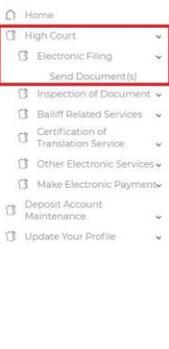
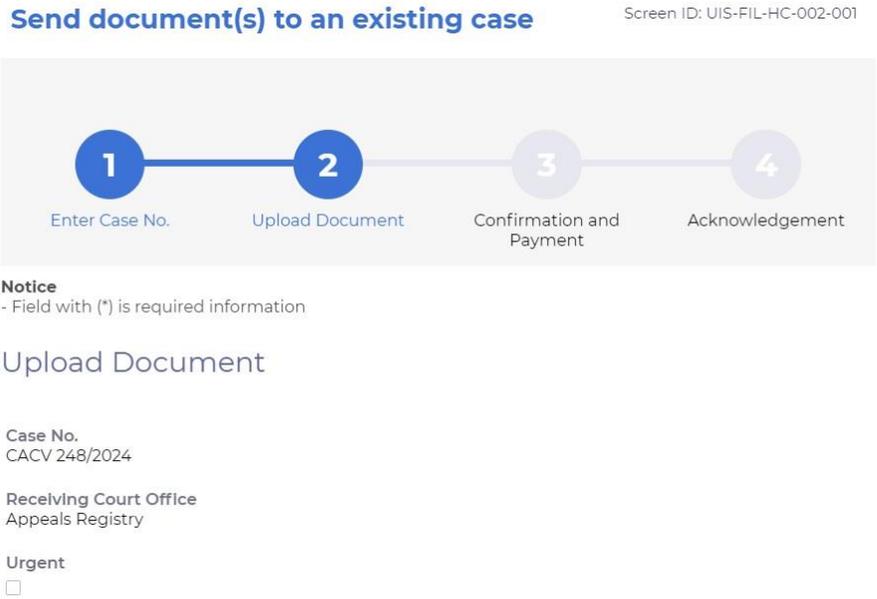


## File Inter partes Summons and supporting Affidavit / Affirmation

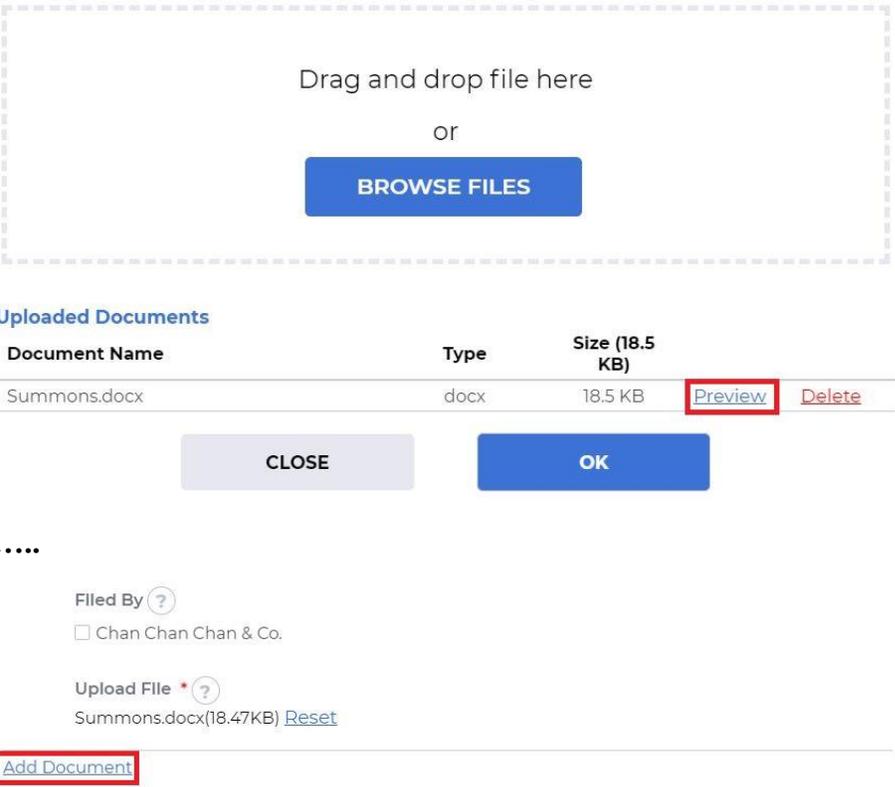
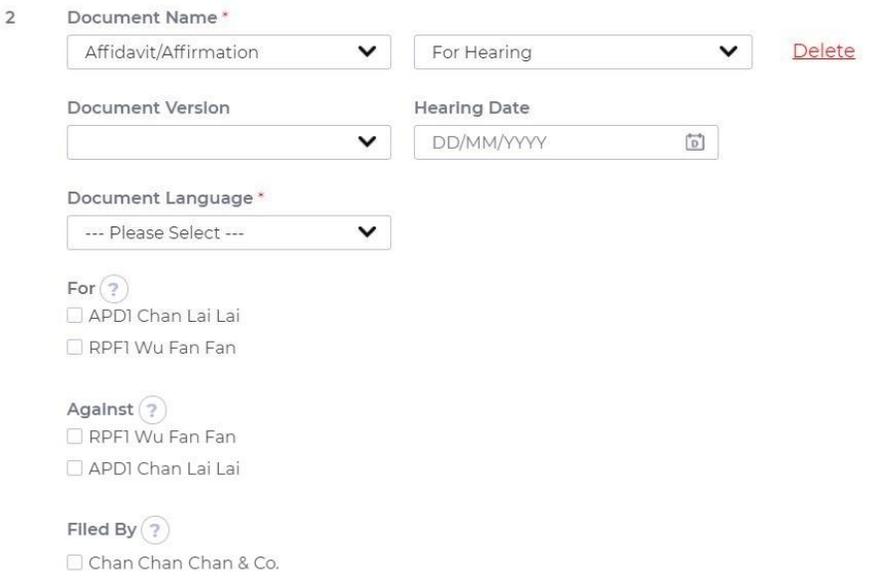
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

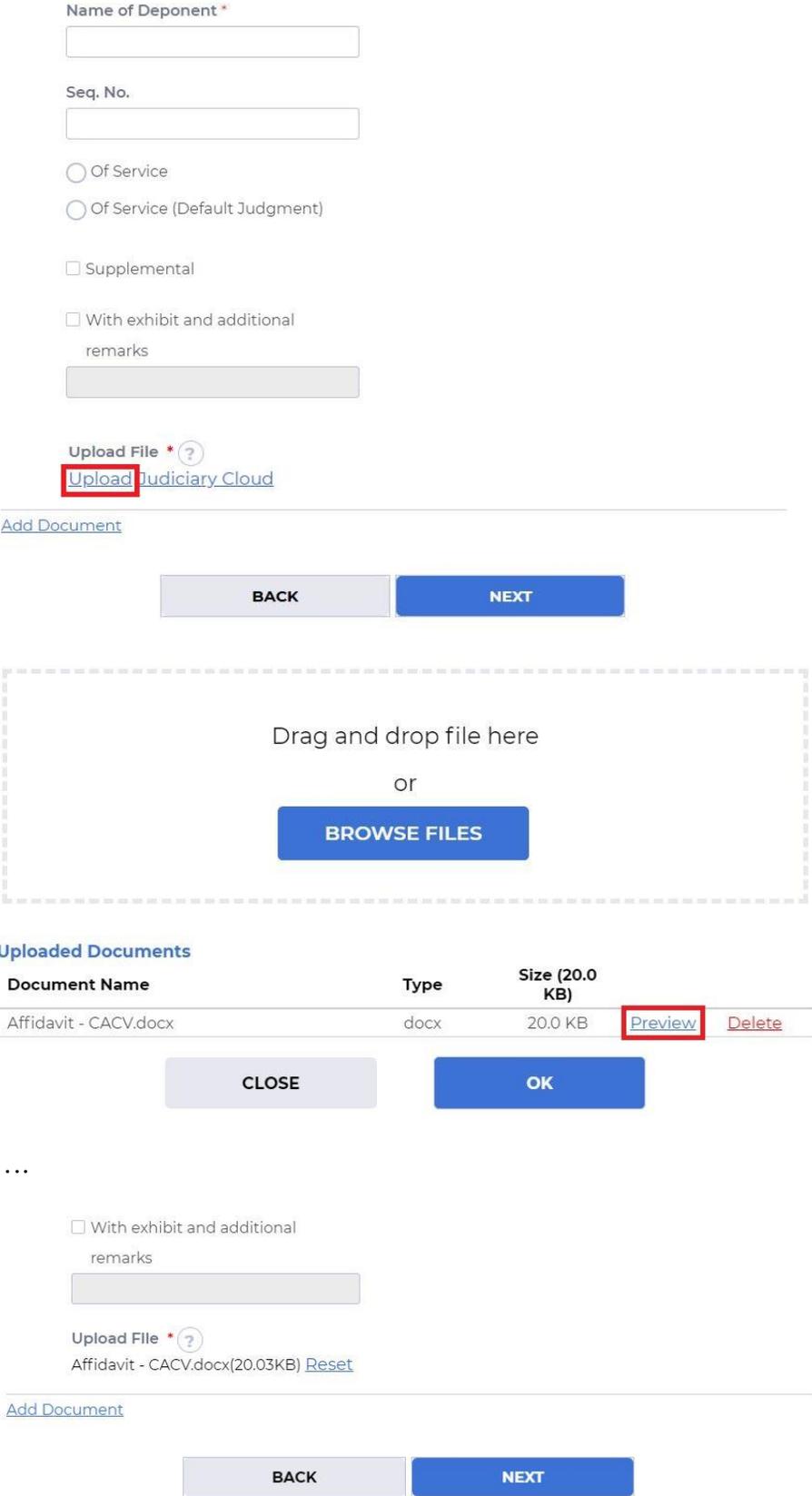
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Organization"/></p> <p>Organization Code *      Login Name *  <input type="text"/>      <input type="text"/></p> <p>Password *  <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"> <a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a> </p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Individual User (“IU”)"/></p> <p>Organization Code *      Login Name *  <input type="text"/>      <input type="text"/></p> <p>Password *  <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"> <a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a> </p>

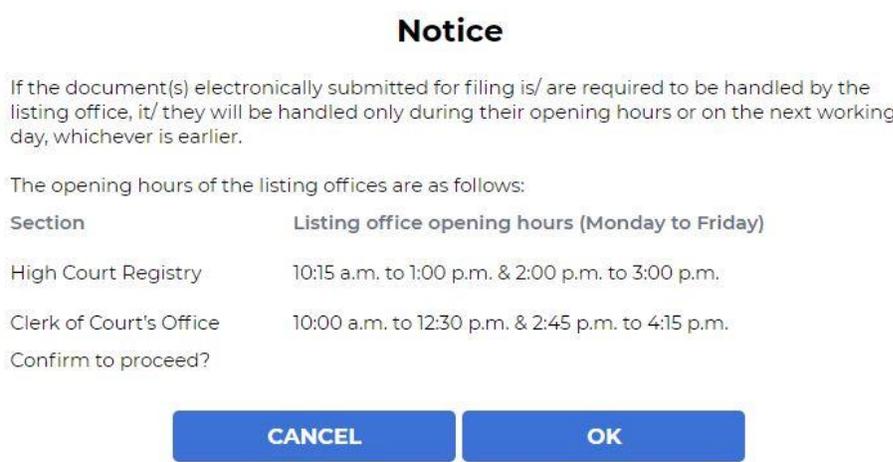
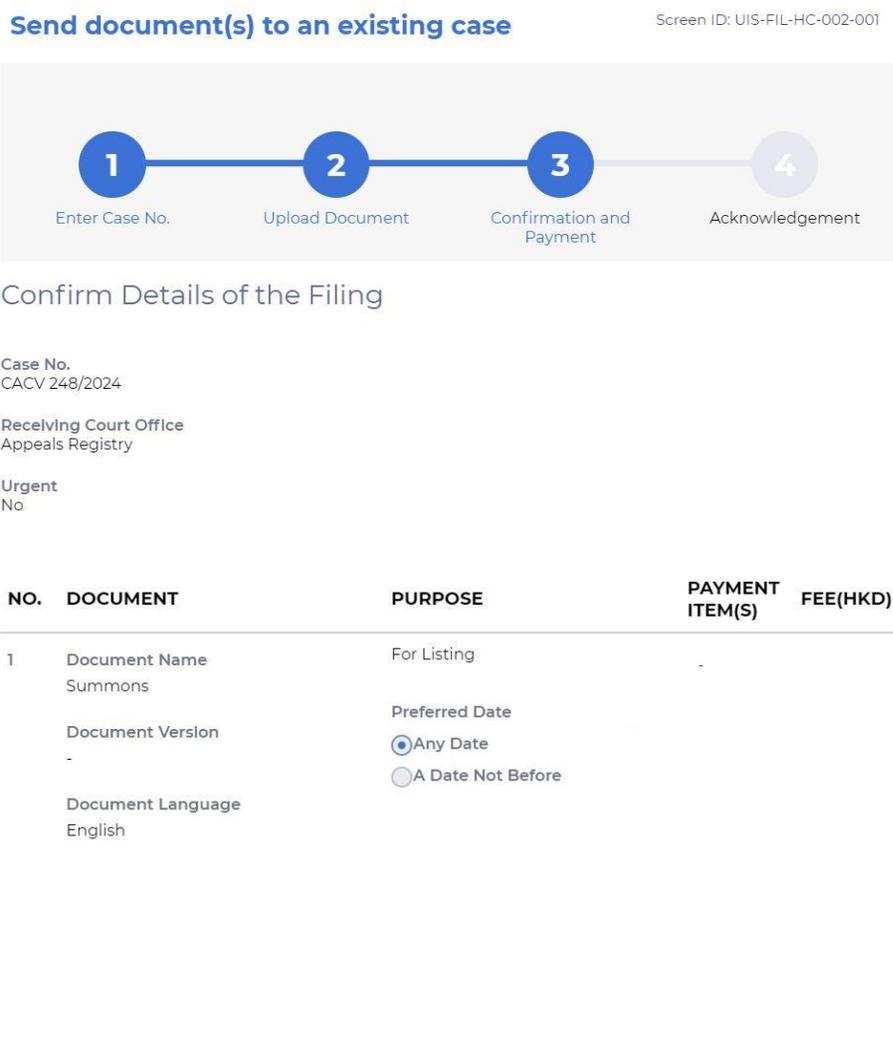
Item	Process	Relevant screenshots for reference																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	 <p>Home</p> <p>High Court</p> <p>Electronic Filing</p> <p>Send Document(s)</p> <p>Inspection of Document</p> <p>Bailiff Related Services</p> <p>Certification of Translation Service</p> <p>Other Electronic Services</p> <p>Make Electronic Payment</p> <p>Deposit Account Maintenance</p> <p>Update Your Profile</p> <p><b>Message Box</b> <span>Screen ID: EXT-MSG-00001</span></p> <p>All Read Unread</p> <table border="1"> <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:E206600022] 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 (Civl...</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 (Civl...</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:E206600022] 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 (Civl...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB
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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>  <p><b>Notice</b> - Field with (*) is required information</p>																																												

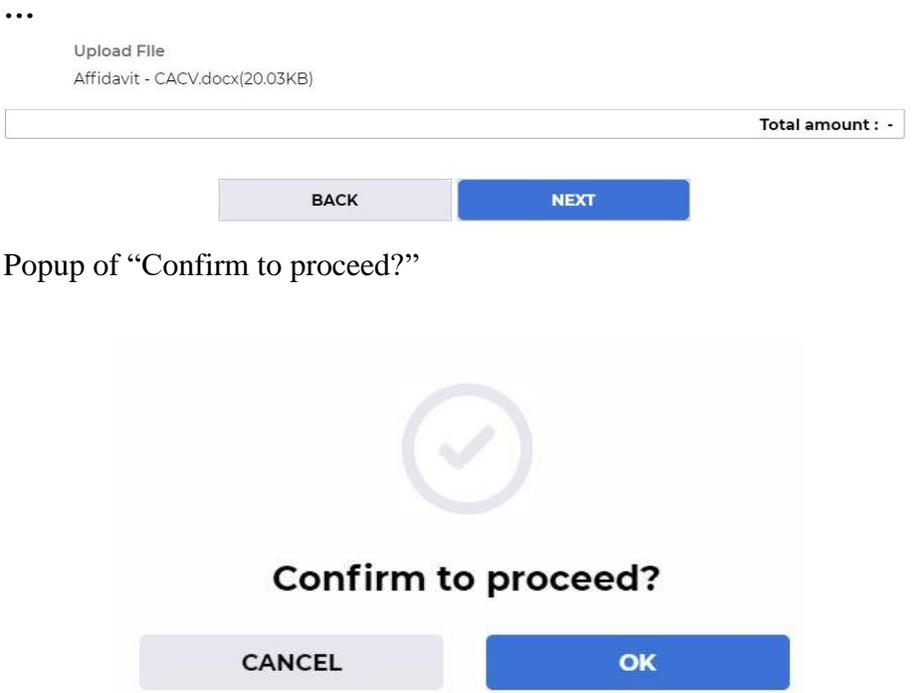
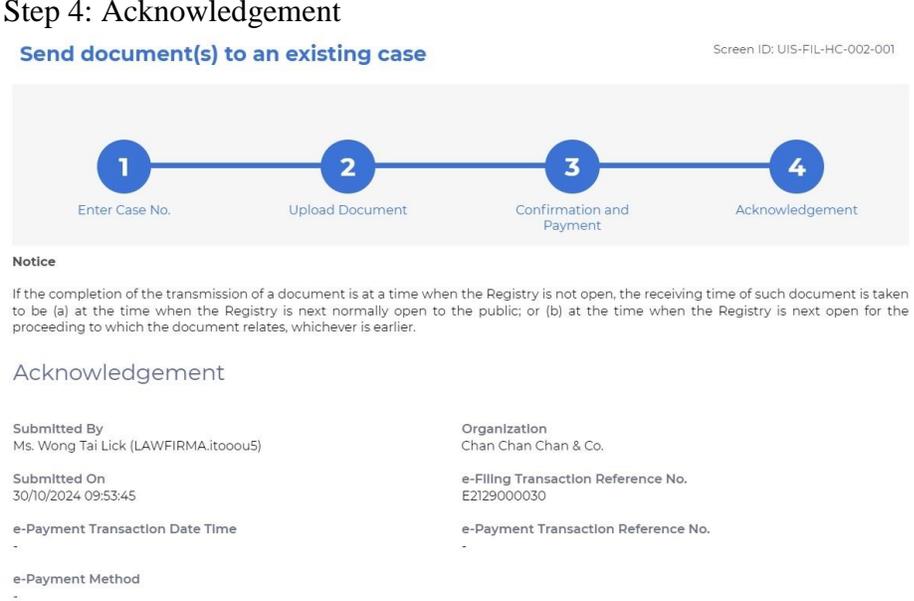
Item	Process	Relevant screenshots for reference
	<p>“Receiving Court Office*” is pre-selected by the system, you may also change it from the drop down menu as appropriate &gt;</p> <p>Click “NEXT”&gt;</p>	
<p>5.</p>	<p><b><u>Upload document</u></b></p> <p><i>[Note: “Summons” and “Affidavit/ Affirmation” are used for illustrative purpose to demonstrate uploading documents <b>after</b> parties being linked up to a case]</i></p> <p>a. Summons</p> <p>Select “Summons” in “Document Name”&gt;</p> <p>Select “For Listing” in “PURPOSE”&gt;</p> <p>Select either “Any Date” or “A Date Not Before*” in “Preferred Date”&gt;</p> <p><i>[Note: If the latter option is selected, input a date in “A Date Not Before*” and input “Proposed Dates” and “Special Request” field, if any.]</i></p> <p>Select language in “Document Language”&gt;</p>	<p>Step 2: Upload Document</p> <p>To upload two types of documents as follows.</p> <ol style="list-style-type: none"> <li>Summons</li> <li>Affidavit/ Affirmation</li> </ol> <p><u>The 1<sup>st</sup> document to be uploaded – Summons</u></p> 

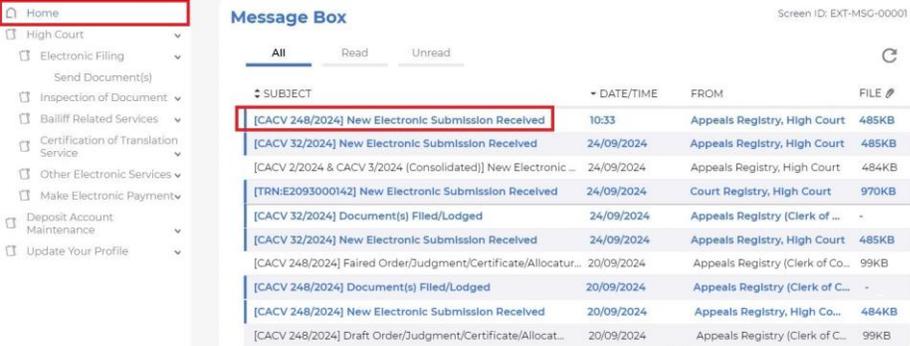
Item	Process	Relevant screenshots for reference
	<p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	<p>The screenshot shows a web form for uploading a document. At the top, there are two columns: 'NO.' and 'PURPOSE*'. Under 'NO.', there is a '1' and a 'Document Name *' dropdown menu set to 'Summons'. To the right, under 'PURPOSE*', there is a dropdown menu set to 'For Listing'. Below these are 'Document Version' and 'Preferred Date *' fields. The 'Preferred Date *' has two radio button options: 'Any Date' and 'A Date Not Before (?)'. There is also a 'Document Language *' dropdown menu set to '--- Please Select ---'. Underneath, there are two sections: 'For (?)' and 'Against (?)'. Each section has two checkboxes with corresponding names: 'APD1 Chan Lai Lai' and 'RPF1 Wu Fan Fan'. Below these is a 'Filed By (?)' field with a dropdown menu set to 'Chan Chan Chan &amp; Co.'. At the bottom of the form is an 'Upload File * (?)' section with a red box around the 'Upload' button and a link to 'Judiciary Cloud'. Below the form is a blue 'Add Document' button. At the bottom of the page are two buttons: 'BACK' and 'NEXT'. In the center, there is a dashed box containing the text 'Drag and drop file here' and 'or' above a blue 'BROWSE FILES' button. At the very bottom, there is a table titled 'Uploaded Documents' with columns 'Document Name', 'Type', and 'Size (0 B)'. The table contains the text 'No Document Uploaded.'. Below the table are two buttons: 'CLOSE' and 'OK'.</p>

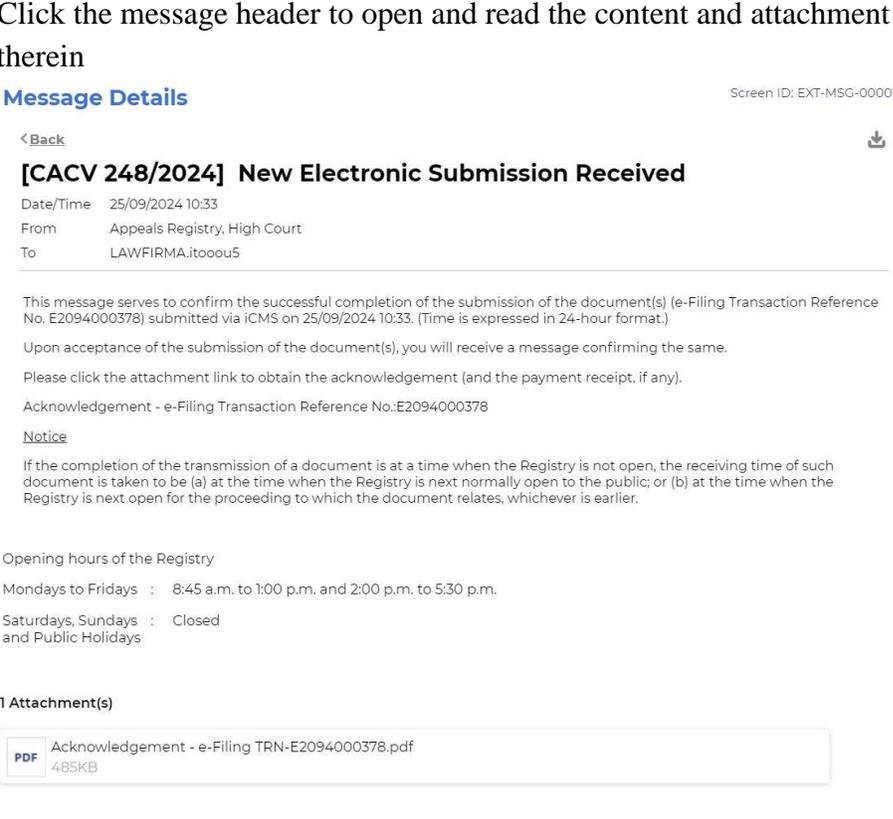
Item	Process	Relevant screenshots for reference
<p>6.</p>	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”.</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>After the 1st document is successfully uploaded, click “Add Document” to add the 2<sup>nd</sup> document&gt;</p>	
<p>7.</p>	<p><b><u>Upload document</u></b></p> <p>b. <u>Affidavit/ Affirmation</u></p> <p>Select “Affidavit/ Affirmation” in “Document Name*”&gt;</p> <p>Select “For Hearing” in “PURPOSE*”&gt;</p> <p>Select “Hearing Date” by clicking the date picker if any&gt;</p> <p>Select language in “Document Language”&gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Input “Name of Deponent*”&gt;</p>	<p><b><u>The 2<sup>nd</sup> document to be uploaded – Affidavit/ Affirmation</u></b></p> 

Item	Process	Relevant screenshots for reference
	<p>Input secondary information as appropriate&gt;</p> <p>Click “Upload”&gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>To preview uploaded document, repeat steps in item 6.</p> <p>After the 2<sup>nd</sup> document is successfully uploaded, click “NEXT”&gt;</p>	 <p>The screenshot shows a web form for adding a document. At the top, there are input fields for 'Name of Deponent' and 'Seq. No.'. Below these are radio buttons for 'Of Service' and 'Of Service (Default Judgment)', and checkboxes for 'Supplemental' and 'With exhibit and additional remarks'. A text area for 'remarks' is also present. The 'Upload File' section has a red box around the 'Upload' button and a link to 'Judiciary Cloud'. Below the form is an 'Add Document' section with 'BACK' and 'NEXT' buttons. A large dashed box contains the text 'Drag and drop file here' and a 'BROWSE FILES' button. At the bottom, an 'Uploaded Documents' table lists the document 'Affidavit - CACV.docx' with a 'Preview' button highlighted in red. Below the table are 'CLOSE' and 'OK' buttons. The bottom part of the screenshot shows a similar form with a 'Reset' button and 'BACK' and 'NEXT' buttons.</p>

Item	Process	Relevant screenshots for reference																				
8.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<p>A pop-up notice of opening hours of the listing offices</p>  <p style="text-align: center;"><b>Notice</b></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 border="1"> <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. &amp; 2:00 p.m. to 3:00 p.m.</td> </tr> <tr> <td>Clerk of Court's Office</td> <td>10:00 a.m. to 12:30 p.m. &amp; 2:45 p.m. to 4:15 p.m.</td> </tr> </tbody> </table> <p>Confirm to proceed?</p> <p style="text-align: center;"> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px;">CANCEL</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px; margin-left: 20px;">OK</span> </p>	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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9.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT”&gt;</p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data&gt;</p>	<p>Step 3: Confirm Details of the Filing</p>  <p style="text-align: right;">Screen ID: UIS-FIL-HC-002-001</p> <p style="text-align: center;"><b>Send document(s) to an existing case</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <span style="background-color: #0056b3; color: white; border-radius: 50%; width: 30px; height: 30px; display: inline-block; margin: 0 auto;"></span>  <b>1</b>              Enter Case No.         </div> <div style="text-align: center;"> <span style="background-color: #0056b3; color: white; border-radius: 50%; width: 30px; height: 30px; display: inline-block; margin: 0 auto;"></span>  <b>2</b>              Upload Document         </div> <div style="text-align: center;"> <span style="background-color: #0056b3; color: white; border-radius: 50%; width: 30px; height: 30px; display: inline-block; margin: 0 auto;"></span>  <b>3</b>              Confirmation and Payment         </div> <div style="text-align: center;"> <span style="background-color: #ccc; color: #ccc; border-radius: 50%; width: 30px; height: 30px; display: inline-block; margin: 0 auto;"></span>  <b>4</b>              Acknowledgement         </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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">NO.</th> <th style="text-align: left;">DOCUMENT</th> <th style="text-align: left;">PURPOSE</th> <th style="text-align: left;">PAYMENT ITEM(S)</th> <th style="text-align: left;">FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name Summons</td> <td>For Listing</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>Preferred Date <input checked="" type="radio"/> Any Date <input type="radio"/> A Date Not Before</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Summons	For Listing	-	-		Document Version -	Preferred Date <input checked="" type="radio"/> Any Date <input type="radio"/> A Date Not Before				Document Language English			
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	Document Language English																					

Item	Process	Relevant screenshots for reference								
	<p>Click “OK” to “Confirm to proceed?”&gt;</p>	 <p>...</p> <p>Upload File Affidavit - CACV.docx(20.03KB)</p> <p>Total amount : -</p> <p>BACK NEXT</p> <p>Popup of “Confirm to proceed?”</p> <p>Confirm to proceed?</p> <p>CANCEL OK</p>								
<p>10.</p>	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT” &gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p>	 <p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: UIS-FIL-HC-002-001</span></p> <p>1 2 3 4</p> <p>Enter Case No. Upload Document Confirmation and Payment Acknowledgement</p> <p><b>Notice</b></p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p><b>Acknowledgement</b></p> <table border="0"> <tr> <td>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5)</td> <td>Organization Chan Chan Chan &amp; Co.</td> </tr> <tr> <td>Submitted On 30/10/2024 09:53:45</td> <td>e-Filing Transaction Reference No. E2129000030</td> </tr> <tr> <td>e-Payment Transaction Date Time -</td> <td>e-Payment Transaction Reference No. -</td> </tr> <tr> <td>e-Payment Method -</td> <td></td> </tr> </table>	Submitted By Ms. Wong Tai Lick (LAWFIRMA.itooou5)	Organization Chan Chan Chan & Co.	Submitted On 30/10/2024 09:53:45	e-Filing Transaction Reference No. E2129000030	e-Payment Transaction Date Time -	e-Payment Transaction Reference No. -	e-Payment Method -	
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12.	<b>Internal process by the Judiciary</b>	<p>Sender will receive message in iCMS message box with the sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the document(s) is found not in order.]</i></p>																																												
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14.	<p><b>Internal Process by the Judiciary</b></p>	<p><b>Sender will receive message in iCMS Message box with hearing fixed message (and/or Notice of Hearing)</b></p>
15.	<p><b><u>Hearing fixed message from iCMS to Filing OU/IU</u></b></p> <p>Login iCMS Portal and 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>  <p>Click the message header to open and read the content and attachment therein.</p>

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		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; font-size: small;">Screen ID: EXT-MSG-00002</p> <p><b>Message Details</b></p> <p style="font-size: x-small;"> <a href="#">← Back</a> <span style="float: right;">↓</span> </p> <p><b>[CACV 248/2024] Hearing Scheduled and/or Notice of Hearing Issued</b></p> <p> <small>Date/Time 26/09/2024 11:08</small>  <small>From Appeals Registry (Clerk of Court's Office), High Court</small>  <small>To LAWFIRMA.itoou5</small> </p> <hr/> <p style="font-size: x-small;">                     This message serves to inform you that a hearing has been scheduled / a Notice of Hearing has been issued by the Court in response to your lodgment/ filing of document(s) (e-Filing Transaction Reference No. E2094000378) submitted via iCMS on 25/09/2024 10:33. (Time is expressed in 24-hour format)                 </p> <p style="font-size: x-small;">Please click the attachment link to obtain the notice of hearing.</p> <p style="font-size: x-small;">CACV 248/2024 - Summons (Hearing dated: 02/10/2024 10:00 For Directions) 傳票 - DRN:209490002272</p> <p><b>1 Attachment(s)</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small; margin: 0;"> <span style="font-weight: bold; font-size: xx-small;">PDF</span> CACV 248-2024 - Summons (Hearing dated 02/10/2024 1000 For Directions) - DRN-209490002272.pdf  <span style="font-size: xx-small;">277KB</span> </p> </div> </div>

Internal process by the Judiciary