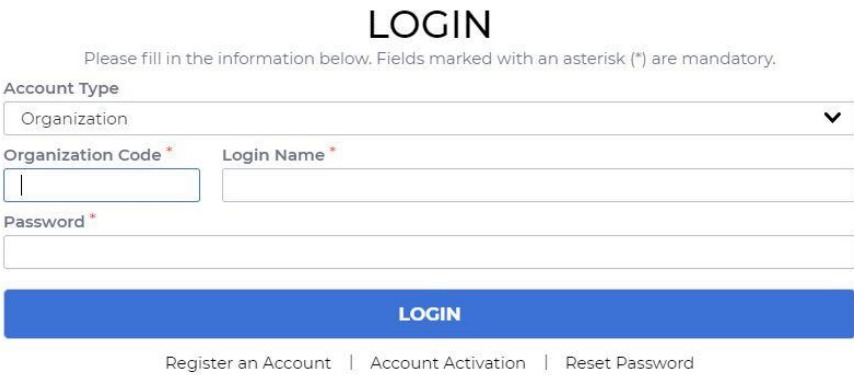
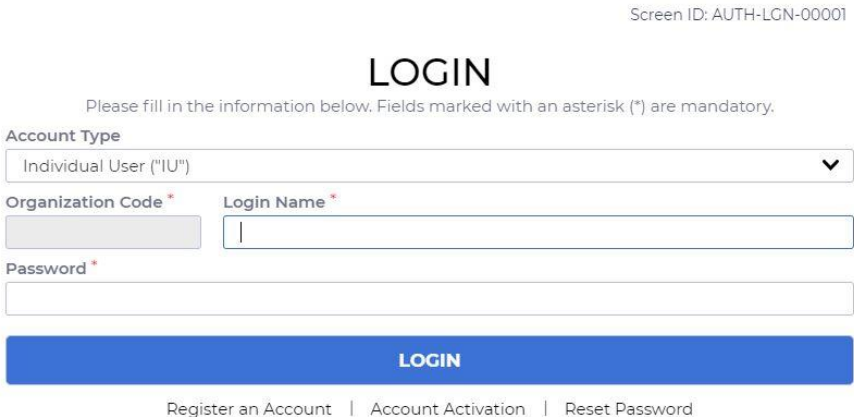


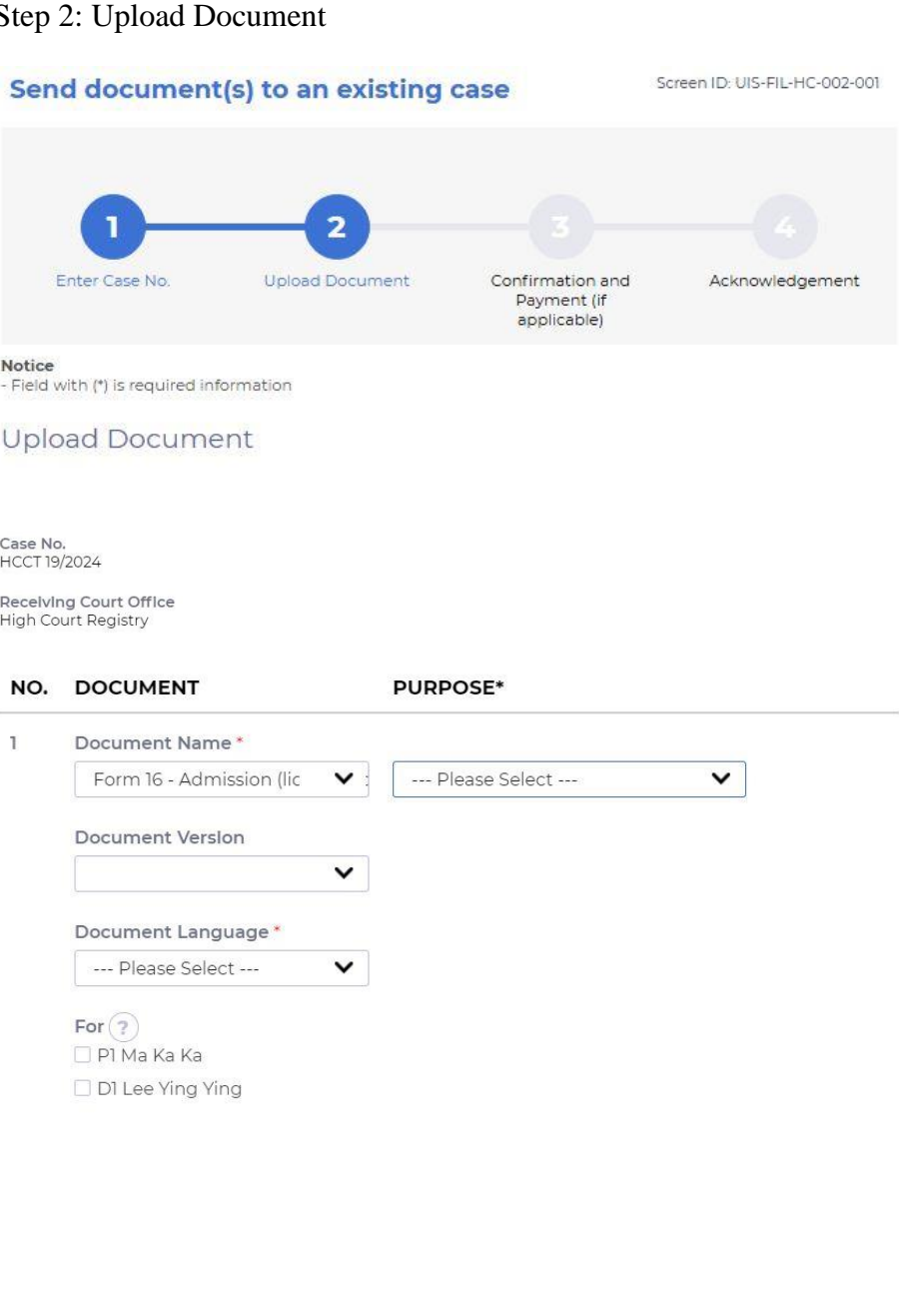


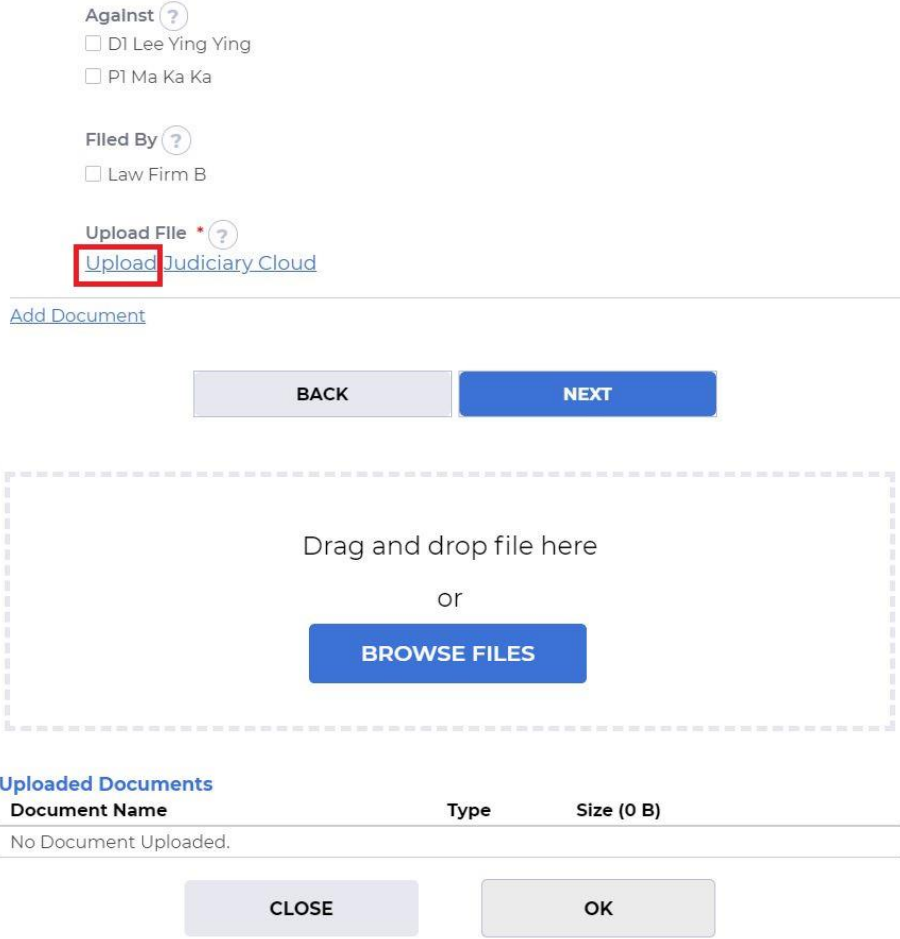
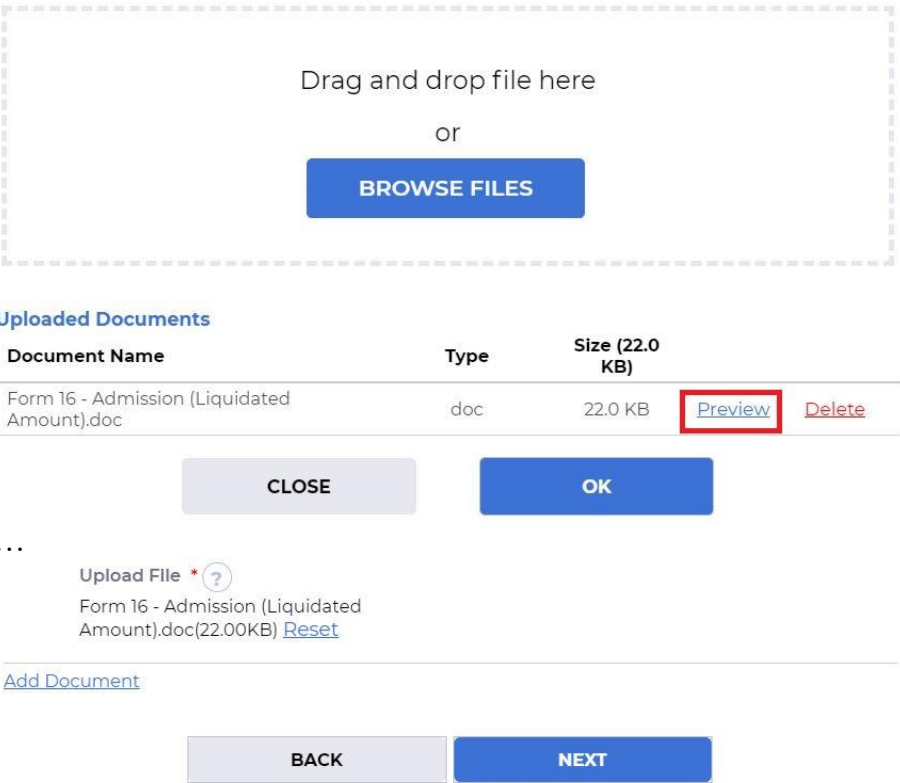
## File O.13A, Cap 4A Admission (Defendant)

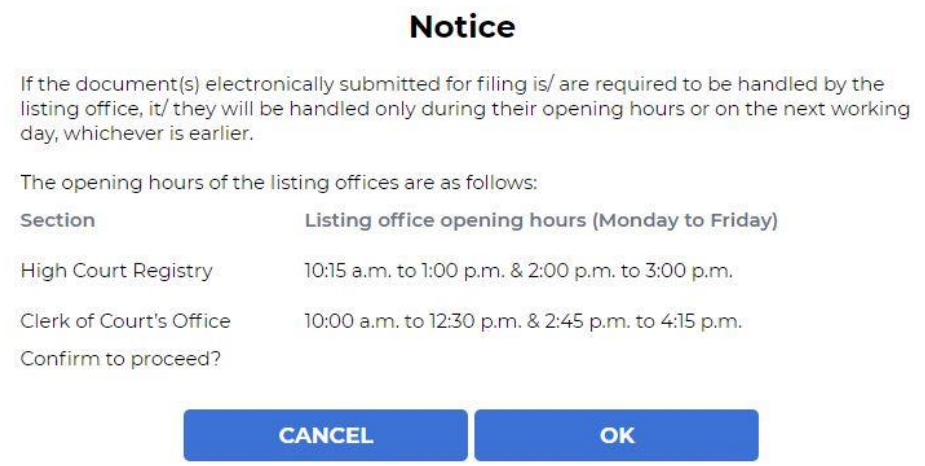
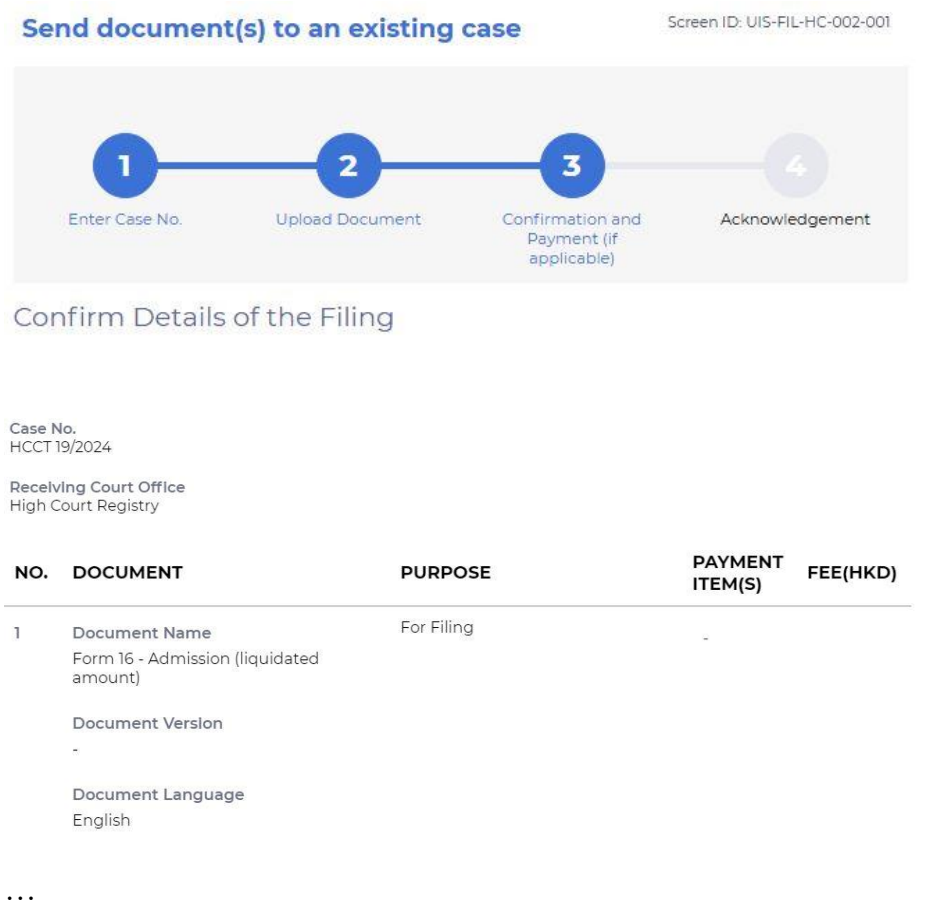
This step-by-step guide outlines the general process required to send documents using iCMS for High Court selected case type(s). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now 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>Screen ID: AUTH-LGN-00001</p>  <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> 

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>	
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><b>Send Document(s)</b> <span>Screen ID: UIS-FIL-HC-001-001</span></p> <p><b>Note to Sender</b></p> <p><u>Electronic transactions with the e-Courts</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><b>NEXT</b></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><b>Step 1: Enter Case No.</b></p> <p><b>Send document(s) to an existing case</b> <span>Screen ID: UIS-FIL-HC-002-001</span></p> 

Item	Process	Relevant screenshots for reference
	<p>Select “High Court Registry” as “Receiving Court Office*” &gt;</p> <p>Click “NEXT”&gt;</p>	
5.	<p><b><u>Upload document</u></b></p> <p>Select “Form 16 – Admission (liquidated amount)”/ “Form 16C – Admission (unliquidated amount)” (as the case maybe) 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 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>	

Item	Process	Relevant screenshots for reference
	<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>	
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 document is successfully uploaded, click “NEXT”</p>	

Item	Process	Relevant screenshots for reference
7.	<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> 
8.	<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> 

Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	<div><div>Upload File Form 16 - Admission (Liquidated Amount).doc(22.00KB)</div><div><div></div><div>Total amount : -</div></div><div><div>BACK</div><div>NEXT</div></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>
9.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p>	<p>Step 4: Acknowledgement</p> <div><div>Send document(s) to an existing case</div><div>Screen ID: UIS-FIL-HC-002-001</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> <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> <div><div><div>Submitted By Mr. HC UAT (LAWFIRMB.itooou1)</div><div>Submitted On 07/01/2025 17:44:13</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Method -</div></div><div><div>Organization Law Firm B</div><div>e-Filing Transaction Reference No. E2198000216</div><div>e-Payment Transaction Reference No. -</div></div></div>



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 Filing</td><td>English</td><td>Form 16 - Admission (liquidated amount)</td><td>Form 16 - Admission (Liquidated Amount).doc(22.00KB)</td><td>219890000567</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><div>Confirm to download file?</div><div>CLOSE</div><div>DOWNLOAD</div><div>Acknowledgement - ....pdf</div><div>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 Filing	English	Form 16 - Admission (liquidated amount)	Form 16 - Admission (Liquidated Amount).doc(22.00KB)	219890000567																		
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10.	<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>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>17:44</td><td>High Court Registry, Hig...</td><td>484KB</td></tr><tr><td>[CACV 1/2024-1] New Taxation Bill Created</td><td>24/12/2024</td><td>Appeals Registry (Clerk ...</td><td>-</td></tr><tr><td>[CACV 1/2024] New Electronic Submission Received</td><td>23/12/2024</td><td>High Court Registry, Hig...</td><td>966KB</td></tr><tr><td>[TRN:E2163000229] New Electronic Submission Recel...</td><td>03/12/2024</td><td>Court Registry, High Cou...</td><td>966KB</td></tr><tr><td>[CACV 273/2024] Order/Directions Given by the Court</td><td>28/10/2024</td><td>Civil and Criminal Regist...</td><td>212KB</td></tr><tr><td>[HCIP 9/2024] Set Down for Provisional Taxation by a ...</td><td>24/10/2024</td><td>High Court Registry</td><td>3940KB</td></tr><tr><td>[HCIP 11/2024] Set Down for Provisional Taxation by a ...</td><td>24/10/2024</td><td>High Court Registry</td><td>3291KB</td></tr><tr><td>Deposit Account/ Sub-account Topped Up</td><td>24/09/2024</td><td>Finance Section</td><td>482KB</td></tr><tr><td>Deposit Account/ Sub-account Topped Up</td><td>27/08/2024</td><td>Finance Section</td><td>482KB</td></tr></tbody></table></div> <p>Click the message header to open and read the content and attachment therein</p>	SUBJECT	DATE/TIME	FROM	FILE	[HCCT 19/2024] New Electronic Submission Received	17:44	High Court Registry, Hig...	484KB	[CACV 1/2024-1] New Taxation Bill Created	24/12/2024	Appeals Registry (Clerk ...	-	[CACV 1/2024] New Electronic Submission Received	23/12/2024	High Court Registry, Hig...	966KB	[TRN:E2163000229] New Electronic Submission Recel...	03/12/2024	Court Registry, High Cou...	966KB	[CACV 273/2024] Order/Directions Given by the Court	28/10/2024	Civil and Criminal Regist...	212KB	[HCIP 9/2024] Set Down for Provisional Taxation by a ...	24/10/2024	High Court Registry	3940KB	[HCIP 11/2024] Set Down for Provisional Taxation by a ...	24/10/2024	High Court Registry	3291KB	Deposit Account/ Sub-account Topped Up	24/09/2024	Finance Section	482KB	Deposit Account/ Sub-account Topped Up	27/08/2024	Finance Section	482KB
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Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><div>&lt; Back</div><div></div></div><div><div>[HCCT 19/2024] New Electronic Submission Received</div><div>Date/Time 07/01/2025 17:44</div><div>From High Court Registry, High Court</div><div>To LAWFIRMB.itoouu1</div></div><div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2198000216) submitted via iCMS on 07/01/2025 17:44. (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.:E2198000216</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</div><div>and Public Holidays</div></div><div><div>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2198000216.pdf</div><div>484KB</div></div></div></div>
11.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
12.	<div><div>Confirmation message sent to the message box of OU/ IU as appropriate</div><div>Login and access Message Box&gt;</div><div>Click the message header to open and read the content therein</div></div>	<div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>All</div><div>Read</div><div>Unread</div></div><div><div></div><div></div><div></div></div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[HCCT 19/2024] Document(s) Filed/Lodged Dur...</div><div>11:09</div><div>High Court Registry</div><div>-</div></div><div><div>[HCCT 19/2024] New Electronic Submission Rece...</div><div>07/01/2025</div><div>High Court Registry, ...</div><div>484KB</div></div><div><div>[CACV 1/2024-1] New Taxation Bill Created</div><div>24/12/2024</div><div>Appeals Registry (Cle...</div><div>-</div></div><div><div>[CACV 1/2024] New Electronic Submission Rec...</div><div>23/12/2024</div><div>High Court Registry, ...</div><div>966KB</div></div><div><div>[TRN:E2163000229] New Electronic Submissio...</div><div>03/12/2024</div><div>Court Registry, High ...</div><div>966KB</div></div><div><div>[CACV 273/2024] Order/Directions Given by th...</div><div>28/10/2024</div><div>Civil and Criminal Re...</div><div>212KB</div></div><div><div>Deposit Account/ Sub-account Topped Up</div><div>24/09/2024</div><div>Finance Section</div><div>482KB</div></div><div><div>Deposit Account/ Sub-account Topped Up</div><div>27/08/2024</div><div>Finance Section</div><div>482KB</div></div></div> <div>Click the message header to open and read the content therein</div>



Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><div>&lt; Back</div><div>Download</div></div><div><div>[HCCT 19/2024] Document(s) Filed/Lodged During Closure of the Registry</div><div><div>Date/Time09/01/2025 11:09</div><div>FromHigh Court Registry</div><div>ToLAWFIRMB.itooou1</div></div><div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2198000216) submitted via iCMS on 07/01/2025 17:44. (Time is expressed in 24-hour format.)</div><div>Since the document(s) was/were submitted during the closure of the Registry, such document(s) is/are taken to be received when the Registry re-opens.</div><div>- Form 16 - Admission (liquidated amount) 承認(經算定款額) [表格16] - DRN:219890000567</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>

Internal process by Judiciary