> RPF1 Wu Fan Fan </p> <p>Against ?  <input type="checkbox"/> RPF1 Wu Fan Fan  <input type="checkbox"/> APD1 Chan Lai Lai </p> <p>Filed By ?  <input type="checkbox"/> Chan Chan Chan &amp; Co. </p> <p>Upload File * ?  <a href="#">Upload Judiciary Cloud</a> </p>	<p>For Approval of Draft</p> <p>DRN of previous version of the draft </p>						


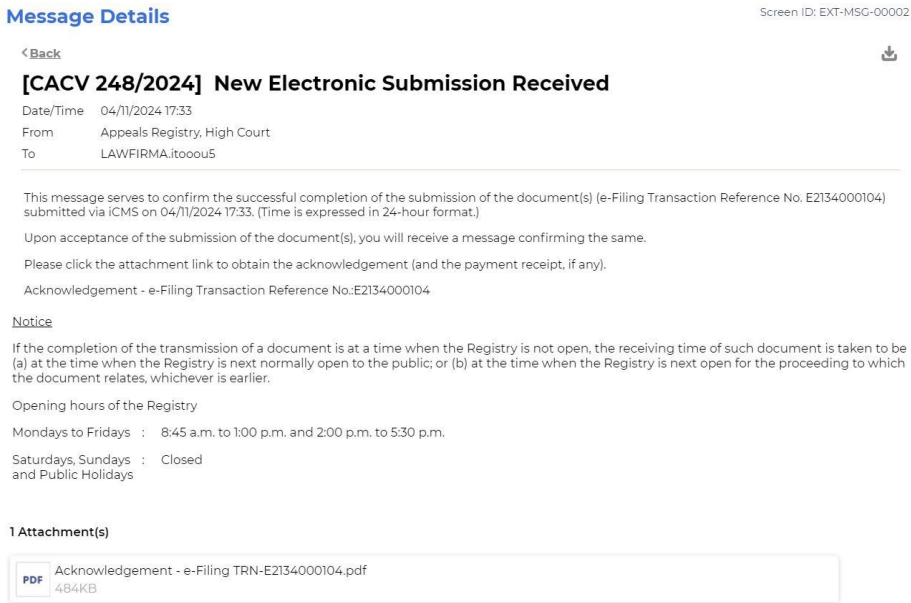


Item	Process	Relevant screenshots for reference								
	After the document is successfully uploaded, click “NEXT”>	<div><div>Drag and drop file here</div><div>or</div><div><div>BROWSE FILES</div></div></div> <div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr></thead><tbody><tr><td>Charging Order (Absolute).doc</td><td>doc</td><td>22.0 KB</td><td><div><div>Preview</div><div>Delete</div></div></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div><div>...</div><div><div>Upload File * ?</div><div>Charging Order (Absolute).doc(22.00KB)</div><div>Reset</div></div><div><div>Add Document</div></div><div><div>BACK</div><div>NEXT</div></div></div>	Document Name	Type	Size (22.0 KB)		Charging Order (Absolute).doc	doc	22.0 KB	<div><div>Preview</div><div>Delete</div></div>
Document Name	Type	Size (22.0 KB)								
Charging Order (Absolute).doc	doc	22.0 KB	<div><div>Preview</div><div>Delete</div></div>							
28.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<div><div>Notice</div><div>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.</div><div>The opening hours of the listing offices are as follows:</div><table><thead><tr><th>Section</th><th>Listing office opening hours (Monday to Friday)</th></tr></thead><tbody><tr><td>High Court Registry</td><td>10:15 a.m. to 1:00 p.m. &amp; 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. &amp; 2:45 p.m. to 4:15 p.m.</td></tr></tbody></table><div>Confirm to proceed?</div><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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Clerk of Court's Office	10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.									
29.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “CONFIRM”&gt;</p> <p>Or, if filing details are not in order, click “BACK” to</p>	Step 3: Confirm Details of the Filing								





Item	Process	Relevant screenshots for reference																														
	<p>return to the previous steps to rectify any of the inputted data&gt;</p> <p>Click “OK” to “Confirm to proceed?”&gt;</p>	<div><div><div>Send document(s) to an existing case</div><div>Screen ID: UIS-FIL-HC-002-001</div></div><div><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></div><div><div>Confirm Details of the Filing</div><div><div>Case No. CACV 248/2024</div><div>Receiving Court Office Appeals Registry</div><div>Urgent No</div></div><table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Charging Order</td><td>For Approval of Draft</td><td>-</td><td></td></tr><tr><td></td><td>Type of Order Absolute</td><td>DRN of previous version of the draft</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td></td><td></td><td></td></tr><tr><td colspan="5">...</td></tr><tr><td></td><td>Upload File Charging Order (Absolute).doc(22.00KB)</td><td></td><td></td><td></td></tr></tbody></table><div><div></div><div>Total amount : -</div></div><div><div>BACK</div><div>NEXT</div></div></div><div><div>Popup of “Confirm to proceed?”</div><div><div><div></div></div><div>Confirm to proceed?</div><div><div>CANCEL</div><div>OK</div></div></div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Charging Order	For Approval of Draft	-			Type of Order Absolute	DRN of previous version of the draft	-			Document Version -				...						Upload File Charging Order (Absolute).doc(22.00KB)			
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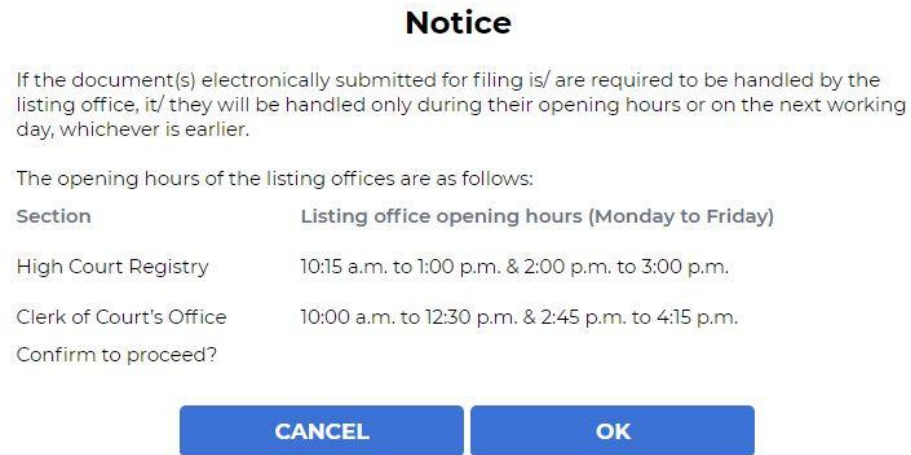
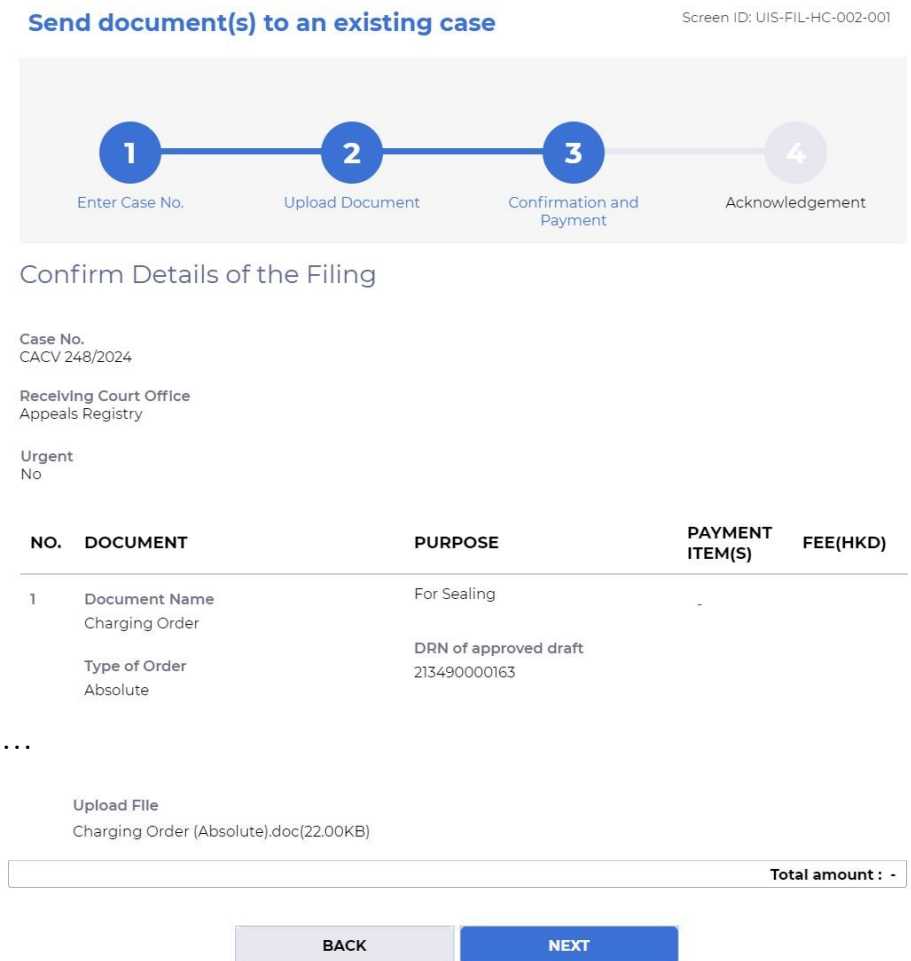
Item	Process	Relevant screenshots for reference
31.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachment therein</p> 
32.	<b>Internal process by the Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by the Judiciary
33.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p>	Message box with message header(s) appears on the landing page

Item	Process	Relevant screenshots for reference
	Click the message header to open and read the content therein	<div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>AllReadUnread</div><div><div>↓ SUBJECT</div><div>↓ DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged During Clos...</div><div>11:38</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 245/2024] Document(s) Filed/Lodged During Clos...</div><div>10:18</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 280/2024] Document(s) Filed/Lodged</div><div>04/11/2024</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 280/2024] New Electronic Submission Received</div><div>04/11/2024</div><div>Appeals Registry, High Co...</div><div>484KB</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>04/11/2024</div><div>Appeals Registry, High Cou...</div><div>484KB</div></div><div><div>[CACV 32/2024] Draft Writ of Subpoena/Writ of Executio...</div><div>04/11/2024</div><div>Appeals Registry (Clerk of ...</div><div>235KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>30/10/2024</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 248/2024] Sealed Document(s) Issued</div><div>30/10/2024</div><div>Appeals Registry (Clerk of ...</div><div>110KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>30/10/2024</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>30/10/2024</div><div>Appeals Registry, High Cou...</div><div>484KB</div></div></div></div> <div>Click the message header to open and read the content therein</div> <div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><div>&lt; Back</div><div>[CACV 248/2024] Document(s) Filed/Lodged During Closure of the Registry</div><div>Date/Time 05/11/2024 11:38</div><div>From Appeals Registry (Clerk of Court's Office), High Court</div><div>To LAWFIRMA.itoou5</div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2134000104) submitted via iCMS on 04/11/2024 17:33. (Time is expressed in 24-hour format.)</div><div>Since the document(s) was/were submitted during the closure of the Registry, such document(s) is/are taken to be received when the Registry re-opens.</div><div>- Charging Order Absolute dated 05.11.2024 押記令 - DRN:213490000163</div><div>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</div></div></div>
34.	Internal process by the Judiciary	Sender will receive message in iCMS message box after approval on the draft <i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i>
35.	<u>Draft approved message sent to the message box of OU/IU as appropriate</u>  Login and access Message Box>  Click the message header to open and read the content and attachment therein	<div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>AllReadUnread</div><div><div>↓ SUBJECT</div><div>↓ DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Draft Order/Judgment/Certificate/All...</div><div>12:18</div><div>Appeals Registry (Clerk o...</div><div>37KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged During Clo...</div><div>11:38</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 245/2024] Document(s) Filed/Lodged During Cl...</div><div>10:18</div><div>Appeals Registry (Clerk o...</div><div>-</div></div><div><div>[CACV 280/2024] Document(s) Filed/Lodged</div><div>04/11/2024</div><div>Appeals Registry (Clerk o...</div><div>-</div></div><div><div>[CACV 280/2024] New Electronic Submission Received</div><div>04/11/2024</div><div>High Court Registry, Hlg...</div><div>967KB</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>04/11/2024</div><div>Appeals Registry, High Co...</div><div>484KB</div></div><div><div>[CACV 32/2024] Draft Writ of Subpoena/Writ of Execut...</div><div>04/11/2024</div><div>Appeals Registry (Clerk o...</div><div>235KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>30/10/2024</div><div>Appeals Registry (Clerk of ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>30/10/2024</div><div>Appeals Registry, High Co...</div><div>484KB</div></div></div></div>

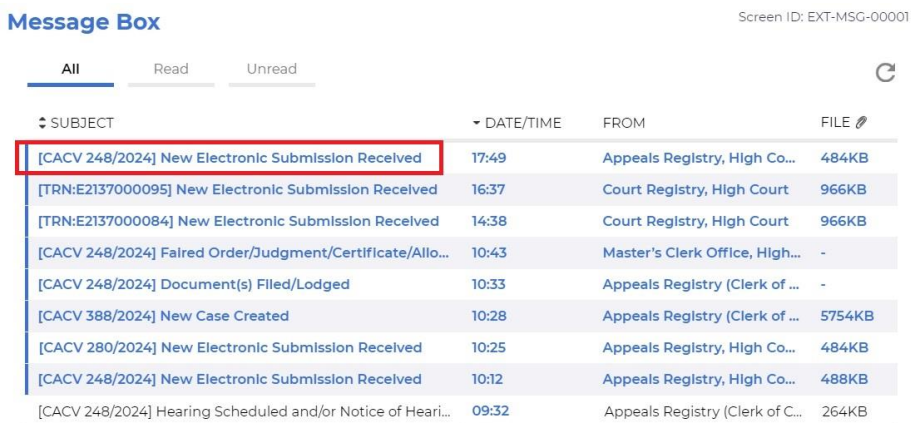
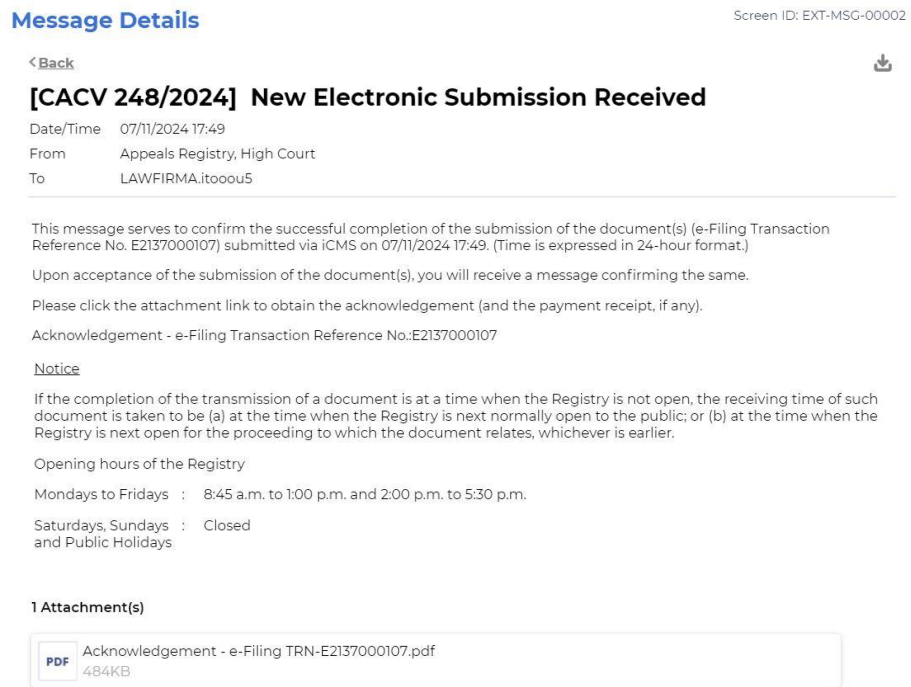
Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p> <p><b>Message Details</b> <span>Screen ID: EXT-MSG-00002</span></p> <p><a href="#">&lt; Back</a> <span>Download</span></p> <p><b>[CACV 248/2024] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</b></p> <p>Date/Time 05/11/2024 12:18  From Appeals Registry (Clerk of Court's Office), High Court  To LAWFIRMA.itooou5</p> <p>This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2134000104) submitted via iCMS on 04/11/2024 17:33 has/ have been approved by the Court. (Time is expressed in 24-hour format.)</p> <p>Approved draft was attached. When uploading the faired version of the document, please select "For Sealing" in the "Purpose" field and quote the DRN of this approved draft for our further processing.</p> <p>Please click the attachment link to obtain the approved draft.</p> <p>CACV 248/2024 - Charging Order Absolute dated 05.11.2024 押記令 - DRN:213490000163</p> <p>1 Attachment(s)</p> <p> CACV 248-2024 - Charging Order Absolute dated 05112024 - DRN-213490000163.pdf 37KB</p>
36.	<b><u>Access e-Filing function and repeat Step 1: Enter case number</u></b>	Repeat items 2 to 4 above to access e-Filing function and repeat <b><u>Step 1: Enter Case No.</u></b>
37.	<p><b><u>Upload Document</u></b></p> <p>Select “Charging Order” in “Document Name*”&gt;</p> <p>Select “Absolute” in “Type of Order”&gt;</p> <p>Select “For Sealing” in “PURPOSE*”&gt;</p> <p>Input “DRN of approved draft*”</p> <p><i>[Note: DRN of approved draft can be found at the draft approved by the Court at item 35 above.]</i></p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p>	<p><b>Step 2: Upload Document</b> <span>Screen ID: UIS-FIL-HC-002-001</span></p> <p><b>Send document(s) to an existing case</b></p>  <p><b>Notice</b> - Field with (*) is required information</p> <p><b>Upload Document</b></p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></p>



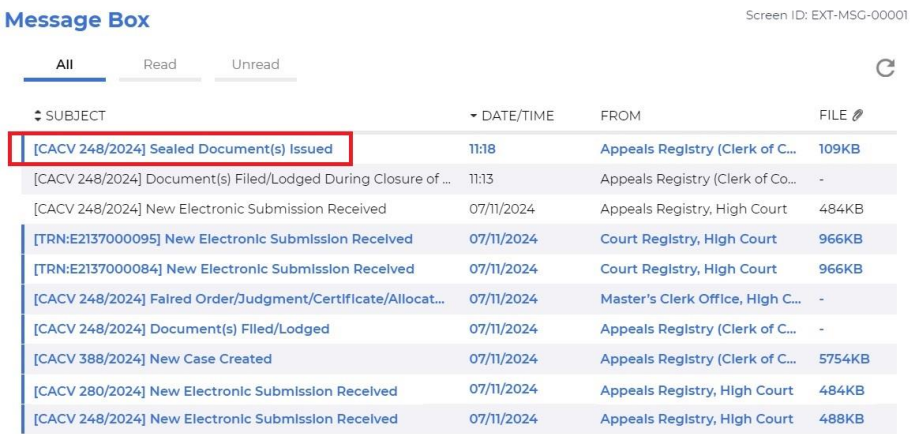
Item	Process	Relevant screenshots for reference								
	<p>Click “Upload”&gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead 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&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>To preview uploaded document, repeat steps in item 6.</p> <p>After the document is successfully uploaded, click “NEXT”&gt;</p>	<div><div><div><div>NO. DOCUMENT PURPOSE*</div><div>1 Document Name * <div>Charging Order ▼</div></div><div>Type of Order * <div>Absolute ▼</div></div><div>Document Version <div>▼</div></div><div>Document Language * <div>English ▼</div></div><div>For ? <div><input type="checkbox"/> APDI Chan Lai Lai</div><div><input type="checkbox"/> RPF1 Wu Fan Fan</div></div><div>Against ? <div><input type="checkbox"/> RPF1 Wu Fan Fan</div><div><input type="checkbox"/> APDI Chan Lai Lai</div></div><div>Filed By ? <div><input type="checkbox"/> Chan Chan Chan &amp; Co.</div></div></div><div><div>Upload File * ? <div>Upload Judiciary Cloud</div></div><div>Add Document</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><thead><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr></thead><tbody><tr><td>Charging Order (Absolute).doc</td><td>doc</td><td>22.0 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div><div><div>....</div><div>Upload File * ? Charging Order (Absolute).doc(22.00KB) <a href="#">Reset</a></div><div>Add Document</div></div><div><div>BACK</div><div>NEXT</div></div></div></div>	Document Name	Type	Size (22.0 KB)		Charging Order (Absolute).doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
Document Name	Type	Size (22.0 KB)								
Charging Order (Absolute).doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>							



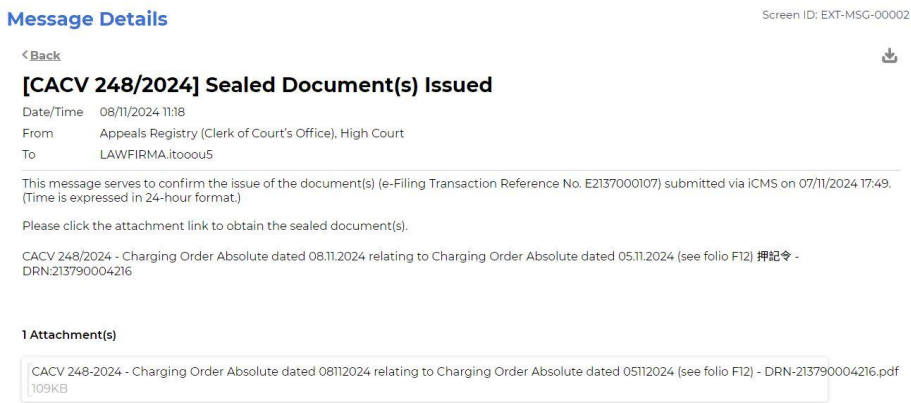
Item	Process	Relevant screenshots for reference
38.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<p>A pop-up notice of opening hours of the listing offices</p> 
39.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT”&gt;</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>Step 3: Confirm Details of the Filing</p>  <p>Popup of “Confirm to proceed?”</p>



Item	Process	Relevant screenshots for reference
41.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>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> 
42.	<p><b>Internal process by the Judiciary</b></p>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p>

Item	Process	Relevant screenshots for reference
43.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to open and read the content 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 therein</p> 
44.	<p><b>Internal process by the Judiciary</b></p>	<p>Sender will receive message in iCMS message box with the sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the faired version is found not in order.]</i></p>
45.	<p><b><u>Sealed document(s) issued message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login 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> 

## Step-by-step guide – “File application for Charging Order”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content and attachment therein</p>  <p>The screenshot shows an email interface with the following content:</p> <ul style="list-style-type: none"> <li><b>Message Details</b> (Screen ID: EXT-MSG-00002)</li> <li><a href="#">Back</a></li> <li><b>[CACV 248/2024] Sealed Document(s) Issued</b></li> <li>Date/Time: 08/11/2024 11:18</li> <li>From: Appeals Registry (Clerk of Court's Office), High Court</li> <li>To: LAWFIRMA.itooou5</li> <li>Body text: "This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E2137000107) submitted via iCMS on 07/11/2024 17:49. (Time is expressed in 24-hour format.)"</li> <li>Body text: "Please click the attachment link to obtain the sealed document(s)."</li> <li>Body text: "CACV 248/2024 - Charging Order Absolute dated 08.11.2024 relating to Charging Order Absolute dated 05.11.2024 (see folio F12) 押記令 - DRN:213790004216"</li> <li><b>1 Attachment(s)</b></li> <li>Attachment: "CACV 248-2024 - Charging Order Absolute dated 08112024 relating to Charging Order Absolute dated 05112024 (see folio F12) - DRN-213790004216.pdf" (109KB)</li> </ul>

Internal process by the Judiciary