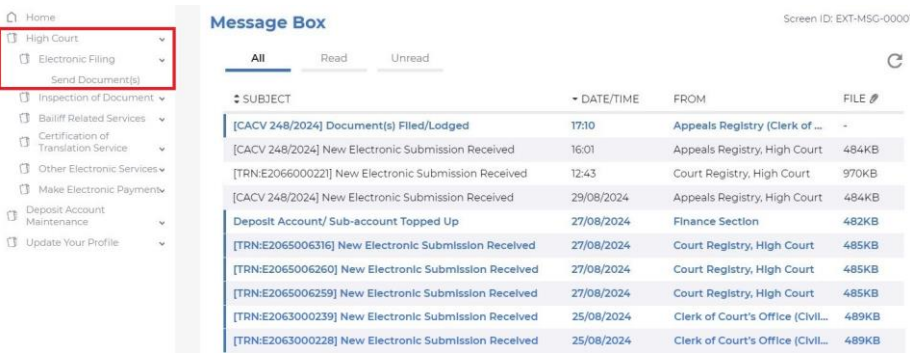
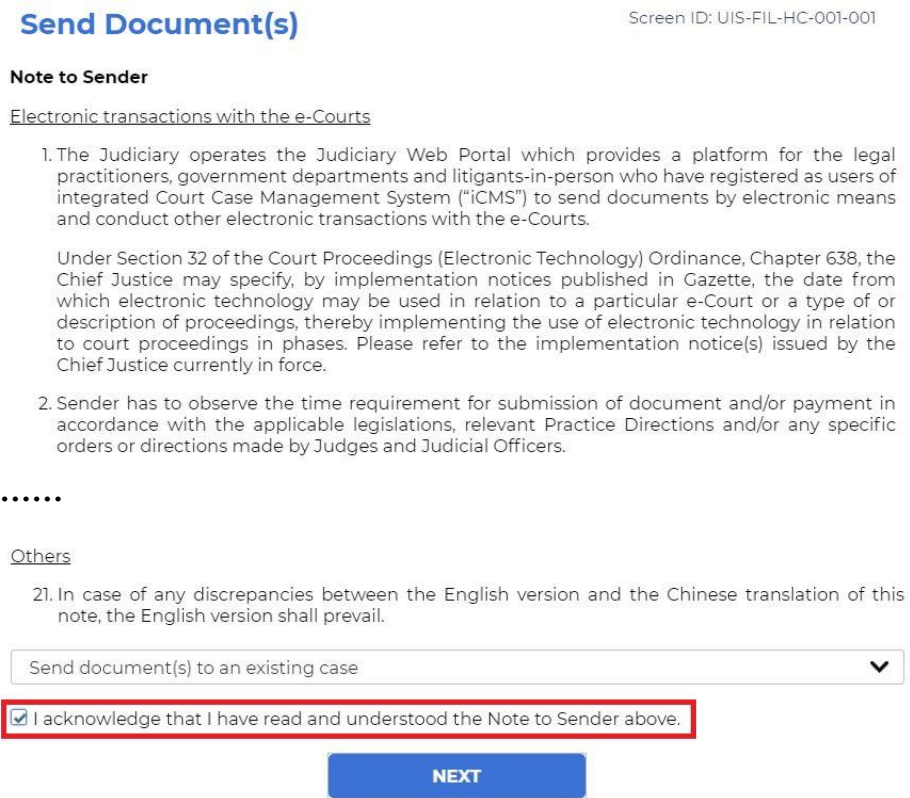
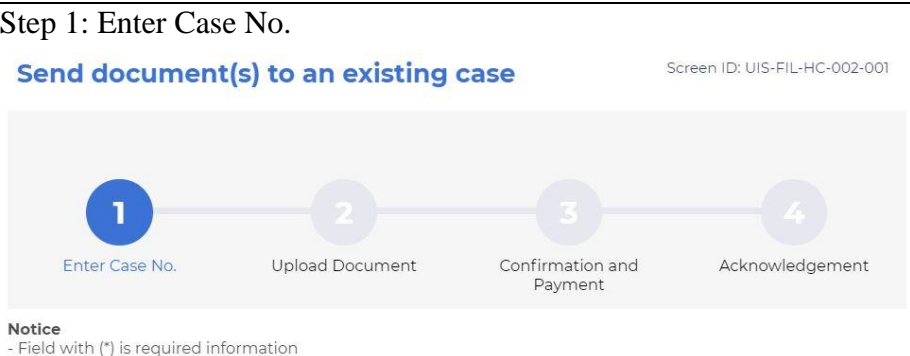


File Notice to Act

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

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>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>

Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	
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>	
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>	

Step-by-step guide - “File Notice to Act”

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 ></p> <p>Click "NEXT"></p> <p>Message for account being not linked up with the Court case pops up. Click "OK">></p>	
5.	<p><u>Upload document</u></p> <p>[Note: “Notice to Act” is used for illustrative purpose to demonstrate uploading documents before parties being linked up to a case]</p> <p>Select “Document Name*” i.e. “Notice to Act”></p> <p>Select “PURPOSE”*></p> <p>Select language in “Document Language”*></p>	<p>Step 2: Upload Document</p> <div style="text-align: right;">Screen ID: UIS-FIL-HC-002-001</div> <hr/> <div style="background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p align="center">Send document(s) to an existing case</p> </div> <div> <p>Notice - Field with (*) is required information</p> <h3>Upload Document</h3> <p>Case No. CAV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></p> </div>

Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference						
	<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>NO. DOCUMENT PURPOSE*</p> <p>1 Document Name * Notice to Act --- Please Select ---</p> <p>Document Version ---</p> <p>Document Language * --- Please Select ---</p> <p>For ? <input type="checkbox"/> APD1 Chan Lai Lai <input type="checkbox"/> RPF1 Wu Fan Fan </p> <p>Against ? <input type="checkbox"/> PP Wu Fan Fan <input type="checkbox"/> RP Chan Lai Lai </p> <p>Filed By ? <input type="checkbox"/> Chan Chan Chan & Co. </p> <p>Upload File * ? Upload Judiciary Cloud </p> <p>Add Document</p> <p>BACK NEXT</p> <p>Drag and drop file here or BROWSE FILES</p> <p>Uploaded Documents</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>CLOSE OK</p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
No Document Uploaded.								

Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference								
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”.</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>.....</p> <p>After the document is successfully uploaded, click “NEXT”></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>Notice to Act.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> <div><div>Upload File * ?</div><div>Notice to Act.doc(22.00KB) Reset</div></div> <div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></div></div>	Document Name	Type	Size (22.0 KB)		Notice to Act.doc	doc	22.0 KB	<div>PreviewDelete</div>
Document Name	Type	Size (22.0 KB)								
Notice to Act.doc	doc	22.0 KB	<div>PreviewDelete</div>							
7.	<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>	<div><div>A pop-up notice of opening hours of the listing offices</div><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. & 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><div>Confirm to proceed?</div><div><div>CANCEL</div><div>OK</div></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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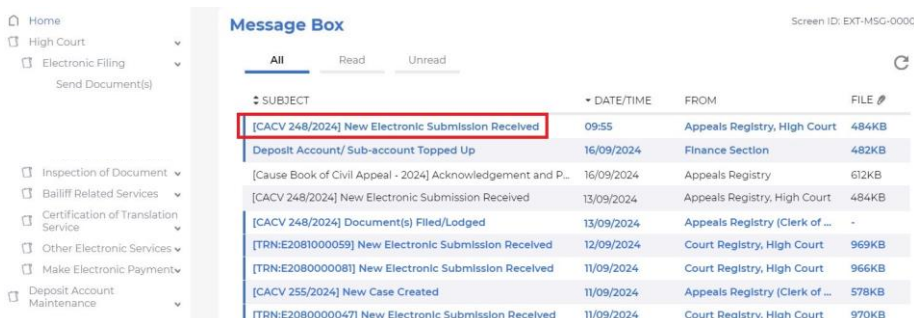
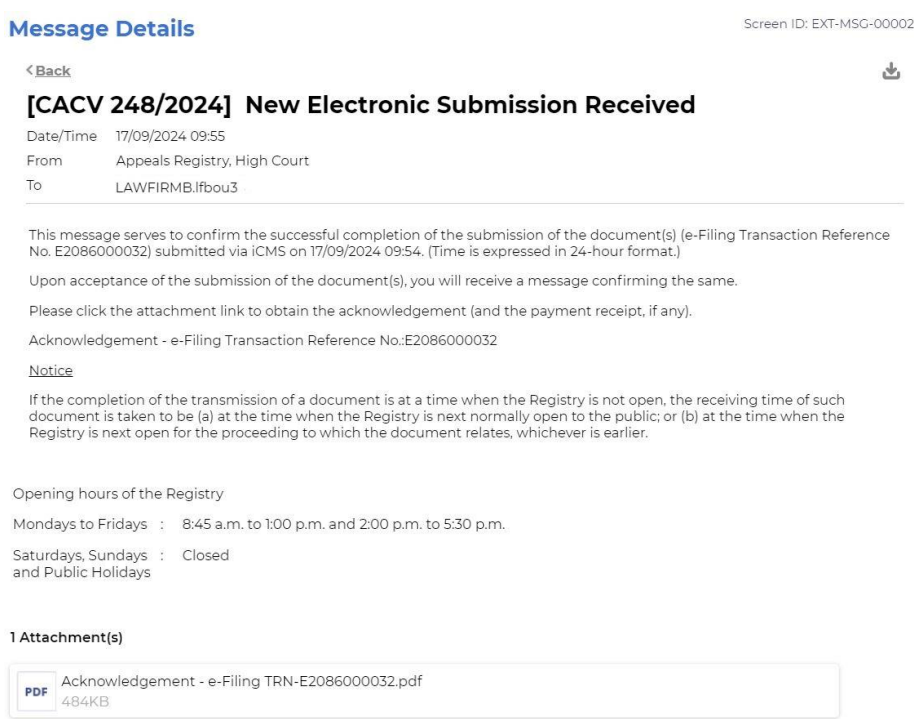
Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference																														
8.	<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>Click “OK” to “Confirm to proceed?”></p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></div> <p>Confirm Details of the Filing</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent No</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 Notice to Act</td><td>For Filing</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td></td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td></td><td></td><td></td></tr><tr><td colspan="5">...</td></tr><tr><td></td><td>Upload File Notice to Act.doc(22.00KB)</td><td></td><td></td><td></td></tr></tbody></table> <div>Total amount : -</div> <div><div>BACK</div><div>NEXT</div></div> <p>Popup of “Confirm to proceed?”</p> <div><div><div></div></div><div>Confirm to proceed?</div><div><div>CANCEL</div><div>OK</div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Notice to Act	For Filing	-			Document Version -					Document Language English				...						Upload File Notice to Act.doc(22.00KB)			
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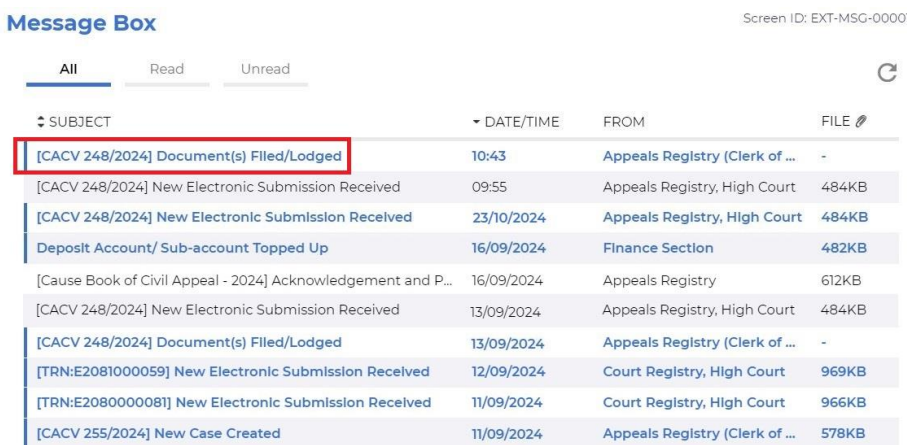
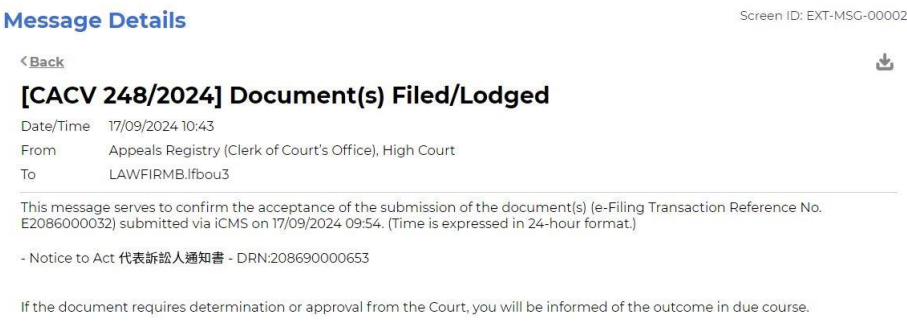
Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference																						
9.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></div> <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Acknowledgement</p> <div><div><div>Submitted By</div><div>Mr. Lam Man C (LAWFIRMB.lfbou3)</div></div><div><div>Submitted On</div><div>17/09/2024 09:54:50</div></div><div><div>e-Payment Transaction Date Time</div><div>-</div></div><div><div>e-Payment Method</div><div>-</div></div><div><div>Organization</div><div>Law Firm B</div></div><div><div>e-Filing Transaction Reference No.</div><div>E2086000032</div></div><div><div>e-Payment Transaction Reference No.</div><div>-</div></div></div> <p>Transaction Summary</p> <table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>CACV 248/2024</td><td>Civil Appeal</td><td>-</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 Filing</td><td>English</td><td>Notice to Act</td><td>Notice to Act.doc(22.00KB)</td><td>208690000653</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> <p>SAVE ACKNOWLEDGEMENT</p> <div><div></div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div> <div><div></div><div>Acknowledgement -pdf</div><div>Open file</div></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 Filing	English	Notice to Act	Notice to Act.doc(22.00KB)	208690000653
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Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference
10.	<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> <p>Message Details</p> 
11.	<p>Internal process by the Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p>

Step-by-step guide - “File Notice to Act”

Item	Process	Relevant screenshots for reference
12.	<p><u>Confirmation message sent to the message box of OU/IU as appropriate</u></p> <p>Login iCMS Portal and access Message Box></p> <p>Click the message header to open and read the content.</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> 

Internal process by the Judiciary