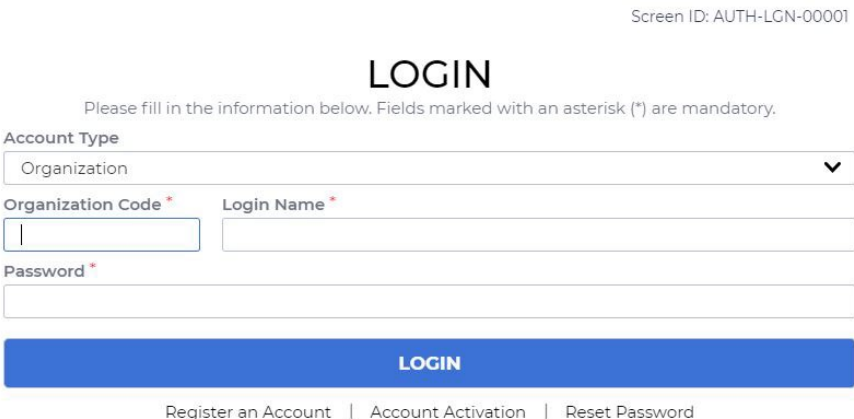
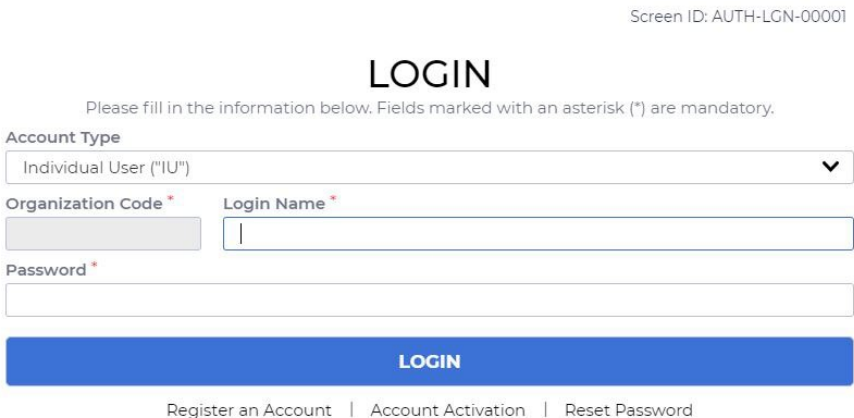
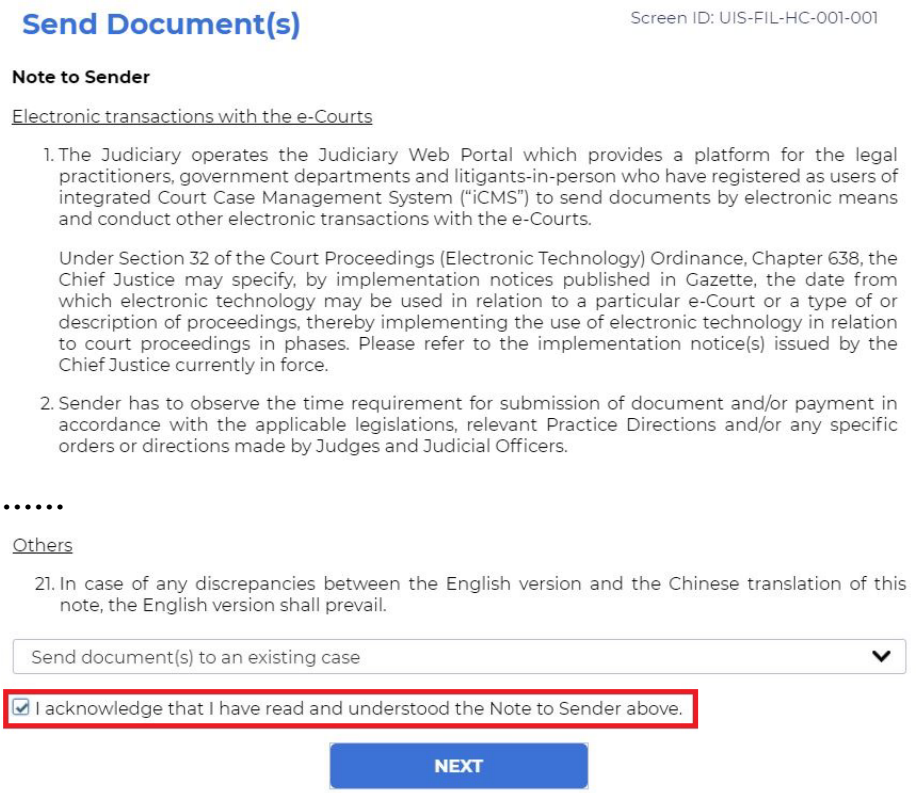


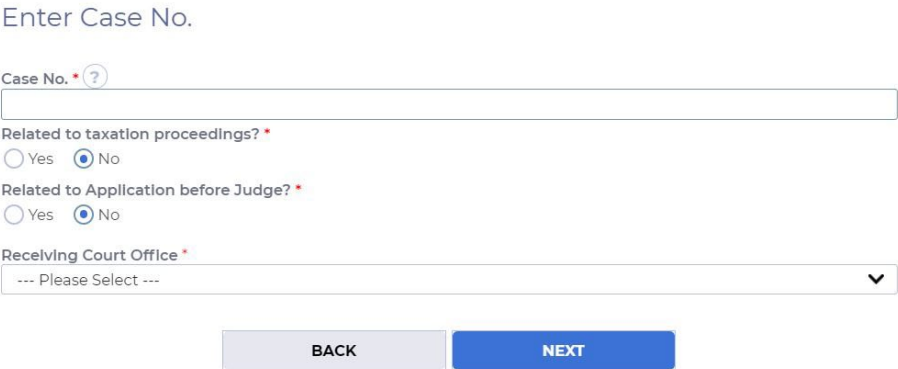
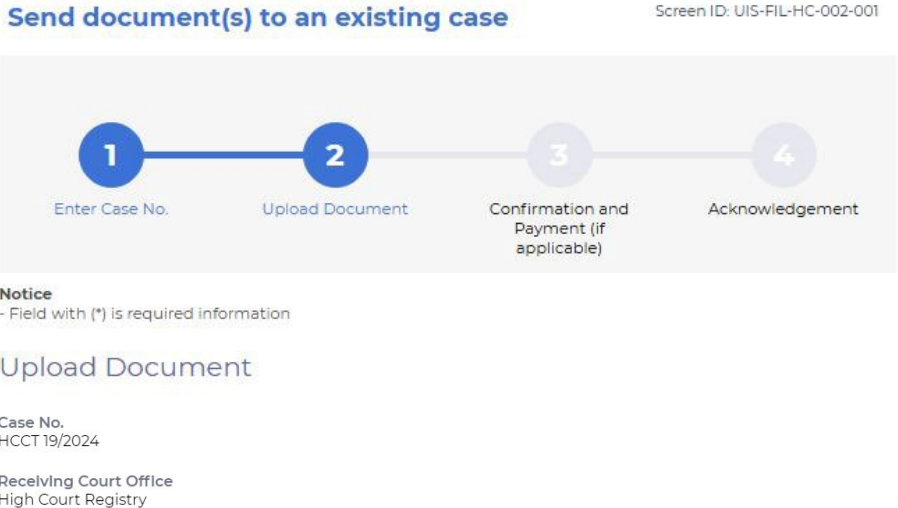
## File application for leave to issue Concurrent Writ of Summons

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.

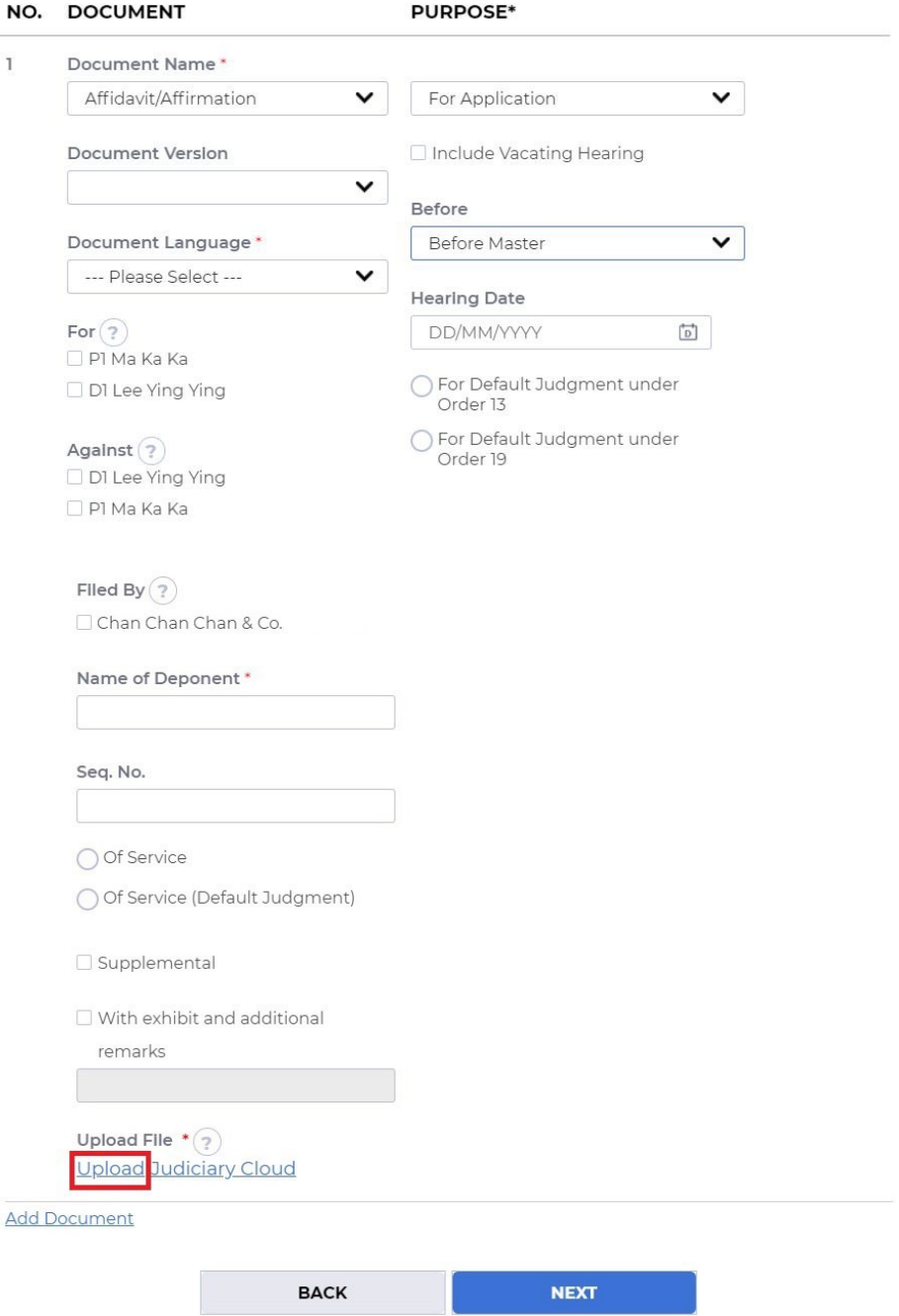
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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>Individual User</p> 

## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

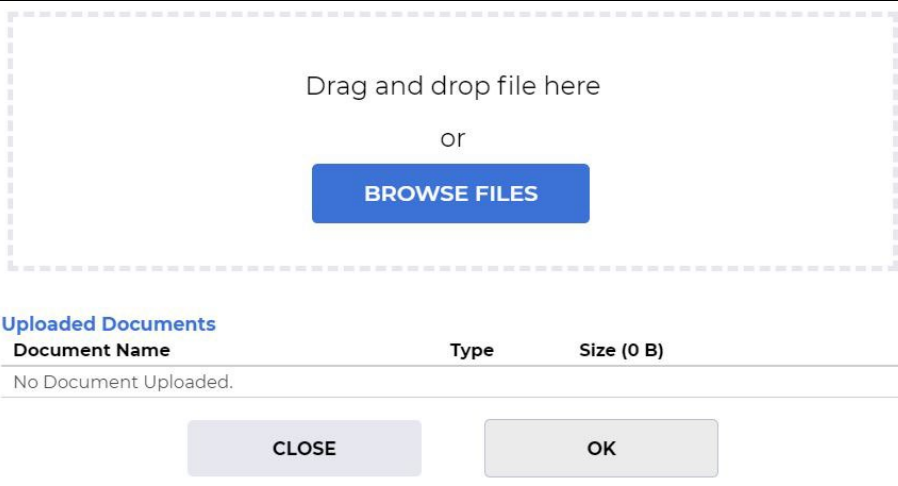
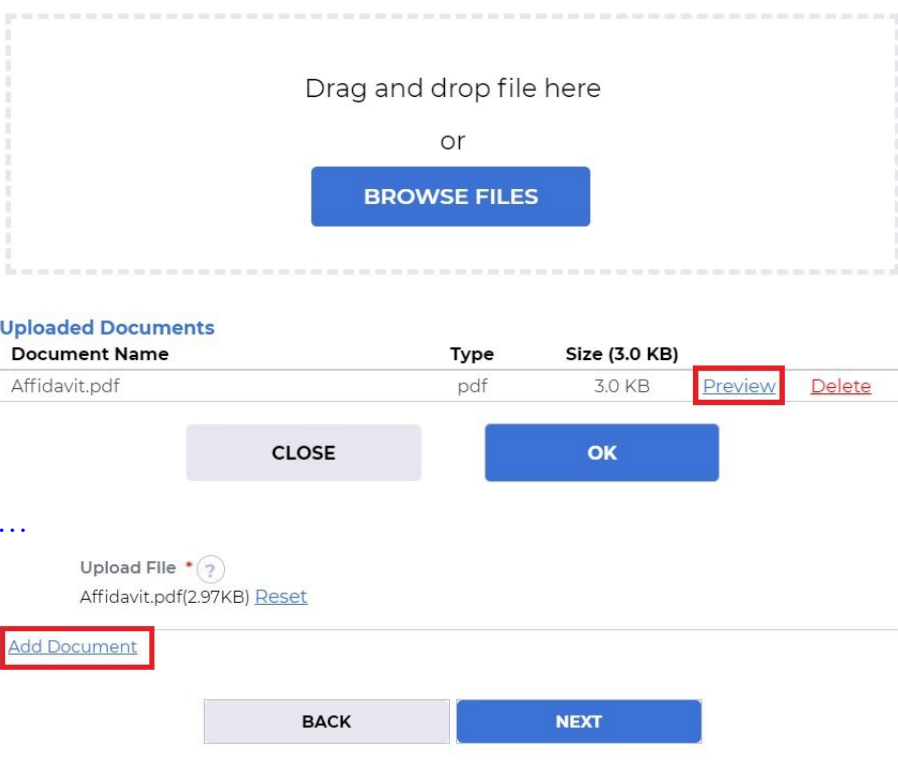
Item	Process	Relevant screenshots for reference
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	 <p>Screen ID: EXT-MSG-00001</p>
3.	<p><b><u>Select the required function</u></b></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>	 <p>Screen ID: UIS-FIL-HC-001-001</p>
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.</p>	 <p>Screen ID: UIS-FIL-HC-002-001</p>

Item	Process	Relevant screenshots for reference
	<p>“Receiving Court Office*” is pre-selected by the system. You may also change it from the drop down menu as appropriate&gt;</p> <p>Click “NEXT”&gt;</p>	
5.	<p><b><u>Upload document</u></b></p> <p>a. Affidavit/ Affirmation</p> <p>Select “Affidavit/ Affirmation” in “Document Name*”&gt;</p> <p>Select “For Application” in “PURPOSE*”&gt;</p> <p>“Before” is pre-filled as “Before Master”. Please change it as appropriate&gt;</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Input “Name of Deponent*”&gt;</p> <p>Input other secondary information as appropriate&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”.</i></p>	<p>Step 2: Upload document</p> <p>To upload two types of documents as follows.</p> <p>a) Affidavit/ Affirmation b) Order</p> <p><u>The 1<sup>st</sup> document to be uploaded – Affidavit/ Affirmation</u></p> 

## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

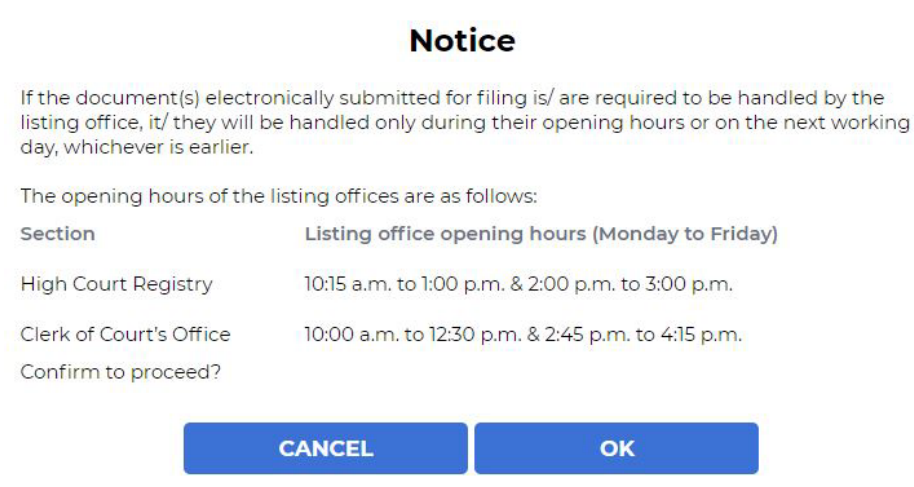

Item	Process	Relevant screenshots for reference
	<p><i>Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	 <p><b>NO. DOCUMENT PURPOSE*</b></p> <p>1 Document Name * Affidavit/Affirmation</p> <p>Document Version Include Vacating Hearing</p> <p>Document Language * --- Please Select ---</p> <p>For ? <input type="checkbox"/> P1 Ma Ka Ka <input type="checkbox"/> D1 Lee Ying Ying</p> <p>Against ? <input type="checkbox"/> D1 Lee Ying Ying <input type="checkbox"/> P1 Ma Ka Ka</p> <p>Filed By ? <input type="checkbox"/> Chan Chan Chan &amp; Co.</p> <p>Name of Deponent *</p> <p>Seq. No.</p> <p><input type="radio"/> Of Service <input type="radio"/> Of Service (Default Judgment)</p> <p><input type="checkbox"/> Supplemental <input type="checkbox"/> With exhibit and additional remarks</p> <p>Upload File * ? <b>Upload Judiciary Cloud</b></p> <p><a href="#">Add Document</a></p> <p><b>BACK NEXT</b></p>

# Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

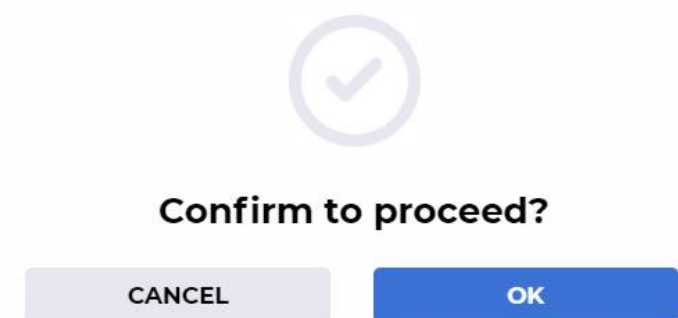
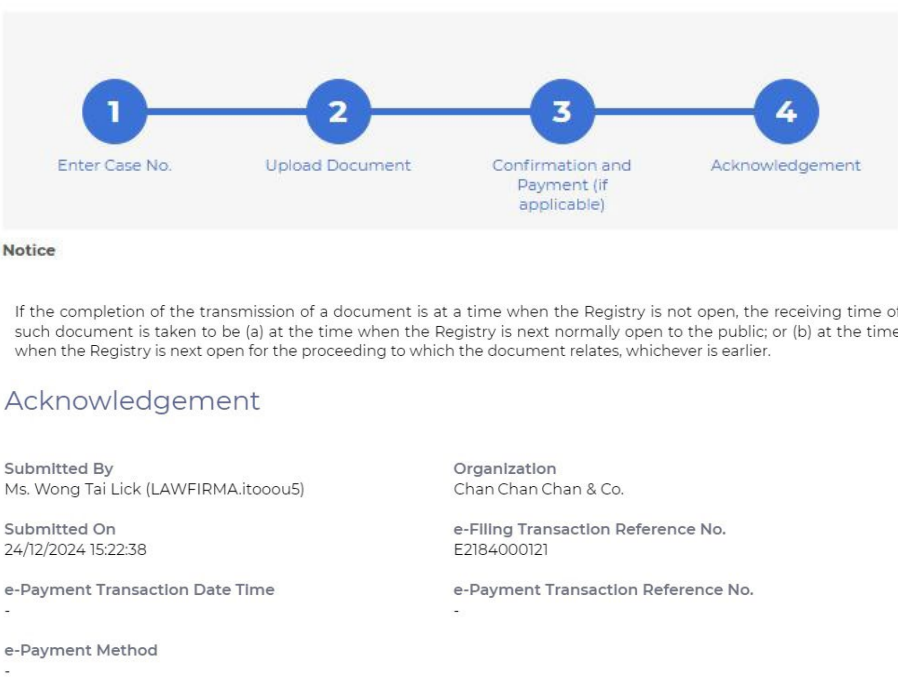
Item	Process	Relevant screenshots for reference						
		 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
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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” to close the pop-up 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>	 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (3.0 KB)</th> </tr> </thead> <tbody> <tr> <td>Affidavit.pdf</td> <td>pdf</td> <td>3.0 KB</td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p> <p>...</p> <p>Upload File * ? Affidavit.pdf(2.97KB) <a href="#">Reset</a></p> <p><b>Add Document</b></p> <p><b>BACK</b> <b>NEXT</b></p>	Document Name	Type	Size (3.0 KB)	Affidavit.pdf	pdf	3.0 KB
Document Name	Type	Size (3.0 KB)						
Affidavit.pdf	pdf	3.0 KB						

Item	Process	Relevant screenshots for reference								
7.	<p><b><u>Upload document</u></b></p> <p>b. Order</p> <p>Select “Order” in “Document Name*”&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><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>To preview uploaded document, repeat steps in item 6.</p>	<p>The 2<sup>nd</sup> document to be uploaded – Order</p> <div><div>2 Document Name *<div>Order</div><div>--- Please Select ---</div><div>Delete</div></div><div>Document Version<div></div></div><div>Document Language *<div>--- Please Select ---</div></div><div>For ?<div><input type="checkbox"/> P1 Ma Ka Ka</div><div><input type="checkbox"/> D1 Lee Ying Ying</div></div><div>Against ?<div><input type="checkbox"/> D1 Lee Ying Ying</div><div><input type="checkbox"/> P1 Ma Ka Ka</div></div><div>Filed By ?<div><input type="checkbox"/> Chan Chan Chan &amp; Co.</div></div><div>Upload File * ?<div>UploadJudiciary Cloud</div></div></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><div>Uploaded Documents</div><table><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr><tr><td>Draft Order.doc</td><td>doc</td><td>22.0 KB</td><td><div>PreviewDelete</div></td></tr></table><div><div>CLOSE</div><div>OK</div></div><div>...</div><div>Upload File * ?<div>Draft Order.doc(22.00KB)Reset</div></div></div> <div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></div></div>	Document Name	Type	Size (22.0 KB)		Draft Order.doc	doc	22.0 KB	<div>PreviewDelete</div>
Document Name	Type	Size (22.0 KB)								
Draft Order.doc	doc	22.0 KB	<div>PreviewDelete</div>							



Item	Process	Relevant screenshots for reference
	After the 2 <sup>nd</sup> document is successfully uploaded, click “NEXT”>	
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> 
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> 

## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	<p>Upload File Draft Order.doc(22.00KB)</p> <p>Total amount : -</p> <p>BACK NEXT</p> <p>Popup of “Confirm to proceed?”</p>  <p>CANCEL OK</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 <span>Screen ID: UIS-FIL-HC-002-001</span></p>  <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> <p>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5)</p> <p>Submitted On 24/12/2024 15:22:38</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. E2184000121</p> <p>e-Payment Transaction Reference No. -</p>



## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

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>	<div><div><div>Transaction Summary</div><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>HCCT 19/2024</td><td>Construction and Arbitration Proceedings</td><td>-</td><td>-</td></tr></tbody></table><div>Total amount : -</div></div><div><div>The Following Document(s) Have Been Uploaded</div><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 Application</td><td>English</td><td>Affidavit/Affirmation</td><td>Affidavit.pdf(2.97KB)</td><td>218490000326</td></tr><tr><td>2</td><td>For Approval of Draft</td><td>English</td><td>Order</td><td>Draft Order.doc(22.00KB)</td><td>218490000450</td></tr></tbody></table><div>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</div><div>SAVE ACKNOWLEDGEMENT</div></div><div><div><div><div></div></div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>Acknowledgement - ....pdf</div><div>Open file</div></div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	HCCT 19/2024	Construction and Arbitration Proceedings	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Application	English	Affidavit/Affirmation	Affidavit.pdf(2.97KB)	218490000326	2	For Approval of Draft	English	Order	Draft Order.doc(22.00KB)	218490000450
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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>	<p>Message box with message header(s) appears on the landing page</p> <div><div><div>Home</div><div>High Court</div><div>Electronic Filing</div><div>Inspection of Document</div><div>Balliff 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>[HCCT 19/2024] New Electronic Submission Received</div><div>15:22</div><div>High Court Registry, High Court</div><div>485KB</div></div><div><div>[CACV 391/2024] Approval for application of transcript given by the ...</div><div>15:09</div><div>Appeals Registry (Clerk of Court...</div><div>28KB</div></div><div><div>[TRN:E2183000254] New Electronic Submission Received</div><div>23/12/2024</div><div>Court Registry, High Court</div><div>975KB</div></div><div><div>[TRN:E2183000085] New Electronic Submission Received</div><div>23/12/2024</div><div>Court Registry, High Court</div><div>966KB</div></div><div><div>[HCCT 19/2024] Hearing Scheduled and/or Notice of Hearing Issued</div><div>23/12/2024</div><div>High Court Registry</div><div>33KB</div></div><div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>23/12/2024</div><div>High Court Registry</div><div>-</div></div><div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>23/12/2024</div><div>High Court Registry</div><div>-</div></div><div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>23/12/2024</div><div>High Court Registry, High Court</div><div>968KB</div></div><div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>23/12/2024</div><div>High Court Registry, High Court</div><div>968KB</div></div></div></div>																												

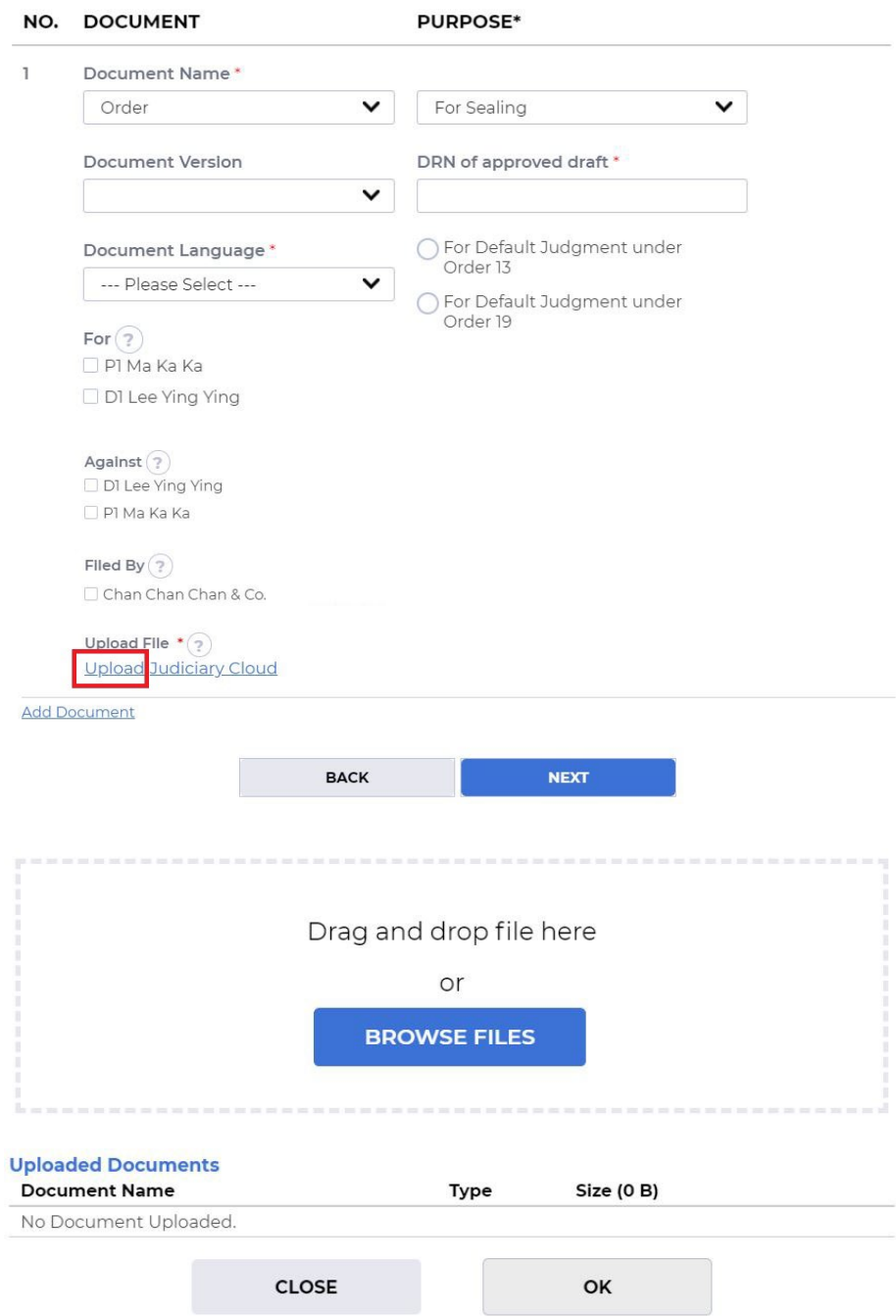
## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

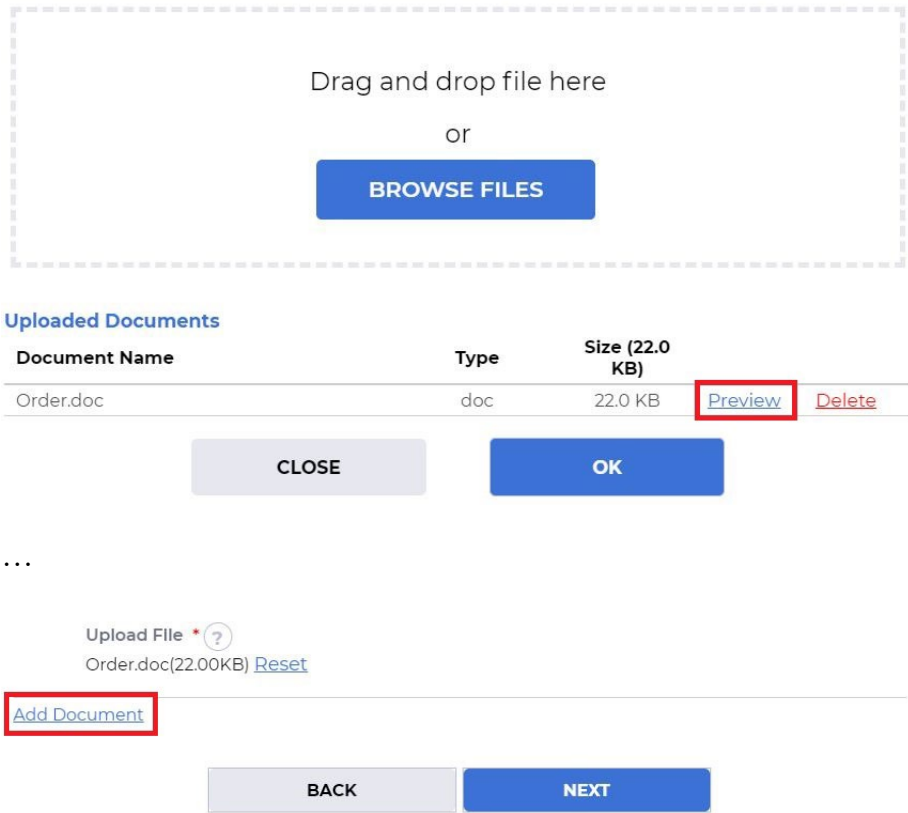
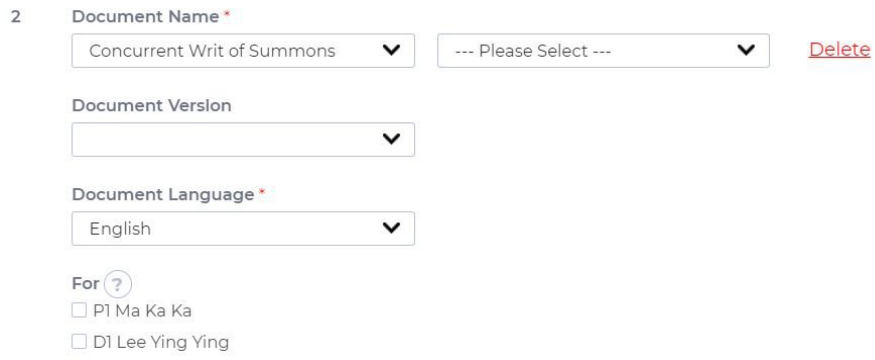
Item	Process	Relevant screenshots for reference																																				
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div>&lt; Back</div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>Date/Time 24/12/2024 15:22</div><div>From High Court Registry, High Court</div><div>To LAWFIRMA.itoouu5</div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2184000121) submitted via iCMS on 24/12/2024 15:22. (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.:E2184000121</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>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2184000121.pdf</div><div>485KB</div></div></div>																																				
12.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary																																				
13.	<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 contents therein</div></div>	<div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread</div><div><table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE</th></tr></thead><tbody><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>15:43</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>15:43</td><td>High Court Registry</td><td>-</td></tr><tr><td>[CACV 371/2024] Approval for application of transcript give...</td><td>15:38</td><td>Appeals Registry (Clerk of ...</td><td>28KB</td></tr><tr><td>[TRN:E2184000132] New Electronic Submission Received</td><td>15:29</td><td>Court Registry, High Court</td><td>967KB</td></tr><tr><td>[CACV 371/2024] Approval for application of transcript give...</td><td>15:28</td><td>Appeals Registry (Clerk of ...</td><td>28KB</td></tr><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>15:22</td><td>High Court Registry, High C...</td><td>485KB</td></tr><tr><td>[CACV 391/2024] Approval for application of transcript give...</td><td>15:09</td><td>Appeals Registry (Clerk of ...</td><td>28KB</td></tr><tr><td>[TRN:E2183000254] New Electronic Submission Received</td><td>23/12/2024</td><td>Court Registry, High Court</td><td>975KB</td></tr></tbody></table></div></div>	SUBJECT	DATE/TIME	FROM	FILE	[HCCT 19/2024] Document(s) Filed/Lodged	15:43	High Court Registry	-	[HCCT 19/2024] Document(s) Filed/Lodged	15:43	High Court Registry	-	[CACV 371/2024] Approval for application of transcript give...	15:38	Appeals Registry (Clerk of ...	28KB	[TRN:E2184000132] New Electronic Submission Received	15:29	Court Registry, High Court	967KB	[CACV 371/2024] Approval for application of transcript give...	15:28	Appeals Registry (Clerk of ...	28KB	[HCCT 19/2024] New Electronic Submission Received	15:22	High Court Registry, High C...	485KB	[CACV 391/2024] Approval for application of transcript give...	15:09	Appeals Registry (Clerk of ...	28KB	[TRN:E2183000254] New Electronic Submission Received	23/12/2024	Court Registry, High Court	975KB
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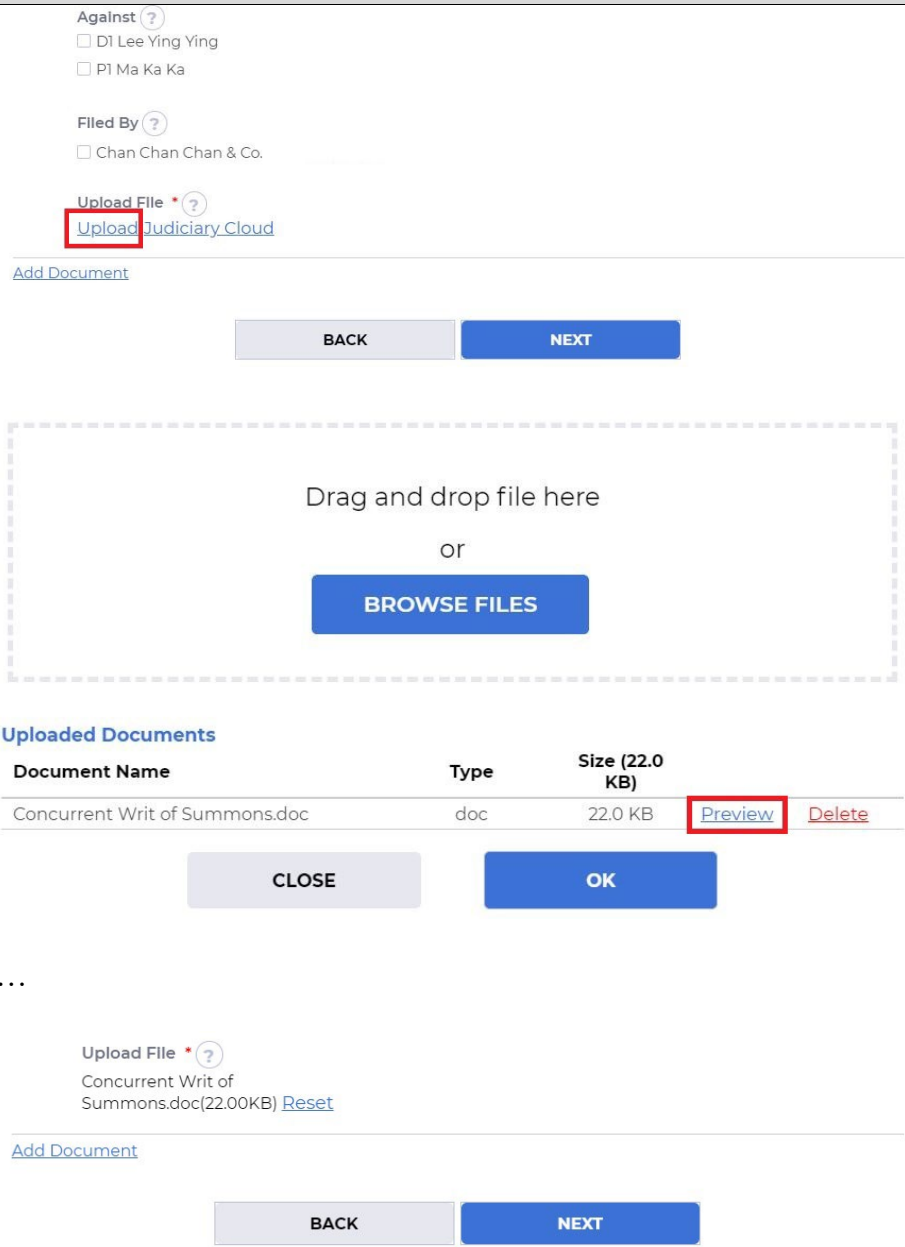
Item	Process	Relevant screenshots for reference
		<div>Click the message header to open and read the contents therein</div> <div><div>Message Details<div>Screen ID: EXT-MSG-00002</div><div>&lt; Back<div>Download</div></div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>Date/Time 24/12/2024 15:43</div><div>From High Court Registry</div><div>To LAWFIRMA.itooou5</div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2184000121) submitted via iCMS on 24/12/2024 15:22. (Time is expressed in 24-hour format.)</div><div>- Affidavit/Affirmation of Chan Lai Ying 宗教式誓章/非宗教式誓詞 - DRN:218490000326</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>Message Details<div>Screen ID: EXT-MSG-00002</div><div>&lt; Back<div>Download</div></div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>Date/Time 24/12/2024 15:43</div><div>From High Court Registry</div><div>To LAWFIRMA.itooou5</div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2184000121) submitted via iCMS on 24/12/2024 15:22. (Time is expressed in 24-hour format.)</div><div>- Order 命令 - DRN:218490000450</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>
14.	Internal process by Judiciary	<div>Sender will receive message in iCMS message box after order/directions given on the application and approval of the draft</div> <div>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</div>
15.	<div>Order/ Directions given and draft approved 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 and attachment therein</div>	<div>Message box with message appears on the landing page</div> <div><div>Message Box<div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread<div>Refresh</div></div><div><div>SUBJECTDATE/TIMEFROMFILE</div><div>[HCCT 19/2024] Draft Order/Judgment/Certifica...12:43Master's Clerk Office30KB</div><div>[CACV 279/2024-3] 已建立新的訟費單11:53高等法院上訴登記處(書...-</div><div>[CACV 279/2024] 已收妥新電子提交27/12/2024高等法院登記處, 高等法院986KB</div><div>[HCCT 19/2024] Draft Order/Judgment/Certifica...24/12/2024High Court Registry30KB</div><div>[HCCT 19/2024] Document(s) Filed/Lodged24/12/2024High Court Registry-</div><div>[HCCT 19/2024] Document(s) Filed/Lodged24/12/2024High Court Registry-</div><div>[CACV 371/2024] Approval for application of tra...24/12/2024Appeals Registry (Cle...28KB</div><div>[TRN:E2184000132] New Electronic Submission ...24/12/2024Court Registry, High ...967KB</div></div></div></div>

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content and attachment therein</p> <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> <span style="float: right;">Download</span></p> <p><b>[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</b></p> <p>Date/Time 30/12/2024 12:43  From Master's Clerk Office '  To LAWFIRMA.itooou5</p> <hr/> <p>This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2184000121) submitted via iCMS on 24/12/2024 15:22 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>HCCT 19/2024 - Order 命令 - DRN:218490000450</p> <p><b>1 Attachment(s)</b></p> <div>  HCCT 19-2024 - Order - DRN-218490000450.pdf  30KB </div>
16.	<b><u>Access e-Filing function and repeat Step 1: Enter Case No.</u></b>	Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No.</u>
17.	<b><u>Upload Document</u></b>  a. Order  Select “Order” in “Document Name*”>  Select “For Sealing” in “PURPOSE*”>  Input “DRN of approved draft*”>  <i>[Note: DRN of approved draft order can be found at the draft approved by court.]</i>   Select language in “Document Language*” >	<p>Step 2: Upload document</p> <p>To upload two types of documents as follows.</p> <p>a) Order  b) Concurrent Writ of Summons</p> <p><u>The 1<sup>st</sup> document to be uploaded – Order</u></p> <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: UIS-FIL-HC-002-001</span></p> <div> </div> <p><b>Notice</b>  - Field with (*) is required information</p> <p><b>Upload Document</b></p> <p>Case No.  HCCT 19/2024</p> <p>Receiving Court Office  High Court Registry</p>

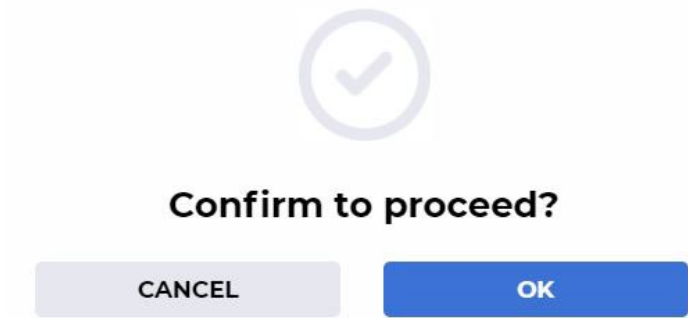
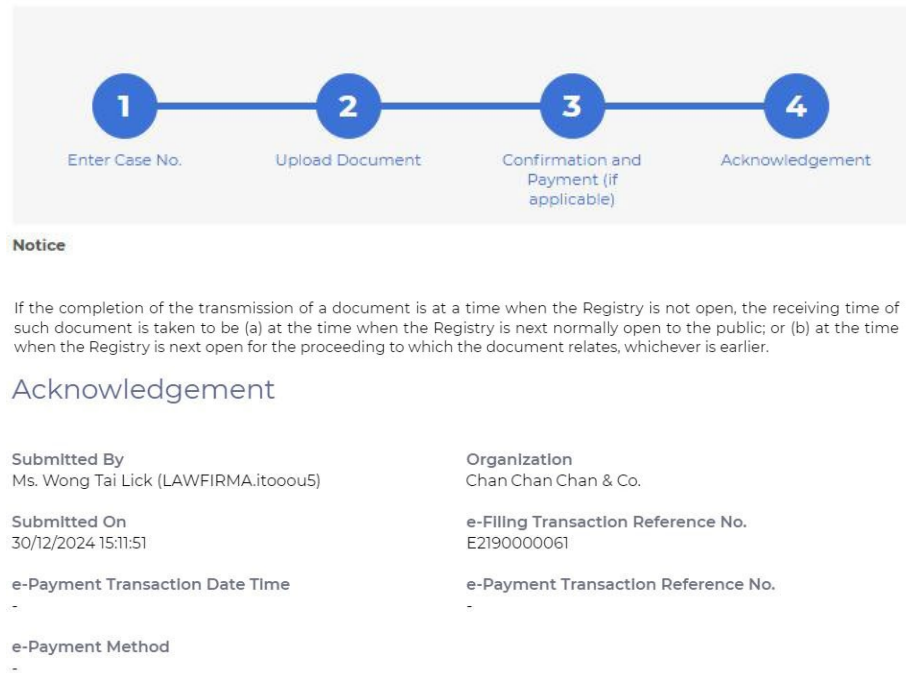
Item	Process	Relevant screenshots for reference
	<p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic 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>The screenshot displays the document upload process. The form includes fields for Document Name (set to 'Order'), Document Version, Document Language (set to 'Please Select'), and Purpose (set to 'For Sealing'). There are checkboxes for 'For' (P1 Ma Ka Ka, D1 Lee Ying Ying) and 'Against' (D1 Lee Ying Ying, P1 Ma Ka Ka). A 'Filed By' field shows 'Chan Chan Chan &amp; Co.'. An 'Upload File' button is highlighted with a red box, and a link 'Upload Judiciary Cloud' is visible below it. At the bottom, there are 'BACK' and 'NEXT' buttons, and a 'BROWSE FILES' button in a dashed box labeled 'Drag and drop file here'. Below this is a table titled 'Uploaded Documents' with columns 'Document Name', 'Type', and 'Size (0 B)', showing 'No Document Uploaded.' and 'CLOSE'/'OK' buttons.</p>

Item	Process	Relevant screenshots for reference
	<p>After the 1st document is successfully uploaded, click “Add Document” to add the 2<sup>nd</sup> document&gt;</p>	
18.	<p><b><u>Upload Document</u></b></p> <p>b. Concurrent Writ of Summons</p> <p>Select “Concurrent Writ of Summons” in “Document Name*”&gt;</p> <p>Select “For Filing” 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</i></p>	<p><u>The 2<sup>nd</sup> document to be uploaded – Concurrent Writ of Summons</u></p> 



Item	Process	Relevant screenshots for reference								
	<p><i>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 item 6</p> <p>After the 2<sup>nd</sup> document is successfully uploaded, click “NEXT”&gt;</p>	 <p>Against (?) <input type="checkbox"/> D1 Lee Ying Ying <input type="checkbox"/> P1 Ma Ka Ka</p> <p>Filed By (?) <input type="checkbox"/> Chan Chan Chan &amp; Co.</p> <p>Upload File * (?) <a href="#">Upload Judiciary Cloud</a></p> <p><a href="#">Add Document</a></p> <p>BACK NEXT</p> <p>Drag and drop file here or <a href="#">BROWSE FILES</a></p> <p>Uploaded Documents</p> <table><thead><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr></thead><tbody><tr><td>Concurrent Writ of Summons.doc</td><td>doc</td><td>22.0 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></tbody></table> <p>CLOSE OK</p> <p>...</p> <p>Upload File * (?) Concurrent Writ of Summons.doc(22.00KB) <a href="#">Reset</a></p> <p><a href="#">Add Document</a></p> <p>BACK NEXT</p>	Document Name	Type	Size (22.0 KB)		Concurrent Writ of Summons.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
Document Name	Type	Size (22.0 KB)								
Concurrent Writ of Summons.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>							
19.	<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>								

Item	Process	Relevant screenshots for reference																														
		<div><div>Notice</div><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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20.	<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>	<div><div>Step 3: Confirm Details of the Filing</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 (if applicable)</div></div><div><div>4</div><div>Acknowledgement</div></div></div></div><div><div>Confirm Details of the Filing</div><div><div>Case No. HCCT19/2024</div><div>Receiving Court Office High Court Registry</div></div><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 Order</td><td>For Sealing</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td>DRN of approved draft 218490000450</td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td><div><div></div>For Default Judgment under Order 13</div><div><div></div>For Default Judgment under Order 19</div></td><td></td><td></td></tr><tr><td colspan="5">...</td></tr><tr><td></td><td>Upload File Concurrent Writ of Summons.doc(22.00KB)</td><td></td><td></td><td></td></tr></table><div><div></div><div>Total amount : -</div></div><div><div>BACK</div><div>NEXT</div></div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Order	For Sealing	-			Document Version -	DRN of approved draft 218490000450				Document Language English	<div><div></div>For Default Judgment under Order 13</div> <div><div></div>For Default Judgment under Order 19</div>			...						Upload File Concurrent Writ of Summons.doc(22.00KB)			
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Item	Process	Relevant screenshots for reference								
	Click “OK” to “Confirm to proceed?”>	<p>Popup of “Confirm to proceed?”</p> 								
21.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p>	<p>Step 4: Acknowledgement</p> <p><b>Send document(s) to an existing case</b> <span>Screen ID: UIS-FIL-HC-002-001</span></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> <table><tr><td>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoooo5)</td><td>Organization Chan Chan Chan &amp; Co.</td></tr><tr><td>Submitted On 30/12/2024 15:11:51</td><td>e-Filing Transaction Reference No. E2190000061</td></tr><tr><td>e-Payment Transaction Date Time -</td><td>e-Payment Transaction Reference No. -</td></tr><tr><td>e-Payment Method -</td><td></td></tr></table>	Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoooo5)	Organization Chan Chan Chan & Co.	Submitted On 30/12/2024 15:11:51	e-Filing Transaction Reference No. E2190000061	e-Payment Transaction Date Time -	e-Payment Transaction Reference No. -	e-Payment Method -	
Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoooo5)	Organization Chan Chan Chan & Co.									
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e-Payment Method -										

## Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

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>	<div><div>Transaction Summary</div><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>HCCT 19/2024</td><td>Construction and Arbitration Proceedings</td><td>-</td><td>-</td></tr></tbody></table><div>Total amount : -</div><div>The Following Document(s) Have Been Uploaded</div><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 Sealing</td><td>English</td><td>Order</td><td>Order.doc(22.00KB)</td><td>219090000097</td></tr><tr><td>2</td><td>For Filing</td><td>English</td><td>Concurrent Writ of Summons</td><td>Concurrent Writ of Summons.doc(22.00KB)</td><td>219090000109</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><div><div>Confirm to download file?</div><div>CLOSE</div><div>DOWNLOAD</div></div><div><div>Acknowledgement - ....pdf</div><div>Open file</div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE (HKD)	1	HCCT 19/2024	Construction and Arbitration Proceedings	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Sealing	English	Order	Order.doc(22.00KB)	219090000097	2	For Filing	English	Concurrent Writ of Summons	Concurrent Writ of Summons.doc(22.00KB)	219090000109				
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22.	<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> <div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread</div><div><div>↓ SUBJECT</div><div>↑ DATE/TIME</div><div>FROM</div><div>FILE</div></div><table><tbody><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>15:12</td><td>High Court Registry, High ...</td><td>484KB</td></tr><tr><td>[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatu...</td><td>12:43</td><td>High Court Registry</td><td>30KB</td></tr><tr><td>[CACV 279/2024-3] 已建立新的訟費單</td><td>11:53</td><td>高等法院上訴登記處(書記主任...</td><td>-</td></tr><tr><td>[CACV 279/2024] 已收受新電子提交</td><td>27/12/2024</td><td>高等法院登記處, 高等法院</td><td>986KB</td></tr><tr><td>[HCCT 19/2024] Draft Order/Judgment/Certificate/Alloca...</td><td>24/12/2024</td><td>High Court Registry</td><td>30KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>24/12/2024</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>24/12/2024</td><td>High Court Registry</td><td>-</td></tr><tr><td>[CACV 371/2024] Approval for application of transcript gl...</td><td>24/12/2024</td><td>Appeals Registry (Clerk of ...</td><td>28KB</td></tr></tbody></table></div> <p>Click the message header to open and read the content and attachment therein</p>	[HCCT 19/2024] New Electronic Submission Received	15:12	High Court Registry, High ...	484KB	[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatu...	12:43	High Court Registry	30KB	[CACV 279/2024-3] 已建立新的訟費單	11:53	高等法院上訴登記處(書記主任...	-	[CACV 279/2024] 已收受新電子提交	27/12/2024	高等法院登記處, 高等法院	986KB	[HCCT 19/2024] Draft Order/Judgment/Certificate/Alloca...	24/12/2024	High Court Registry	30KB	[HCCT 19/2024] Document(s) Filed/Lodged	24/12/2024	High Court Registry	-	[HCCT 19/2024] Document(s) Filed/Lodged	24/12/2024	High Court Registry	-	[CACV 371/2024] Approval for application of transcript gl...	24/12/2024	Appeals Registry (Clerk of ...	28KB
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# Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

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></div></div><div><div>[HCCT 19/2024] New Electronic Submission Received</div><div><div>Date/Time30/12/2024 15:12</div><div><div>FromHigh Court Registry, High Court</div><div>ToLAWFIRMA.itoooo5</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. E2190000061) submitted via iCMS on 30/12/2024 15:11. (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.:E2190000061</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-E2190000061.pdf</div><div>484KB</div></div></div></div></div>
23.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
24.	<div><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 contents therein</div></div></div></div>	<div><div>Message Box<div>Screen ID: EXT-MSG-00001</div></div><div><div><div>AllReadUnread</div><div></div></div><div><div><div>↓ SUBJECT</div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>[HCCT 19/2024] Draft Order/Judgment/Certificate/Allo...</div><div>[CACV 279/2024-3]已建立新的訟費單</div><div>[CACV 279/2024] 已收妥新電子提交</div><div>[HCCT 19/2024] Draft Order/Judgment/Certificate/Al...</div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div></div><div><div>DATE/TIME</div><div>30/12/2024</div><div>30/12/2024</div><div>30/12/2024</div><div>30/12/2024</div><div>30/12/2024</div><div>27/12/2024</div><div>24/12/2024</div><div>24/12/2024</div></div><div><div>FROM</div><div>High Court Registry</div><div>High Court Registry</div><div>High Court Registry, Hig...</div><div>High Court Registry</div><div>高等法院上訴登記處(書記主...</div><div>高等法院登記處, 高等法院</div><div>High Court Registry</div><div>High Court Registry</div></div><div><div>FILE</div><div>-</div><div>-</div><div>484KB</div><div>30KB</div><div>-</div><div>986KB</div><div>30KB</div><div>-</div></div></div></div><div><div>Click the message header to open and read the contents therein</div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div><div>&lt; Back</div><div></div></div><div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div><div>Date/Time30/12/2024 15:28</div><div><div>FromHigh Court Registry</div><div>ToLAWFIRMA.itoooo5</div></div></div></div><div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2190000061) submitted via iCMS on 30/12/2024 15:11. (Time is expressed in 24-hour format.)</div><div>- Order dated 30.12.2024 relating to Order (see folio DF1) 命令 - DRN:219090000097</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></div></div>

# Step-by-step guide – “File application for leave to issue Concurrent Writ of Summons”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div>&lt; Back</div><div>[HCCT 19/2024] Document(s) Filed/Lodged</div><div><div>Date/Time30/12/2024 15:28</div><div>FromHigh Court Registry</div><div>ToLAWFIRMA.itoooo5</div></div><div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2190000061) submitted via iCMS on 30/12/2024 15:11. (Time is expressed in 24-hour format.)</div><div>- Concurrent Writ of Summons 並存傳訊令狀 - DRN:219090000109</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></div>
25.	Internal process by Judiciary	<div><div>Sender will receive message in iCMS Message box with the sealed document issued</div><div>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</div></div>
26.	<div><div><div><div>Sealed document(s) issued 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 and attachments therein</div><div>Note: The sealed order and the concurrent writ may be issued separately.</div></div></div></div>	<div><div>Message box with message header(s) appears on the landing page<div>Screen ID: EXT-MSG-00001</div></div><div><div>Message Box</div><div><div>AllReadUnread</div><div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[HCCT 19/2024] New Electronic Submission Received17:41High Court Registry, High ...484KB</div><div>[HCCT 19/2024] Sealed Document(s) Issued17:18High Court Registry195KB</div><div>[HCCT 19/2024] Document(s) Filed/Lodged30/12/2024High Court Registry-</div><div>[HCCT 19/2024] New Electronic Submission Received30/12/2024High Court Registry, High C...484KB</div><div>[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatur ...30/12/2024High Court Registry30KB</div><div>[CACV 279/2024-3] 已建立新的訟費單30/12/2024高等法院上訴登記處(書記主任...-</div><div>[CACV 279/2024] 已收妥新電子提交27/12/2024高等法院登記處, 高等法院986KB</div></div></div></div></div><div><div>Click the message header to open and read the content and attachments therein</div><div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div>&lt; Back</div><div>[HCCT 19/2024] Sealed Document(s) Issued</div><div><div>Date/Time31/12/2024 17:18</div><div>FromHigh Court Registry</div><div>ToLAWFIRMA.itoooo5</div></div><div><div>This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E2190000061) submitted via iCMS on 30/12/2024 15:11. (Time is expressed in 24-hour format.)</div><div>Please click the attachment link to obtain the sealed document(s).</div><div>HCCT 19/2024 - Order dated 30.12.2024 relating to Order (see folio DF1) 命令 - DRN:219090000097</div><div>HCCT 19/2024 - Concurrent Writ of Summons 並存傳訊令狀 - DRN:219090000109</div></div><div><div>2 Attachment(s)</div><div><div>PDFHCCT 19-2024 - Concurrent Writ of Summons - DRN-219090000109.pdf101KB</div><div>PDFHCCT 19-2024 - Order dated 30122024 relating to Order (see folio DF1) - DRN-219090000097.pdf94KB</div></div><div><div>Download all files in a zip file</div></div></div></div></div></div></div>

Internal process by Judiciary



