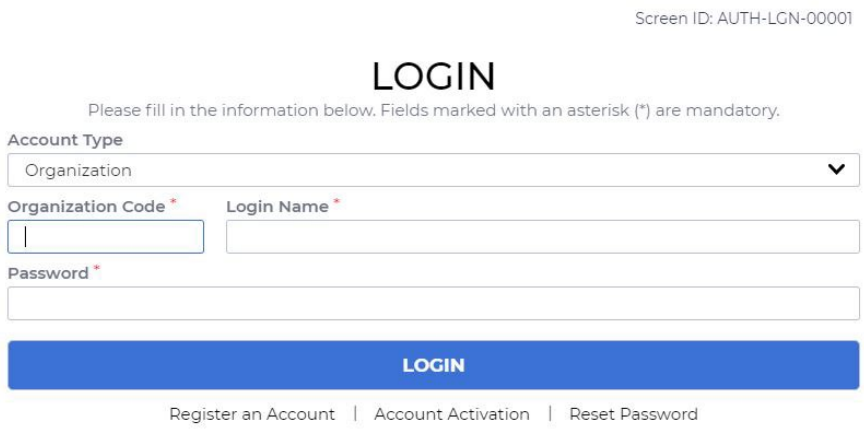
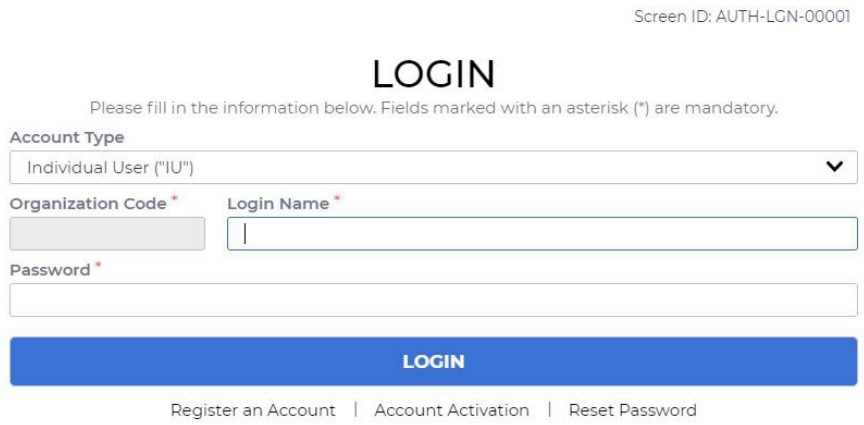
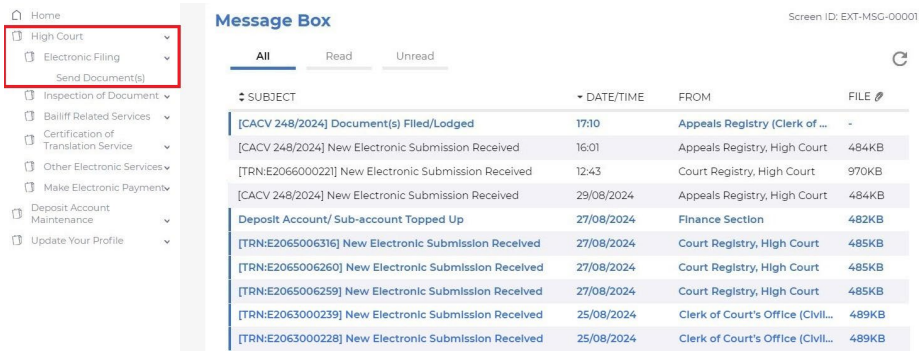
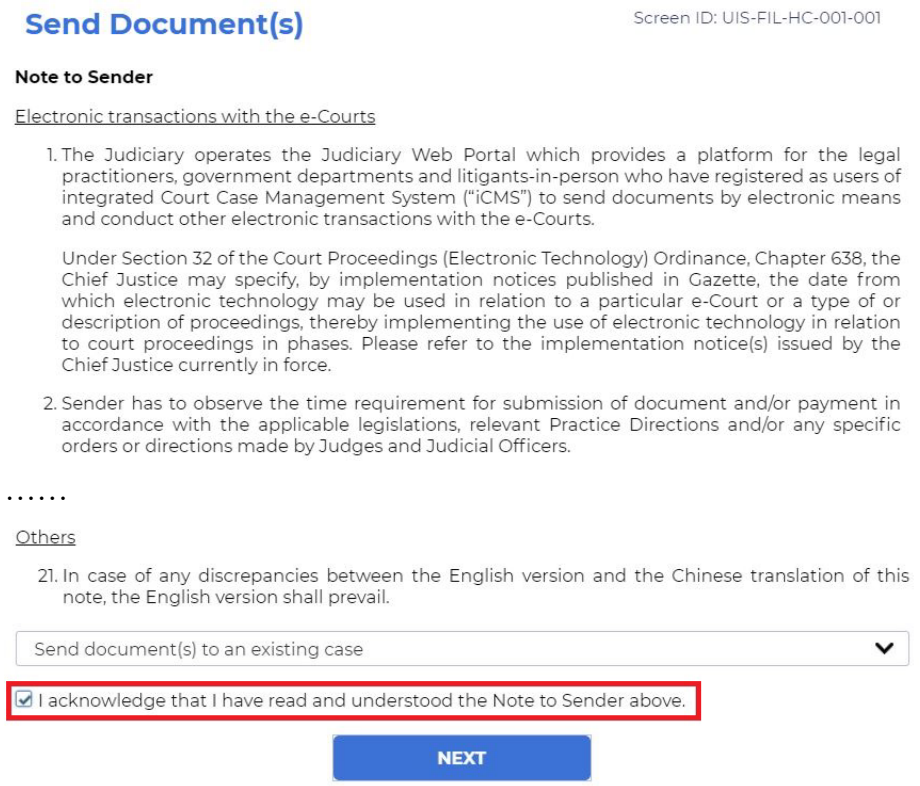
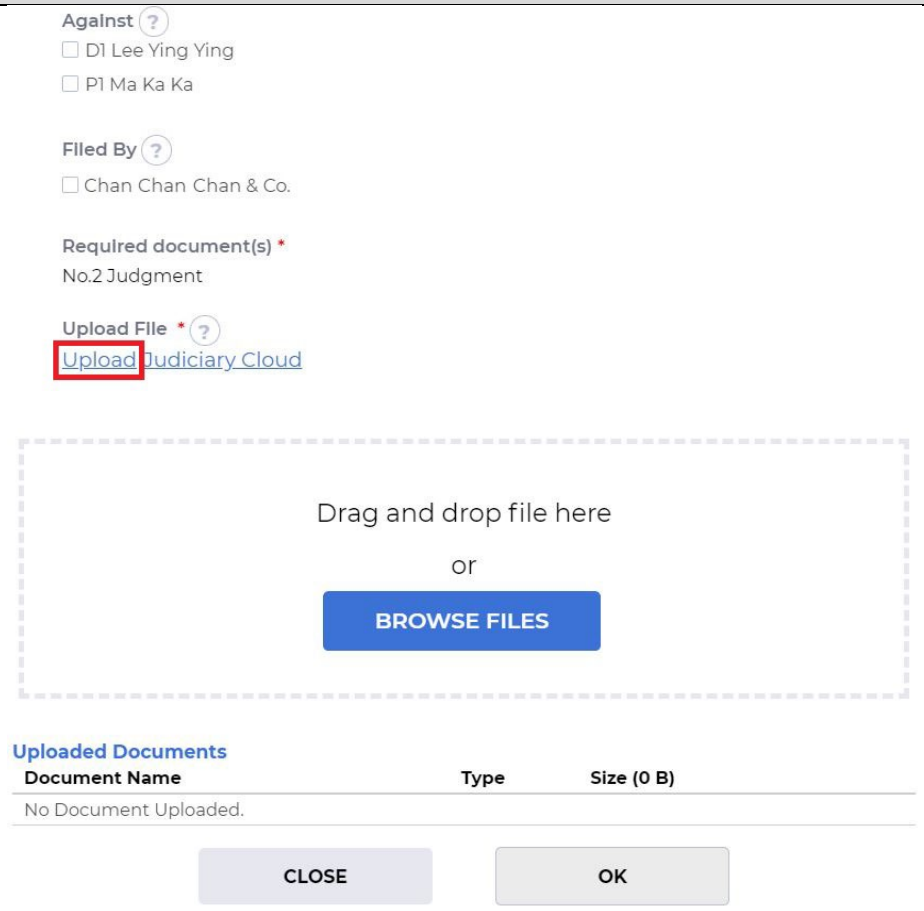
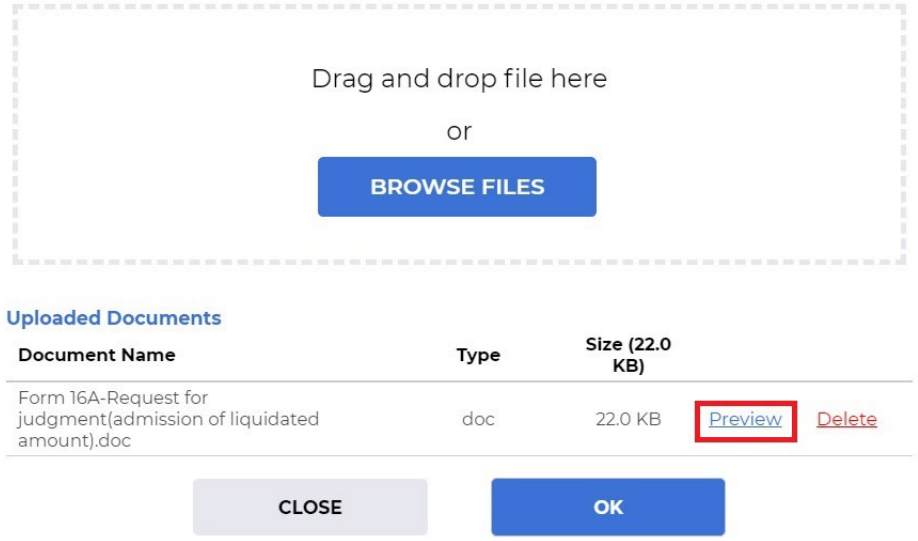
File O.13A, Cap 4A Admission (Plaintiff)

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.	**<u>Login user account</u>** By Organization User ("OU") or Individual User ("IU") account holder *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[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.]*	Organization User  Individual User 

Item	Process	Relevant screenshots for reference
2.	**<u>Access e-Filing function</u>** Select court level, e.g. “High Court”> Click “Electronic Filing”> Select “Send Document(s)”>	
3.	**<u>Select the required function</u>** Select “Send document(s) to an existing case” > Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” > Click “NEXT”>	
4.	**<u>Enter case no.</u>** Input “Case No.*”> Radio button “No” is pre-selected in “Related to taxation proceedings?”*. Radio button “No” is pre-selected in “Related to Application before Judge?”*. Please change it as appropriate.	Step 1: Enter Case No.

Item	Process	Relevant screenshots for reference
	Select "High Court Reigistry" as "Receiving Court Office*" > Click "NEXT">	Enter Case No. Case No. * Related to taxation proceedings? * Yes No Related to Application before Judge? * Yes No Receiving Court Office * --- Please Select --- BACK NEXT
5.	**<u>Upload document</u>** Select "Form 16A - Request for judgment (admission of liquidated amount)/ Form 16B - Reply to part admission of liquidated amount and Request for judgment/ Form 16D – Request for judgment (admission of unliquidated amount)/ Form 16E – Reply to admission of unliquidated amount and Request for judgment" in "Document Name">> Select "For Application" in "PURPOSE*">> Select language in "Document Language*">> Tick the checkboxes under "For*" /and "Against">> Click "Upload">>	Step 2: Upload Document Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001 1 Enter Case No. 2 Upload Document 3 Confirmation and Payment (if applicable) 4 Acknowledgement Notice - Field with (*) is required information Upload Document Case No. HCCT 19/2024 Receiving Court Office High Court Registry NO. DOCUMENT PURPOSE* 1 Document Name * Form 16A - Request for judgment (a For Application Document Version Include Vacating Hearing Before Document Language * English Before Master Hearing Date For DD/MM/YYYY P1 Ma Ka Ka D1 Lee Ying Ying **[Emily: Screen capture below changed]**

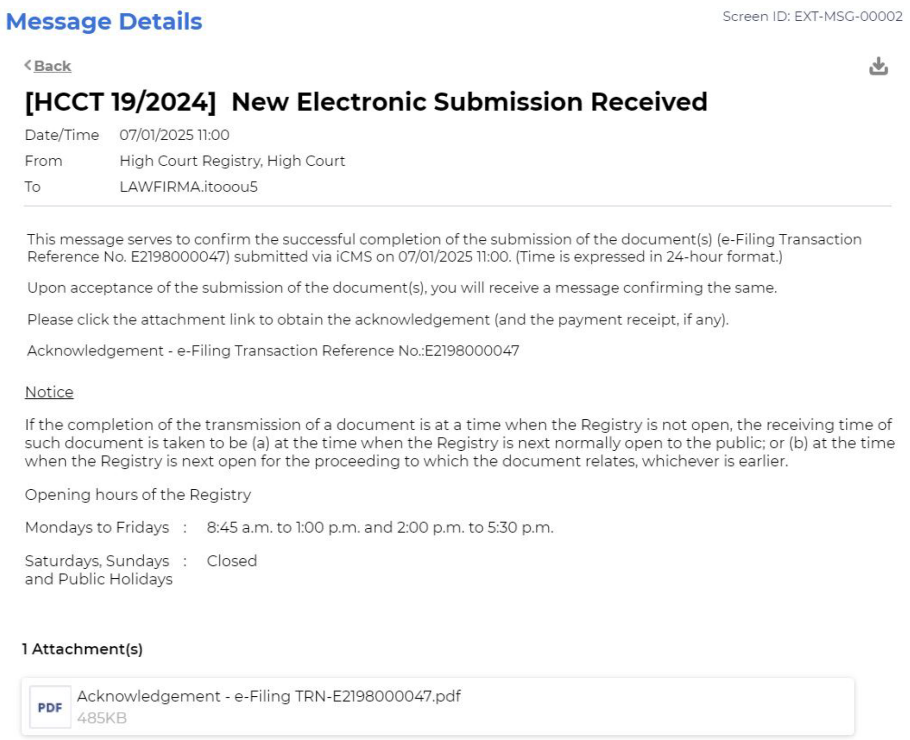
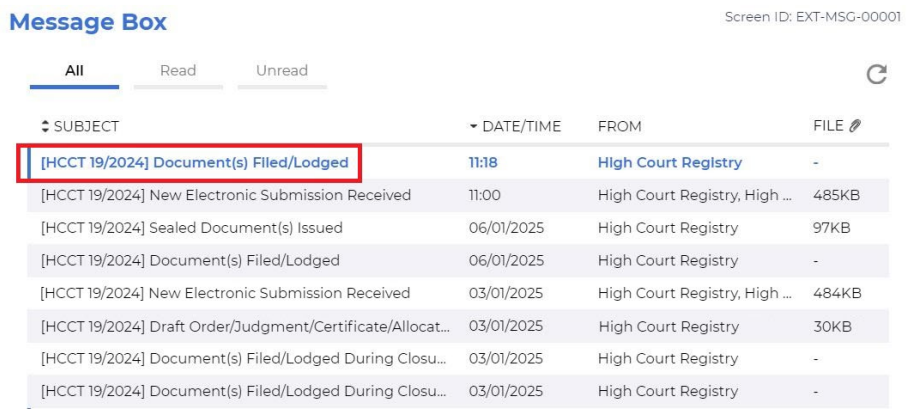
Item	Process	Relevant screenshots for reference
	[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking "Judiciary Cloud" instead of "Upload". Please refer to step-by-step guide "Judiciary Cloud" for more information if necessary.] Click "BROWSE FILES" and select document> *[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.]*	
6.	**<u>Preview uploaded document</u>** Document name is displayed under "Uploaded Documents" Click "Preview" to view the image of the document> Click "OK" to close the pop-up if the uploaded document is in order> Or, click "Delete" if the uploaded document is not in order> After the 1st document is successfully uploaded, proceed to upload the 2nd document>	 …

Item	Process	Relevant screenshots for reference
		Required document(s) * No.2 Judgment Upload File * ? Form 16A-Request for judgment(admission of liquidated amount).doc(22.00KB) Reset
7.	**<u>Upload Document</u>** “Judgment” is pre-selected in “Document Name”> Select “For Approval of Draft” in “PURPOSE*”> Select language in “Document Language*”> Tick the checkboxes under “For*” /and “Against”> Click “Upload”> *[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.]* Click “BROWSE FILES” and select document> *[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.]*	Step 2: Upload Document 2 Document Name * Judgment [Required document for No. 1 Form 16A - Request for judgment (admission of liquidated amount)] For Approval of Draft DRN of previous version of the draft Document Version For Default Judgment under Order 13 For Default Judgment under Order 19 Document Language * --- Please Select --- For ? P1 Ma Ka Ka D1 Lee Ying Ying Against ? D1 Lee Ying Ying P1 Ma Ka Ka Filed By ? Chan Chan Chan & Co. Upload File * ? Upload Judiciary Cloud Add Document BACK NEXT Drag and drop file here or BROWSE FILES Uploaded Documents Document Name / Type / Size (22.0 KB) Judgment.doc / doc / 22.0 KB / Preview / Delete CLOSE OK

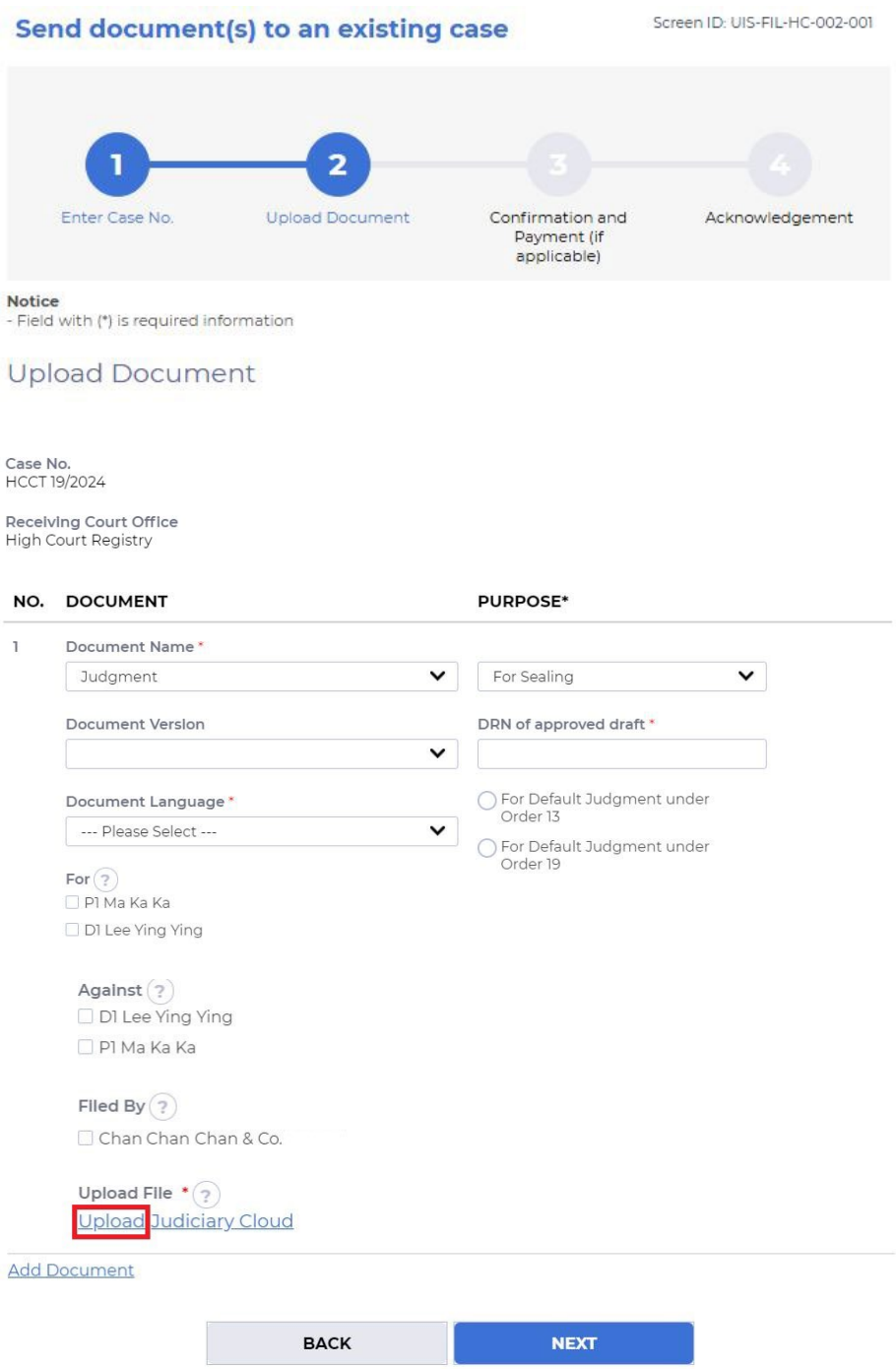
Item	Process	Relevant screenshots for reference
	To preview uploaded document, repeat steps in item 6. After the 2nd document is successfully uploaded, click "NEXT">	… Upload File * ? Judgment.doc(22.00KB) Reset Add Document BACK NEXT
8.	**<u>Notice of opening hours of the listing offices</u>** Click "OK" in the pop-up notice of opening hours of the listing offices>	A pop-up notice of opening hours of the listing offices **Notice** 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. The opening hours of the listing offices are as follows: 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. Confirm to proceed? CANCEL OK
9.	**<u>Confirm details of the filing</u>** If filing details are in order, click "NEXT"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data>	Step 3: Confirm Details of the Filing Send document(s) to an existing case — Screen ID: UIS-FIL-HC-002-001 1 Enter Case No. — 2 Upload Document — 3 Confirmation and Payment (if applicable) — 4 Acknowledgement Confirm Details of the Filing Case No. HCCT 19/2024 Receiving Court Office High Court Registry

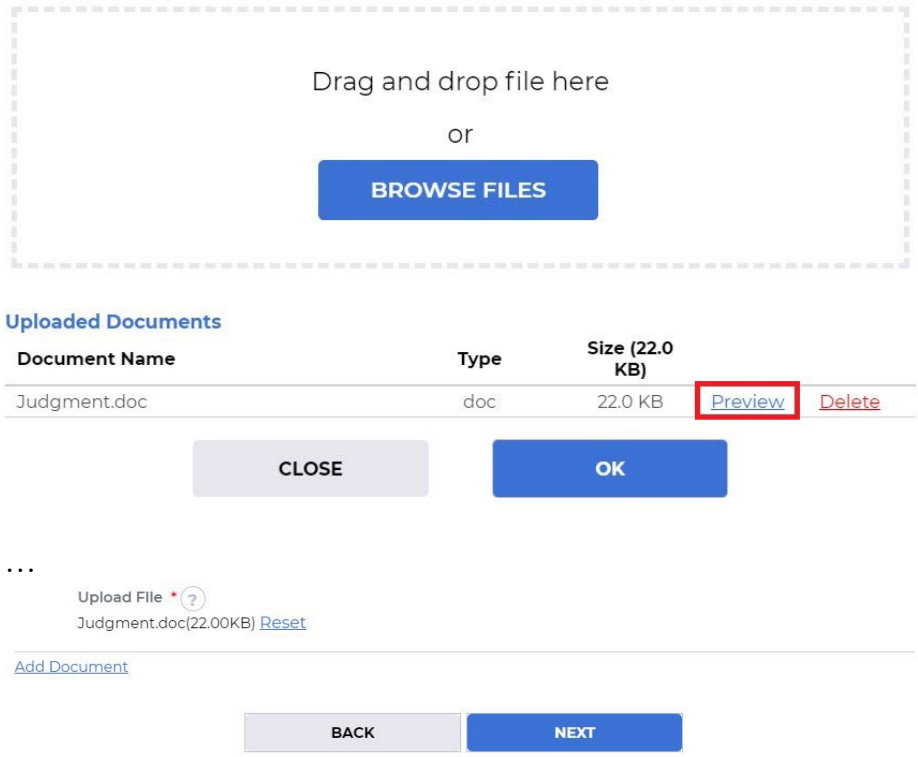
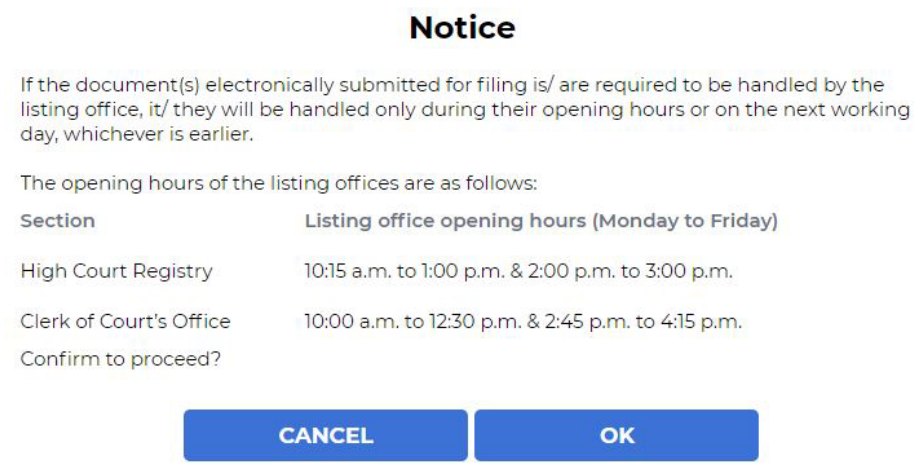
Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	NO. DOCUMENT PURPOSE PAYMENT ITEM(S) FEE(HKD) 1 Document Name: Form 16A - Request for judgment (admission of liquidated amount) Document Version: - Document Language: English For Application Include Vacating Hearing: No Before: Before Master Hearing Date: - - … Upload File: Judgment.doc(22.00KB) Total amount : - BACK NEXT Popup of “Confirm to proceed?” Confirm to proceed? CANCEL OK
10.	**<u>Acknowledgement</u>** Click “SAVE ACKNOWLEDGEMENT”>	Step 4: Acknowledgement Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001 1 Enter Case No. 2 Upload Document 3 Confirmation and Payment (if applicable) 4 Acknowledgement Notice 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.

Item	Process	Relevant screenshots for reference
	Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement>	Acknowledgement Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5) Organization Chan Chan Chan & Co. Submitted On 07/01/2025 11:00:14 e-Filing Transaction Reference No. E2198000047 e-Payment Transaction Date Time - e-Payment Transaction Reference No. - e-Payment Method - Transaction Summary NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) 1 | HCCT 19/2024 | Construction and Arbitration Proceedings | - | - Total amount : - The Following Document(s) Have Been Uploaded NO. | PURPOSE | DOCUMENT LANGUAGE | DOCUMENT NAME | UPLOAD FILE | DRN 1 | For Application | English | Form 16A - Request for judgment (admission of liquidated amount) | Form 16A-Request for judgment(admission of liquidated amount).doc(22.00KB) | 219890000073 2 | For Approval of Draft | English | Judgment [Required document for No. 1 Form 16A - Request for judgment (admission of liquidated amount)] | Judgment.doc(22.00KB) | 219890000084 Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary. SAVE ACKNOWLEDGEMENT Confirm to download file? CLOSE DOWNLOAD Acknowledgement -....pdf Open file
11.	**<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u>** Click "Home">> Access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page Message Box Screen ID: EXT-MSG-00001 All | Read | Unread SUBJECT | DATE/TIME | FROM | FILE [HCCT 19/2024] New Electronic Submission Received | 11:00 | High Court Registry, Hig... | 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 | - [HCCT 19/2024] New Electronic Submission Received | 03/01/2025 | High Court Registry, High ... | 484KB [HCCT 19/2024] Draft Order/Judgment/Certificate/Allocat... | 03/01/2025 | High Court Registry | 30KB [HCCT 19/2024] Document(s) Filed/Lodged During Closu... | 03/01/2025 | High Court Registry | - [HCCT 19/2024] Document(s) Filed/Lodged During Closu... | 03/01/2025 | High Court Registry | - [HCCT 19/2024] New Electronic Submission Received | 31/12/2024 | High Court Registry, High ... | 484KB

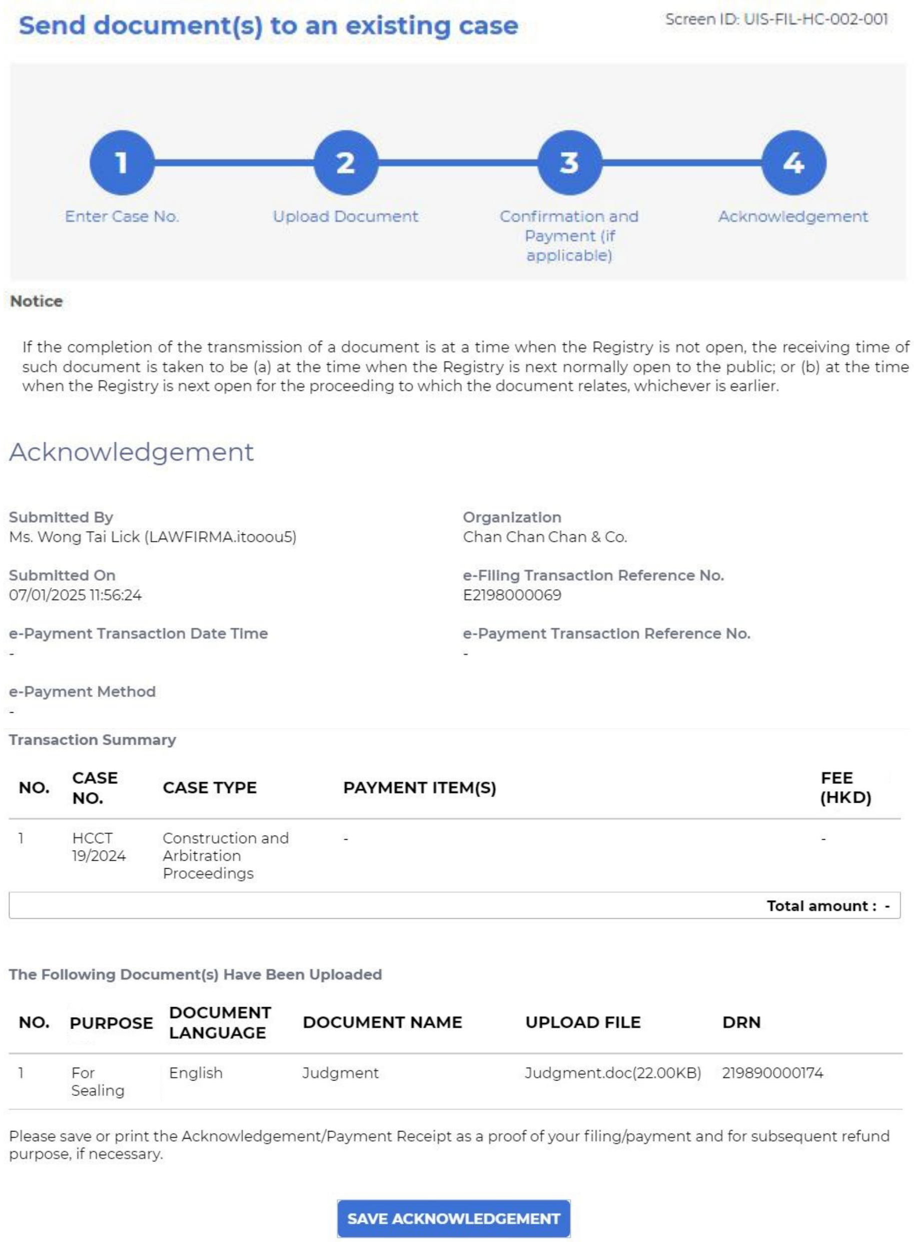
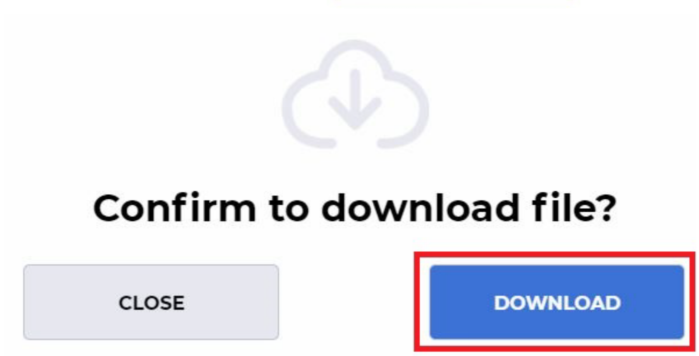
Item	Process	Relevant screenshots for reference
		Click the message header to open and read the content and attachment therein 
12.	**Internal process by Judiciary**	Sender will receive message in iCMS message box after internal vetting by Judiciary
13.	**<u>Confirmation message sent to the message box of OU/IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content therein	Message box with message header(s) appears on the landing page  Click the message header to open and read the content therein

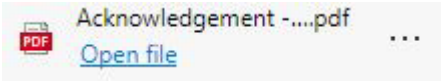
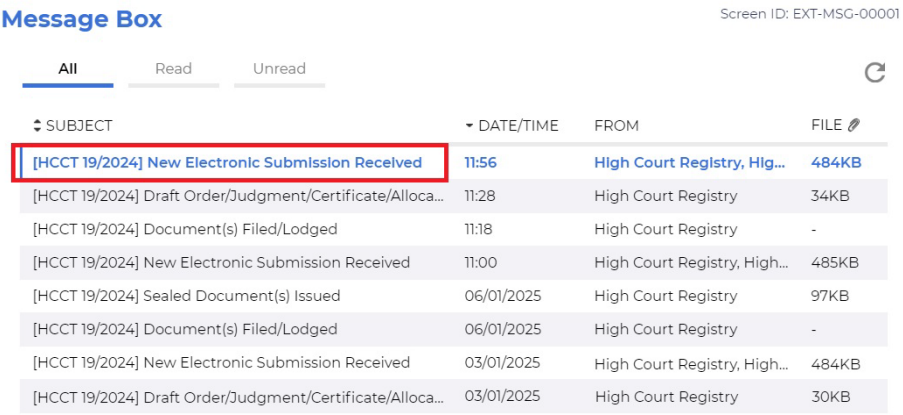
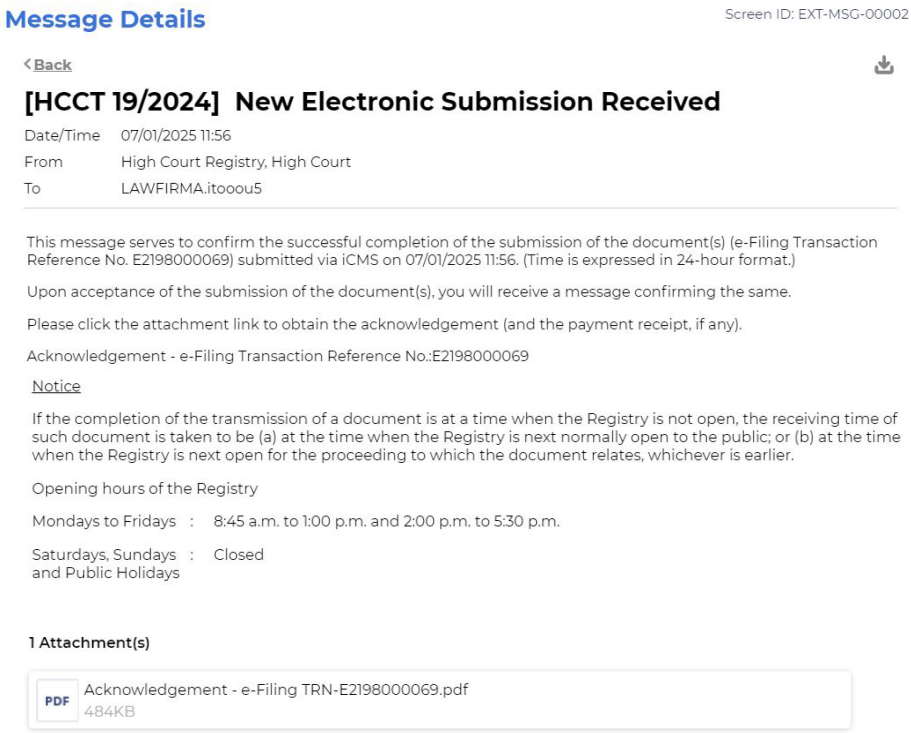
Item	Process	Relevant screenshots for reference
		Message Details Screen ID: EXT-MSG-00002 Back **[HCCT 19/2024] Document(s) Filed/Lodged** Date/Time 07/01/2025 11:18 From High Court Registry To LAWFIRMA.itoou5 This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2198000047) submitted via iCMS on 07/01/2025 11:00. (Time is expressed in 24-hour format.) - Form 16A - Request for judgment (admission of liquidated amount) relating to Judgment dated 07.01.2025 (see folio F10) 要求判決的請求(承認經算定款額) [表格16A] - DRN:219890000073 - Judgment dated 07.01.2025 判決／判詞 - DRN:219890000084 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.
14.	**Internal process by Judiciary**	Sender will receive message in iCMS message box after approval on the draft *[Note: Sender will receive a separate message in iCMS message box if the document(s) is/ are found not in order.]*
15.	**<u>Draft approved message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page **Message Box** Screen ID: EXT-MSG-00001 All Read Unread SUBJECT / DATE/TIME / FROM / FILE [HCCT 19/2024] Draft Order/Judgment/Certificate/Allo... 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 - [HCCT 19/2024] New Electronic Submission Received 03/01/2025 High Court Registry, High ... 484KB [HCCT 19/2024] Draft Order/Judgment/Certificate/Allocat... 03/01/2025 High Court Registry 30KB [HCCT 19/2024] Document(s) Filed/Lodged During Closu... 03/01/2025 High Court Registry - Click the message header to open and read the content and attachment therein **Message Details** Screen ID: EXT-MSG-00002 Back **[HCCT 19/2024] Draft Order/Judgment/Certificate/Allocatur Approved by the Court** Date/Time 07/01/2025 11:28 From High Court Registry To LAWFIRMA.itoou5 This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2198000047) submitted via iCMS on 07/01/2025 11:00 has/ have been approved by the Court. (Time is expressed in 24-hour format.) 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. Please click the attachment link to obtain the approved draft. HCCT 19/2024 - Judgment dated 07.01.2025 判決／判詞 - DRN:219890000084 1 Attachment(s) PDF HCCT 19-2024 - Judgment dated 07012025 - DRN-219890000084.pdf 34KB

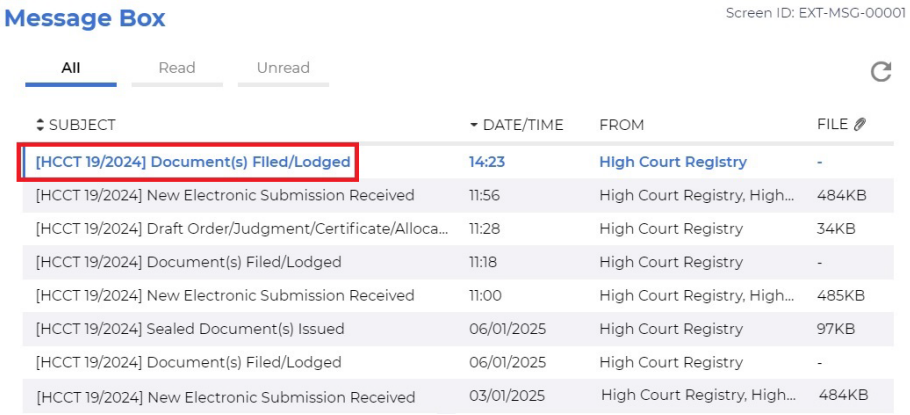
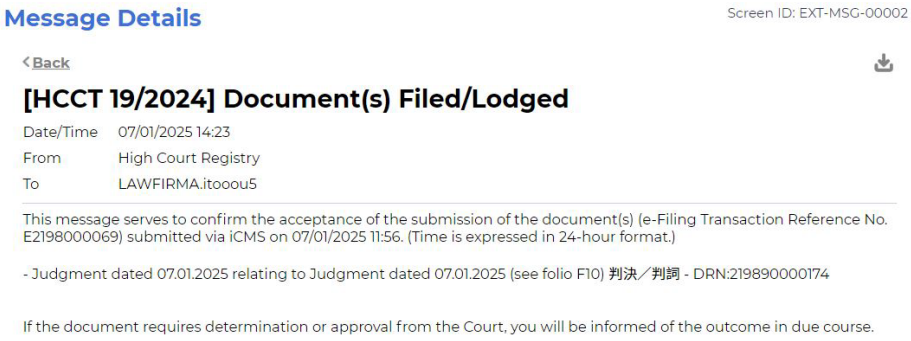
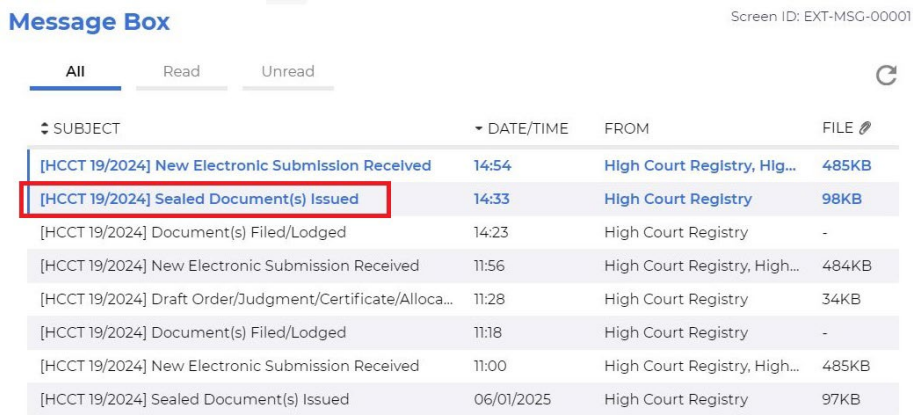
Item	Process	Relevant screenshots for reference
16.	**<u>Access e-Filing function and repeat Step 1: Enter case No.</u>**	Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No.</u>
17.	**<u>Upload document</u>** Select "Judgment"in "Document Name*">> Select "For Sealing" in "PURPOSE*">> Input "DRN of approved draft*">> *[Note: DRN of approved draft judgment can be found at the draft approved by court.]* Select language in "Document Language*" > Tick the checkboxes under "For*" /and "Against">> Click "Upload" button> *[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.]* Click "BROWSE FILES" and select document>	Step 2: Upload Document 

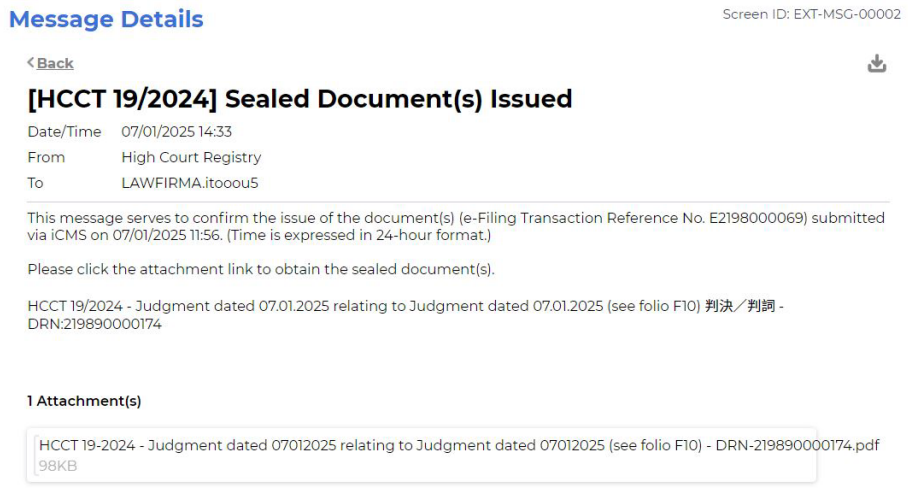
Item	Process	Relevant screenshots for reference
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-step guide "Upload document using 'drag and drop' feature" for more information.] To preview uploaded document, repeat steps in item 6. After the document is successfully uploaded, click "NEXT">	
18.	**<u>Notice of opening hours of the listing offices</u>** Click "OK" in the pop-up notice of opening hours of the listing offices>	A pop-up notice of opening hours of the listing offices 

Item	Process	Relevant screenshots for reference
19.	**<u>Confirm details of the filing</u>** If filing details are in order, click "NEXT">> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data> Click "OK" to "Confirm to proceed?">>	Step 3: Confirm Details of the Filing Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001 1 Enter Case No. — 2 Upload Document — 3 Confirmation and Payment (if applicable) — 4 Acknowledgement Confirm Details of the Filing Case No. HCCT 19/2024 Receiving Court Office High Court Registry NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) 1 | Document Name: Judgment; Document Version: -; Document Language: English | For Sealing; DRN of approved draft: 219890000084; For Default Judgment under Order 13; For Default Judgment under Order 19 | - | ... Upload File: Judgment.doc(22.00KB) Total amount : - BACK NEXT Popup of "Confirm to proceed?" Confirm to proceed? CANCEL OK

Item	Process	Relevant screenshots for reference
20.	**Acknowledgement** Click "SAVE ACKNOWLEDGEMENT"> Click "DOWNLOAD" in the popup of "Confirm to download file?">	Step 4: Acknowledgement  

Item	Process	Relevant screenshots for reference
	Click “Open file” to retrieve the Acknowledgement>	
21.	**<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u>** Click “Home”> Access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page  Click the message header to open and read the content and attachment therein 
22.	**Internal process by Judiciary**	Sender will receive message in iCMS message box after internal vetting by Judiciary

Item	Process	Relevant screenshots for reference
23.	**<u>Confirmation message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content therein	Message box with message header(s) appears on the landing page  Message Box Screen ID: EXT-MSG-00001 All Read Unread SUBJECT / DATE/TIME / FROM / FILE [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 - [HCCT 19/2024] New Electronic Submission Received 03/01/2025 High Court Registry, High... 484KB Click the message header to open and read the content therein  Message Details Screen ID: EXT-MSG-00002 Back [HCCT 19/2024] Document(s) Filed/Lodged Date/Time 07/01/2025 14:23 From High Court Registry To LAWFIRMA.itooou5 This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2198000069) submitted via iCMS on 07/01/2025 11:56. (Time is expressed in 24-hour format.) - Judgment dated 07.01.2025 relating to Judgment dated 07.01.2025 (see folio F10) 判決／判詞 - DRN:219890000174 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.
24.	**Internal process by Judiciary**	Sender will receive message in iCMS message box with the sealed document issued *[Note: Sender will receive a separate message in iCMS message box if the faired version is found not in order.]*
25.	**<u>Sealed document(s) issued message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page  Message Box Screen ID: EXT-MSG-00001 All Read Unread 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

Item	Process	Relevant screenshots for reference
		Click the message header to open and read the content and attachment therein 

Internal process by Judiciary