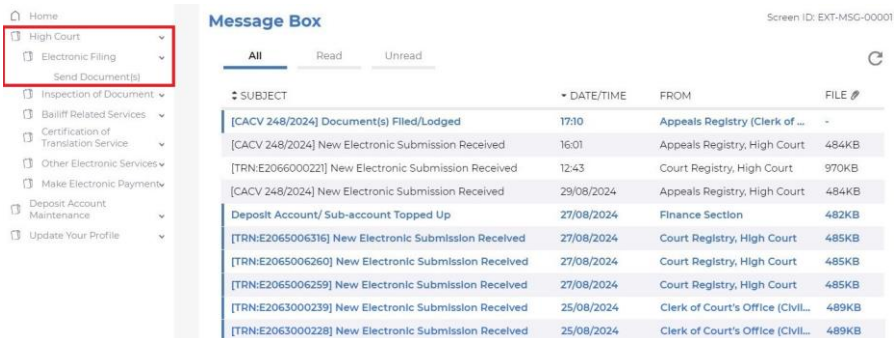
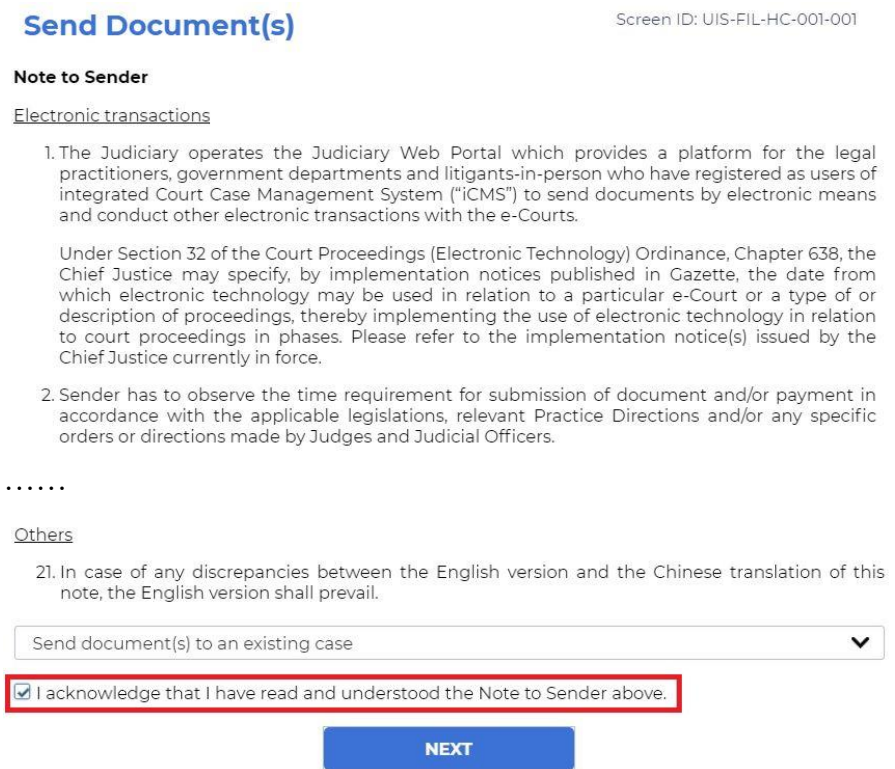



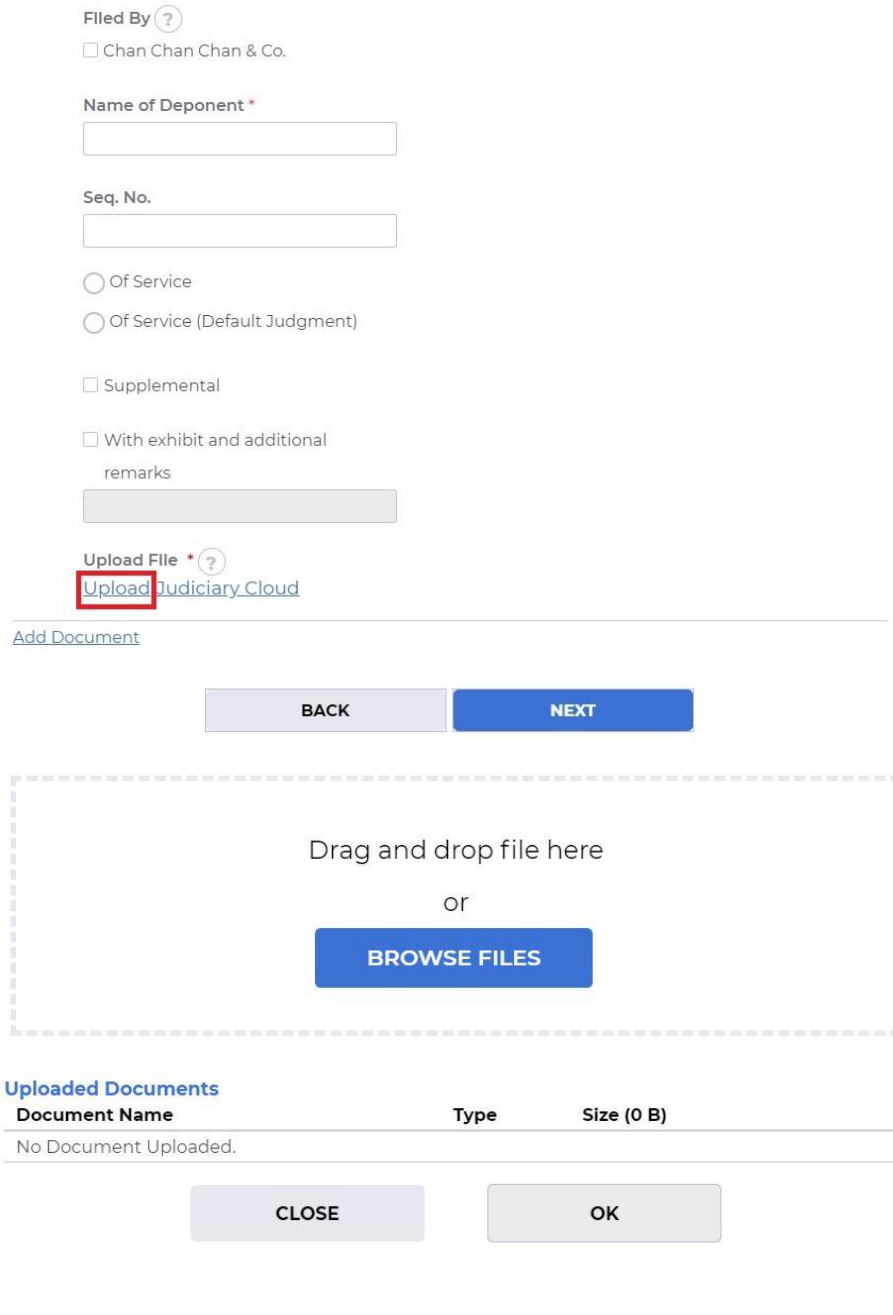
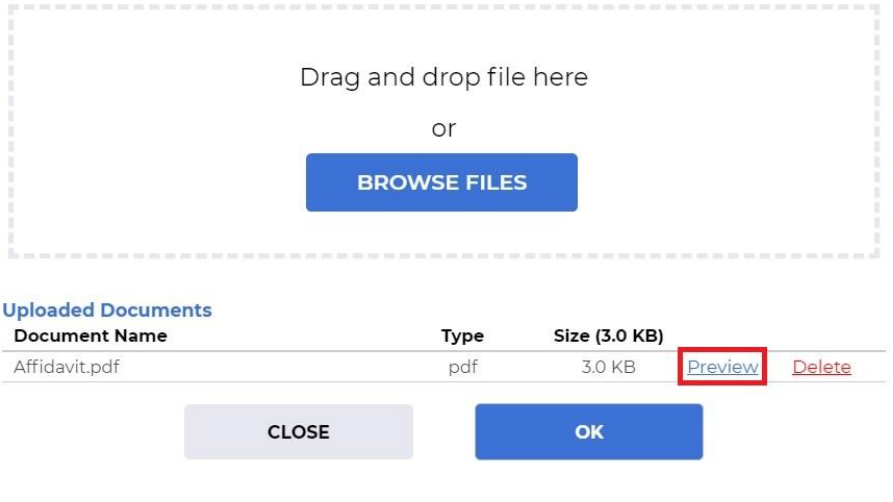
File application for O.13/O.19, Cap 4A of Default Judgment


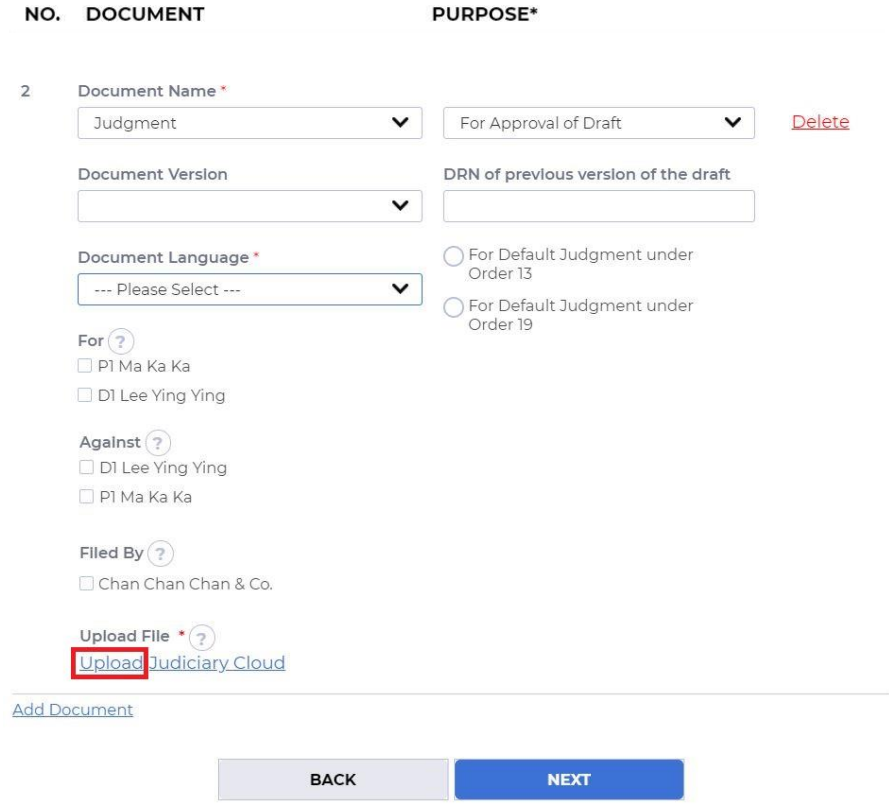
This step-by-step guide outlines the general process required to send documents using iCMS for High Court selected case type(s). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

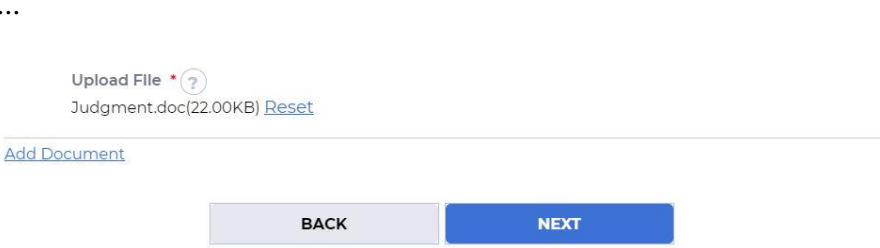
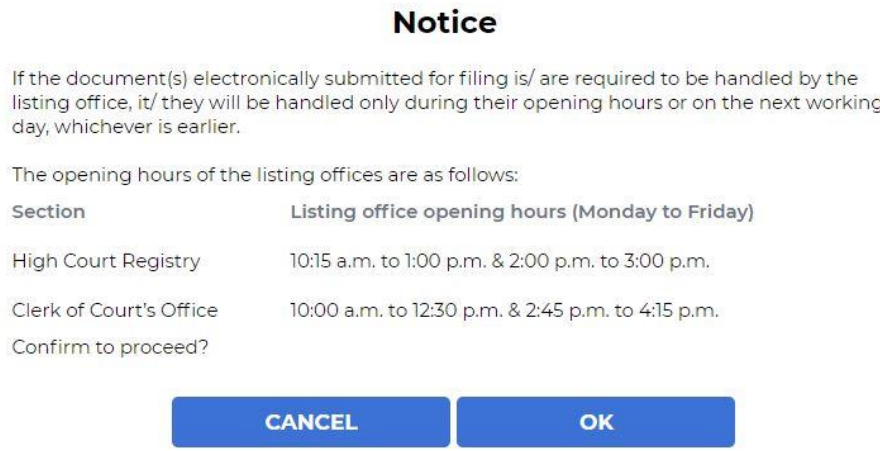

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For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

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2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>Screen ID: EXT-MSG-00001</p> <table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>17:10</td><td>Appeals Registry (Clerk of ...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>16:01</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>[TRN:E2066000221] New Electronic Submission Received</td><td>12:43</td><td>Court Registry, High Court</td><td>970KB</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>29/08/2024</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>Deposit Account/ Sub-account Topped Up</td><td>27/08/2024</td><td>Finance Section</td><td>482KB</td></tr><tr><td>[TRN:E2065006316] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2065006260] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2065006259] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2063000239] New Electronic Submission Received</td><td>25/08/2024</td><td>Clerk of Court's Office (CIVIL...</td><td>489KB</td></tr><tr><td>[TRN:E2063000228] New Electronic Submission Received</td><td>25/08/2024</td><td>Clerk of Court's Office (CIVIL...</td><td>489KB</td></tr></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE #	[CACV 248/2024] Document(s) Filed/Lodged	17:10	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Court	484KB	[TRN:E2066000221] New Electronic Submission Received	12:43	Court Registry, High Court	970KB	[CACV 248/2024] New Electronic Submission Received	29/08/2024	Appeals Registry, High Court	484KB	Deposit Account/ Sub-account Topped Up	27/08/2024	Finance Section	482KB	[TRN:E2065006316] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006260] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006259] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2063000239] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (CIVIL...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (CIVIL...	489KB
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3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Screen ID: UIS-FIL-HC-001-001</p> <p>Send Document(s)</p> <p>Note to Sender</p> <p><u>Electronic transactions</u></p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of integrated Court Case Management System (“iCMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p><u>Others</u></p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>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>Select “High Court Registry” as “Receiving Court Office*” ></p>	 <p>Screen ID: UIS-FIL-HC-002-001</p> <p>Send document(s) to an existing case</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment (if applicable) 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p>																																												

Item	Process	Relevant screenshots for reference						
	Click “NEXT”>	<p>Enter Case No.</p> <p>Case No. * (?)</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Related to Application before Judge? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Receiving Court Office *</p> <p>--- Please Select ---</p> <p>BACK NEXT</p>						
5.	<p><u>Upload document</u></p> <p>a. Affidavit/ Affirmation</p> <p>Select “Affidavit/ Affirmation” in “Document Name*”></p> <p>Select “For Application” in “PURPOSE*”></p> <p>“Before” is pre-filled as “Before Master”. Please change it as appropriate.</p> <p>Select “Hearing Date” using the date picker if any></p> <p>Select “For Default Judgment under Order 13” or “For Default Judgment under Order 19” as appropriate></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Input “Name of Deponent*”></p> <p>Input secondary information as appropriate></p>	<p>Step 2: Upload document</p> <p>To upload two types of documents as follows.</p> <p>a) Affidavit/Affirmation</p> <p>b) Judgment</p> <p><u>The 1st document to be uploaded – Affidavit/Affirmation</u></p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment (if applicable) 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. HCCT19/2024</p> <p>Receiving Court Office High Court Registry</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 *</p> <p>Affidavit/Affirmation</p> <p>Document Version</p> <p>Document Language *</p> <p>For (?)</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p>Against (?)</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p> </td><td> <p>For Application</p> <p><input type="checkbox"/> Include Vacating Hearing</p> <p>Before</p> <p>Before Master</p> <p>Hearing Date</p> <p>DD/MM/YYYY</p> <p><input type="radio"/> For Default Judgment under Order 13</p> <p><input type="radio"/> For Default Judgment under Order 19</p> </td></tr> </tbody> </table>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name *</p> <p>Affidavit/Affirmation</p> <p>Document Version</p> <p>Document Language *</p> <p>For (?)</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p>Against (?)</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p>	<p>For Application</p> <p><input type="checkbox"/> Include Vacating Hearing</p> <p>Before</p> <p>Before Master</p> <p>Hearing Date</p> <p>DD/MM/YYYY</p> <p><input type="radio"/> For Default Judgment under Order 13</p> <p><input type="radio"/> For Default Judgment under Order 19</p>
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Item	Process	Relevant screenshots for reference
	<p>Select “Of Service (Default Judgment)” as appropriate></p> <p>Click “Upload”></p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” to close the pop-up if the uploaded document is in order></p>	

Item	Process	Relevant screenshots for reference										
	<p>Or, click “Delete” if the uploaded document is not in order></p> <p>After the 1st document is successfully uploaded, click “Add Document” to add the 2nd document></p>											
7.	<p><u>Upload document</u></p> <p>b. Judgment</p> <p>Select “Judgment” in “Document Name*”></p> <p>Select “For Approval of Draft” in “PURPOSE*”></p> <p>Select “For Default Judgment under Order 13” or “For Default Judgment under Order 19” as appropriate></p> <p>Select Language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p>	<p>The 2nd document to be uploaded – Judgement</p>  <p>Uploaded Documents</p> <table><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th>Preview</th><th>Delete</th></tr><tr><td>Judgment.doc</td><td>doc</td><td>22.0 KB</td><td>Preview</td><td>Delete</td></tr></table> <p>At the bottom of the 'Uploaded Documents' section are two buttons: 'CLOSE' and 'OK'.</p>	Document Name	Type	Size (22.0 KB)	Preview	Delete	Judgment.doc	doc	22.0 KB	Preview	Delete
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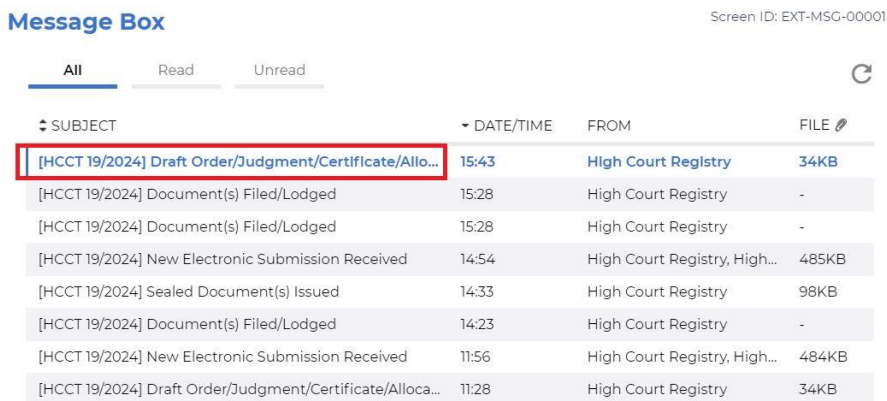
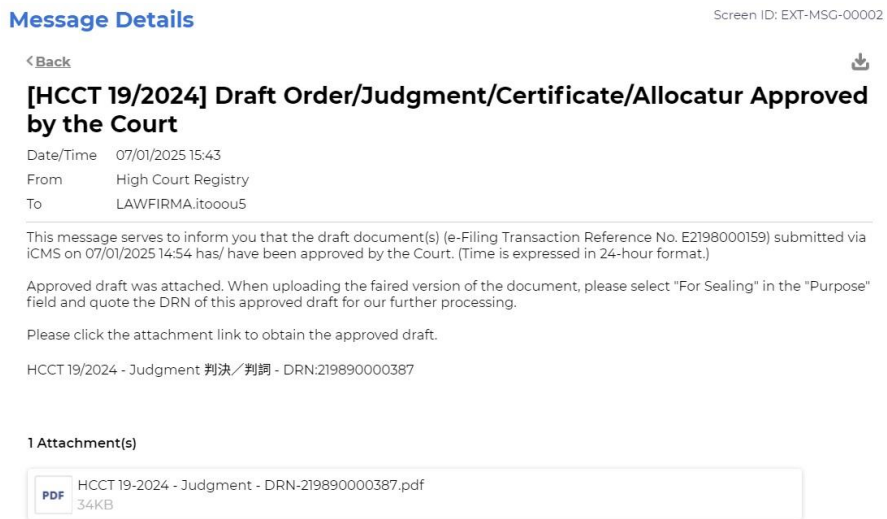

Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>To preview uploaded document, repeat steps in item 6.</p> <p>After the 2nd document is successfully uploaded, click “NEXT”></p>	<p>...</p> 
8.	<p><u>Notice of opening hours of the listing offices</u></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices></p>	<p>A pop-up notice of opening hours of the listing offices</p> 
9.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “NEXT”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Step 3: Confirm Details of the Filing</p> 

Item	Process	Relevant screenshots for reference																				
	Click “OK” to “Confirm to proceed?”>	<div><div>Case No. HCCT 19/2024</div><div>Receivng Court Office High Court Registry</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 Affidavit/Affirmation</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 Master</td><td></td><td></td></tr></tbody></table><div>.....</div><div>Upload File Judgment.doc(22.00KB)</div><div>Total amount : -</div><div>BACKNEXT</div><div>Popup of “Confirm to proceed?”</div><div><div>Confirm to proceed?</div><div>CANCELOK</div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Affidavit/Affirmation	For Application	-			Document Version -	Include Vacating Hearing No				Document Language English	Before Before Master		
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10.	<u>Acknowledgement</u> Click “SAVE ACKNOWLEDGEMENT”>	<div>Step 4: Acknowledgement</div> <div>Send document(s) to an existing case<div>Screen ID: UIS-FIL-HC-002-001</div></div> <div><div>1234</div><div>Enter Case No.Upload DocumentConfirmation and Payment (if applicable)Acknowledgement</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>Acknowledgement</div> <div><div>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoouu5)</div><div>Submitted On 07/01/2025 14:54:06</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Method -</div><div>Organization Chan Chan Chan & Co.</div><div>e-Filing Transaction Reference No. E2198000159</div><div>e-Payment Transaction Reference No. -</div></div>																				

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	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></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 Application</td><td>English</td><td>Affidavit/Affirmation</td><td>Affidavit.pdf(2.97KB)</td><td>219890000286</td></tr><tr><td>2</td><td>For Approval of Draft</td><td>English</td><td>Judgment</td><td>Judgment.doc(22.00KB)</td><td>219890000387</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>Confirm to download file?</div><div>CLOSE</div><div>DOWNLOAD</div></div><div>Acknowledgement -pdf Open file</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)	219890000286	2	For Approval of Draft	English	Judgment	Judgment.doc(22.00KB)	219890000387												
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1	For Application	English	Affidavit/Affirmation	Affidavit.pdf(2.97KB)	219890000286																																					
2	For Approval of Draft	English	Judgment	Judgment.doc(22.00KB)	219890000387																																					
11.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to open and read the content and attachment therein</p>	<div><div>Message box with message header(s) appears on the landing page</div><div><div>Home</div><div>High Court</div><div>Deposit Account Maintenance</div><div>Update Your Profile</div></div><div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread</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] New Electronic Submission Received</td><td>14:54</td><td>High Court Registry, Hig...</td><td>485KB</td></tr><tr><td>[HCCT 19/2024] Sealed Document(s) Issued</td><td>14:33</td><td>High Court Registry</td><td>98KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>14:23</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>11:56</td><td>High Court Registry, High...</td><td>484KB</td></tr><tr><td>[HCCT 19/2024] Draft Order/Judgment/Certificate/Alloca...</td><td>11:28</td><td>High Court Registry</td><td>34KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>11:18</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>11:00</td><td>High Court Registry, High...</td><td>485KB</td></tr><tr><td>[HCCT 19/2024] Sealed Document(s) Issued</td><td>06/01/2025</td><td>High Court Registry</td><td>97KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>06/01/2025</td><td>High Court Registry</td><td>-</td></tr></tbody></table></div></div> <div><div>Click the message header to open and read the content and attachment therein</div><div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div>< Back</div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>Date/Time07/01/2025 14:54</div><div>FromHigh Court Registry, High Court</div><div>ToLAWFIRMA.itooou5</div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2198000159) submitted via iCMS on 07/01/2025 14:54. (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.:E2198000159</div></div></div>	SUBJECT	DATE/TIME	FROM	FILE	[HCCT 19/2024] New Electronic Submission Received	14:54	High Court Registry, Hig...	485KB	[HCCT 19/2024] Sealed Document(s) Issued	14:33	High Court Registry	98KB	[HCCT 19/2024] Document(s) Filed/Lodged	14:23	High Court Registry	-	[HCCT 19/2024] New Electronic Submission Received	11:56	High Court Registry, High...	484KB	[HCCT 19/2024] Draft Order/Judgment/Certificate/Alloca...	11:28	High Court Registry	34KB	[HCCT 19/2024] Document(s) Filed/Lodged	11:18	High Court Registry	-	[HCCT 19/2024] New Electronic Submission Received	11:00	High Court Registry, High...	485KB	[HCCT 19/2024] Sealed Document(s) Issued	06/01/2025	High Court Registry	97KB	[HCCT 19/2024] Document(s) Filed/Lodged	06/01/2025	High Court Registry	-
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Step-by-step guide - "File application for O.13/O.19, Cap 4A of Default Judgment"

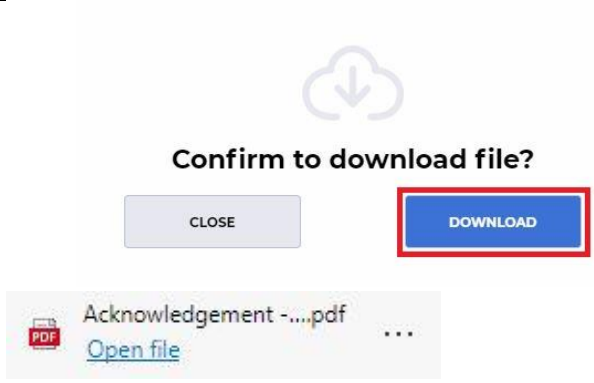
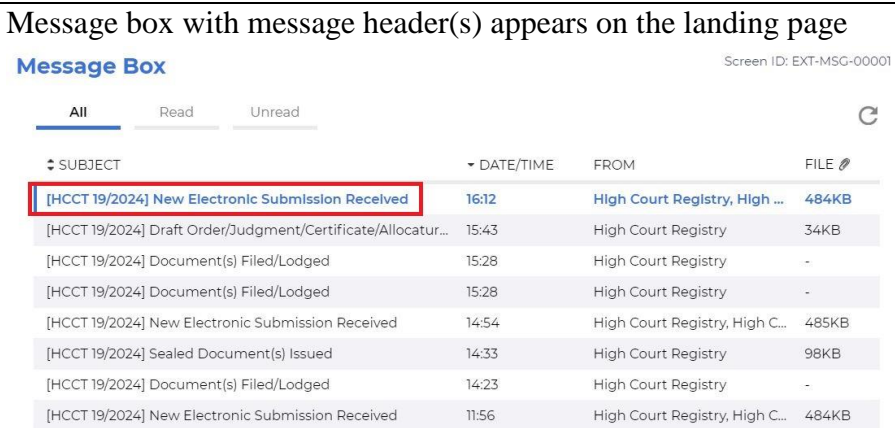
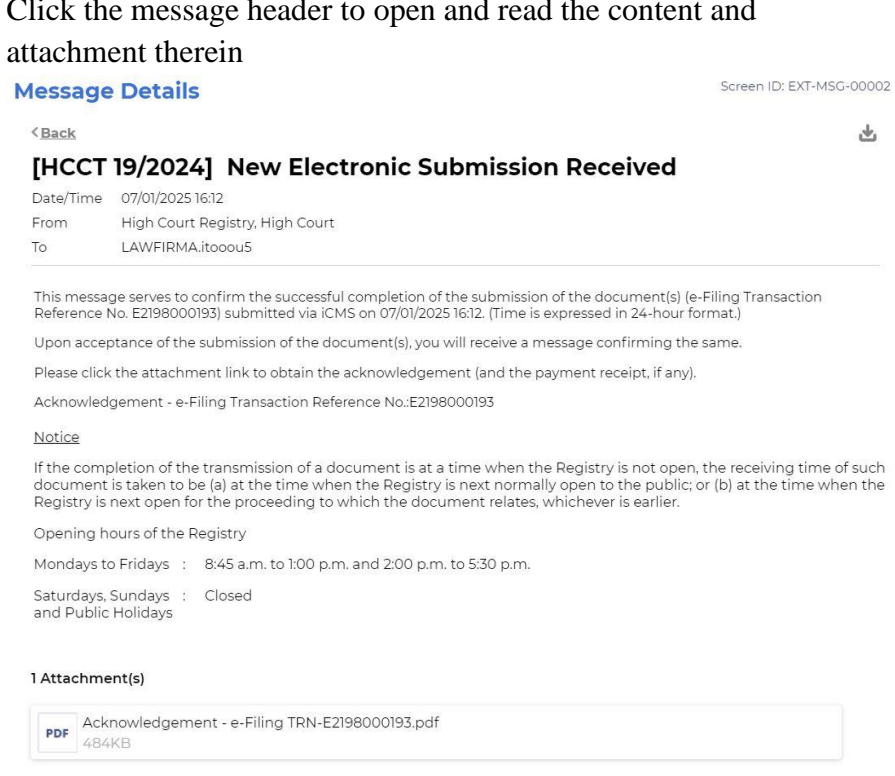
Item	Process	Relevant screenshots for reference
		<p><u>Notice</u></p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p>Saturdays, Sundays : Closed and Public Holidays</p> <p>1 Attachment(s)</p> <div><div>PDF</div>Acknowledgement - e-Filing TRN-E2198000159.pdf 485KB</div>
12.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
13.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to open and read the contents therein</p>	<p>Message box with message header(s) appears on the landing page</p> <div><p>Message Box Screen ID: EXT-MSG-00001</p><div><div>All</div><div>Read</div><div>Unread</div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div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Item	Process	Relevant screenshots for reference
		<i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i>
15.	<p><u>Order/ Directions given and draft approved message sent to the message box of OU/IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to open and read the content and 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> 
16.	<u>Access e-Filing function and repeat Step 1: Enter case number</u>	Repeat items 2 to 4 above to access e-Filing function and repeat Step 1: Enter Case No.
17.	<p><u>Upload document</u></p> <p>Select “Judgment” in “Document Name*”></p> <p>Select “For Sealing” in “PURPOSE*”></p> <p>Input “DRN of approved draft*”</p> <p><i>[Note: DRN of approved draft judgment can be</i></p>	<p>Step 2: Upload Document</p> 

Item	Process	Relevant screenshots for reference								
	<p><i>found at the draft approved by court.]</i></p> <p>Select “For Default Judgment under Order 13” or “For Default Judgment under Order 19” as appropriate></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>To preview uploaded document, repeat steps in item 6</p>	<div><div>Case No. HCCT 19/2024</div><div>Receiving Court Office High Court Registry</div></div> <div><div><div>NO. DOCUMENT PURPOSE*</div><div>1 Document Name *<div>Judgment</div></div><div>Document Version<div></div></div><div>Document Language *<div>--- Please Select ---</div></div><div>For ?<div><div><input type="checkbox"/> P1 Ma Ka Ka</div><div><input type="checkbox"/> D1 Lee Ying Ying</div></div></div><div>Against ?<div><div><input type="checkbox"/> D1 Lee Ying Ying</div><div><input type="checkbox"/> P1 Ma Ka Ka</div></div></div><div>Filed By ?<div><input type="checkbox"/> Chan Chan Chan & Co.</div></div><div>Upload File * ?<div>Upload Judiciary Cloud</div></div></div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></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>Judgment.doc</td><td>doc</td><td>22.0 KB</td><td><div>PreviewDelete</div></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div><div>...</div><div>Upload File * ?<div>Judgment.doc(22.00KB)Reset</div></div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></div></div>	Document Name	Type	Size (22.0 KB)		Judgment.doc	doc	22.0 KB	<div>PreviewDelete</div>
Document Name	Type	Size (22.0 KB)								
Judgment.doc	doc	22.0 KB	<div>PreviewDelete</div>							

Item	Process	Relevant screenshots for reference																									
	After the document is successfully uploaded, click “NEXT”>																										
18.	<p><u>Notice of opening hours of the listing offices</u></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices></p>	<p>A pop-up notice of opening hours of the listing offices</p> <div><p>Notice</p><p>If the document(s) electronically submitted for filing is/ are required to be handled by the listing office, it/ they will be handled only during their opening hours or on the next working day, whichever is earlier.</p><p>The opening hours of the listing offices are as follows:</p><table><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. & 2:00 p.m. to 3:00 p.m.</td></tr><tr><td>Clerk of Court’s Office</td><td>10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.</td></tr></tbody></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><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “NEXT”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Step 3: Confirm Details of the Filing</p> <div><p>Send document(s) to an existing case 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 (if applicable)</div><div>Acknowledgement</div></div></div> <p>Confirm Details of the Filing</p> <p>Case No. HCCT 19/2024</p> <p>Receiving Court Office High Court Registry</p> <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 Judgment</td><td>For Sealing</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td>DRN of approved draft 219890000387</td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td><div><div>For Default Judgment under Order 13</div><div>For Default Judgment under Order 19</div></div></td><td></td><td></td></tr><tr><td colspan="5">...</td></tr></tbody></table>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Judgment	For Sealing	-			Document Version -	DRN of approved draft 219890000387				Document Language English	<div><div>For Default Judgment under Order 13</div><div>For Default Judgment under Order 19</div></div>			...				
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	Click “OK” to “Confirm to proceed?”>	<div><div>Filed By -</div><div>Upload File Judgment.doc(22.00KB)</div><div>Total amount : -</div><div>BACKNEXT</div><div>Confirm to proceed?</div><div>CANCELOK</div></div>																						
20.	<div><div><u>Acknowledgement</u></div><div>Click “SAVE ACKNOWLEDGEMENT”></div><div>Click “DOWNLOAD” in the popup of “Confirm to download file?”></div></div>	<div><div>Step 4: Acknowledgement</div><div><div>Send document(s) to an existing case</div><div>Screen ID: UIS-FIL-HC-002-001</div><div><div>1234</div><div>Enter Case No.Upload DocumentConfirmation and Payment (if applicable)Acknowledgement</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>Acknowledgement</div><div><div>Submitted By Ms. Wong Tai Lick (LAWFIRMA,itooou5)</div><div>Organization Chan Chan Chan & Co.</div><div>Submitted On 07/01/2025 16:12:29</div><div>e-Filing Transaction Reference No. E2198000193</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Transaction Reference No. -</div><div>e-Payment Method -</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>Judgment</td><td>Judgment.doc(22.00KB)</td><td>219890000444</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>	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	Judgment	Judgment.doc(22.00KB)	219890000444
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Item	Process	Relevant screenshots for reference
	Click "Open file" to retrieve the Acknowledgement>	
21.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click "Home"></p> <p>Access Message Box></p> <p>Click the message header to open and read the content and 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> 
22.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary

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23.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to open and read the content therein</p>	<p>Message box with message header(s) appears on the landing page</p> <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE</th></tr></thead><tbody><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>16:23</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>16:12</td><td>High Court Registry, High C...</td><td>484KB</td></tr><tr><td>[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatur...</td><td>15:43</td><td>High Court Registry</td><td>34KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>15:28</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>15:28</td><td>High Court Registry</td><td>-</td></tr><tr><td>[HCCT 19/2024] New Electronic Submission Received</td><td>14:54</td><td>High Court Registry, High C...</td><td>485KB</td></tr><tr><td>[HCCT 19/2024] Sealed Document(s) Issued</td><td>14:33</td><td>High Court Registry</td><td>98KB</td></tr><tr><td>[HCCT 19/2024] Document(s) Filed/Lodged</td><td>14:23</td><td>High Court Registry</td><td>-</td></tr></tbody></table> <p>Click the message header to open and read the content therein</p> <p>Message Details Screen ID: EXT-MSG-00002</p> <p>Back</p> <p>[HCCT 19/2024] Document(s) Filed/Lodged</p> <p>Date/Time 07/01/2025 16:23 From High Court Registry To LAWFIRMA.itooou5</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2198000193) submitted via iCMS on 07/01/2025 16:12. (Time is expressed in 24-hour format.)</p> <p>- Judgment dated 07.01.2025 relating to Judgment (see folio DF3) 判決/判詞 - DRN:219890000444</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p>	SUBJECT	DATE/TIME	FROM	FILE	[HCCT 19/2024] Document(s) Filed/Lodged	16:23	High Court Registry	-	[HCCT 19/2024] New Electronic Submission Received	16:12	High Court Registry, High C...	484KB	[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatur...	15:43	High Court Registry	34KB	[HCCT 19/2024] Document(s) Filed/Lodged	15:28	High Court Registry	-	[HCCT 19/2024] Document(s) Filed/Lodged	15:28	High Court Registry	-	[HCCT 19/2024] New Electronic Submission Received	14:54	High Court Registry, High C...	485KB	[HCCT 19/2024] Sealed Document(s) Issued	14:33	High Court Registry	98KB	[HCCT 19/2024] Document(s) Filed/Lodged	14:23	High Court Registry	-
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Step-by-step guide - “File application for O.13/O.19, Cap 4A of Default Judgment”

Item	Process	Relevant screenshots for reference
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Internal process by Judiciary