## **File Writ of Execution**

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.	Login user account	Organization User
	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.]	Screen ID: AUTH-LGN-00001  LOGIN  Please fill in the information below. Fields marked with an asterisk (*) are mandatory.  Account Type  Organization  Organization  Password *
	For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.	LOGIN Register an Account   Account Activation   Reset Password Individual User
	[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.]	LOCIN   Please fill in the information below. Fields marked with an asterisk (*) are mandatory.   Account Type   Individual User (*U*)   Organization Code*   Login Name*   Password*   Password *   COCIN   Register an Account Activation Reset Password

Item	Process	Relevant screenshots for reference
Item           2.           3.	Process         Access e-Filing function         Select court level, e.g.         "High Court">         Click "Electronic Filing">         Select "Send         Document(s)">         Select the required         function         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">	Relevant screenshots for reference         Image: Screenstreference         Image: Scre
4.	Enter case number 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. Sereen ID: UIS-FIL-HC-002-001

Item	Process	Relevant screenshots for reference
	"Receiving Court Office*" is pre-selected by the system, you may also change it from the drop down menu as appropriate> 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 V
5.	Upload document	Step 2: Upload Document
	a. Writ of Possession	To upload two types of documents as follows.
	Select "Writ of Possession" or the appropriate type of writ of execution in "Document Name*">	<ul> <li>a) Writ of Possession (or the appropriate type of writ of execution)</li> <li>b) Praecipe</li> <li><u>The 1<sup>st</sup> document to be uploaded - Writ of Possession</u></li> </ul>
	Select "For Approval of Draft" in "PURPOSE*">	Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001
	Select language in "Document Language*">	1     2     3     4       Enter Case No.     Upload Document     Confirmation and Payment     Acknowledgement
	Tick the checkboxes under "For*"/and "Against">	Notice - Field with (*) is required information Upload Document Case No. CACV 248/2024 Receiving Court Office Appeals Registry Urgent

Process	Relevant screensno	is for referen	ice	
	NO. DOCUMENT		PURPOSE*	
	1 Document Name*			
Click "Upload">	Writ of Possession	~	For Approval of Draft	~
	Document Version		DRN of previous version of t	the draft
[Note: Large size file		~		
should be uploaded to the	Desument language			
Judiciary Cloud through	Please Select	~		
the function menu before				
electronic filing. The file	For ?			
inen can be retrieved jor	RPF1 Wu Fan Fan			
electronic filing in iCMS by				
instead of "Unload"	Against ?			
Plaase refer to step by step	🗌 RPF1 Wu Fan Fan			
guide "Indiciary Cloud"	🗌 APDI Chan Lai Lai			
for more information if	Filed By ?			
necessary 1	🗌 Chan Chan Chan & Co			
necessary.j	Required document(s) *			
Click "BROWSE FILES"	No.2 Praecipe			
and select document>				
	Upload File * ?			
[Note: You may also use	Upload Judiciary Clo	ud		
"Drag and dron file here"	Add Document			
to unload document file	2			
Please refer to the stap by		ВАСК	NEXT	
stop guide "Upland				
			tion on our set and and and an out on our set and an	
document using drag and				
drop' feature" for more		Drag and	drop file here	
information.]			or	
		<b>6</b>		
		BROW	SE FILES	
	Uploaded Documents Document Name		Type Size (0 B)	
	No Document Uploaded.			
		CLOSE	01/	

Item	Process	Relevant screenshots for reference
6.	Preview uploaded document	Drag and drop file here
	Document name is displayed under "Uploaded Documents"	Or BROWSE FILES
	Click "Preview" to view the image of the document>	Uploaded Documents Document Name Type Size (31.0 KB) Writ of Possession CACV doc doc 310 KB Provinge
	<ul> <li>Or, click "Delete" if the uploaded document is in order&gt;</li> <li>Or, click "Delete" if the uploaded document is not in order&gt;</li> <li>After the 1st document is successfully uploaded, proceed to upload the 2<sup>nd</sup> document&gt;</li> </ul>	CLOSE OK Upload File • ? Writ of Possession_CACV.doc(31.00KB) Reset
7.	Upload document	The 2 <sup>nd</sup> document to be uploaded - Praecipe
	<ul> <li>b. Praecipe</li> <li>"Document Name*" is prefilled as "Praecipe"&gt;</li> <li>"PURPOSE*" is prefilled</li> </ul>	<ul> <li>2 Document Name *</li> <li>Praecipe</li> <li>[Required document for No. 1 Writ of Possession]</li> <li>Document Version</li> <li>Document Language *</li> </ul>
	as "For Approval of Draft"> Select language in "Document Language*">	For ? APDI Chan Lai Lai RPFI Wu Fan Fan
	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	

Item	Process	Relevant screenshots for reference
Item	Process 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.] To preview uploaded document, repeat steps in item 6. After the 2nd document is successfully uploaded, click "NEXT">	Relevant screenshots for reference         Apping ()       BPFI Wu Fan Fan         APD Chan Lai Lai       Filed By ()         Chan Chan & Co.       Type of Application *         Witt of Possession       Visit of Possession         Upload File * ()       Uncode file here         Or       BRCWSE FILES         Uploaded Documents       Or         Document Name       Type         Pracipe - CACV.docx       docx         Z75 K B       Preview         Upload File * ()       OK         Uploaded Documents       OK         Descents       OK         Pracipe - CACV.docx       docx         Z75 K B       Preview         Upload File * ()       OK         Upload File * ()       OK
		BACK NEXT

Item	Process	Relevant screenshots for reference		
8.	Notice of opening hours of the listing offices	A pop-up notice of opening hours of the listing offices		
	Click "OK" in the 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		
9.	Confirm details of the	Step 3: Confirm Details of the Filing		
	filing	Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001		
	If filing details are in order, click "NEXT"> Or, if filing details are not in order, click "BACK" to	1 2 3 Enter Case No. Upload Document Confirmation and Payment Acknowledgement		
	return to the previous steps	Confirm Details of the Filing		
	inputted data>	Case No. CACV 248/2024		
		Receiving Court Office Appeals Registry		
		Urgent No		
		NO. DOCUMENT PURPOSE PAYMENT FEE(HKD)		
		1 Document Name For Approval of Draft Writ of Possession		
		DRN of previous version of the Document Version draft		
		Type of Application Writ of Possession		
		Upload File Praecipe - CACV.docx(27.58KB)		
		Total amount : -		
		BACK NEXT		

Item	Process	Relev	ant s	creensho	ts for referenc	e	
	Click "OK" to "Confirm to proceed?">	Рориј	p of "	Confirm t	o proceed?"	2	
					Confirm t	o proceed?	
				CA	ANCEL	ок	
10.	Acknowledgement	Step 4	4: Ack	cnowledge	ement		
		Send	docum	nent(s) to an	existing case		Screen ID: UIS-FIL-HC-002-001
	ACKNOWI EDGEMENT">						
			1	)	2	3	
	Click "DOWNLOAD" in	8	Enter Case	No.	Upload Document	Confirmation and Payment	Acknowledgement
	download file?">	Notice	plotion of th	ho transmission of a	document is at a time when t	the Registry is not apon the receiving	a time of such document is taken to
		be (a) at th which the	ne time whe document i	en the Registry is ne relates, whichever is	earlier.	c; or (b) at the time when the Registr	y is next open for the proceeding to
	Click "Open file" to	Ackno	wledg	ement			
	Acknowledgement>	Submitted Ms. Wong	d By Tai Lick (LA)	WFIRMA.itocou5)		Organization Chan Chan & Co.	
		Submitted 18/11/2024	d On 11:18:18			e-Filing Transaction Reference No. E2148000031	
		e-Paymen -	t Transactio	on Date Time		e-Payment Transaction Reference I	40.
		e-Paymen -	t Method				
		Transact	ion Summa	ry			
		NO. 0	CASE NO.	CASE TYPE	PAYMENT ITEM(	S)	FEE(HKD)
			248/2024	Civil Appeal	-		- Total amount : -
		The Follo	wing Docu	ment(s) Have Been	Uploaded		
		NO. F	PURPOSE	DOCUMENT	DOCUMENT NAME	UPLOAD FILE	DRN
		1 F 4 t	For Approval of Draft	English	Writ of Possession	Writ of Possession _CACV .doc(31.00KB)	214890000078
		2 F 4	For Approval of Draft	English	Praecipe [Required document for No Writ of Possession ]	Praecipe - c.1 CACV.docx(27.58KB)	214890000089
		Please sa	ive or print t	he Acknowledgeme	nt/Payment Receipt as a proof	of your filing/payment and for subseq	uent refund purpose, if necessary.

Item	Process	Relevant screenshots for reference
		Confirm to download file?
11.	Acknowledgement message sent to the message box of filing OU/IU as appropriate 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         Image: Second
		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. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays IAttachment(s) POF Acknowledgement - e-Filing TRN-E2148000031.pdf 485KB

Item	Process	Relevant screenshots for reference	Relevant screenshots for reference			
12.	Internal process by the	Sender will receive message in iCM	S message	e box after interna	al	
	Judiciary	vetting by the Judiciary				
13.	Confirmation message	Message box with message header(s) appears on the landing page			ige	
	sent to the message box of	Message Box		Screen ID:	EXT-MSG-00001	
	OU/IU as appropriate	All Read Unread			C	
	Lesin and see Masses	\$ SUBJECT	- DATE/TIME	FROM	FILE Ø	
	Login and access Message	[CACV 248/2024] Document(s) Filed/Lodged	15:01	Appeals Registry (Clerk of		
	D0X>	[CACV 248/2024] New Electronic Submission Received	14:30	Appeals Registry, High Cou	485KB	
	Click the message header to	[CACV 250/2024, CACV 253/2024 & CACV 254/2024 (Consol	13/11/2024	Appeals Registry, High Cou	484KB	
	onen and read the content	[TRN:E2143000058] New Electronic Submission Received	13/11/2024	Court Registry, High Court	975KB	
	open and read the content	[CACV 248/2024] Faired Order/Judgment/Certificate/Alloc	08/11/2024	Master's Clerk Office. High	-	
	therein	[TRN:E2138000119] New Electronic Submission Received	08/11/2024	Court Registry, High Court	968KB	
		[CACV 245/2024] Approval for application of transcript giv	08/11/2024	Court Support Section (Cle	183KB	
		[CACV 248/2024] Sealed Document(s) Issued	08/11/2024	Appeals Registry (Clerk of C	109KB	
		[CACV 248/2024] Document(s) Filed/Lodged During Closure	08/11/2024	Appeals Registry (Clerk of C	-	
		Click the message header to open ar	nd read the	content therein		
		Message Details		Screen ID:	EXT-MSG-00002	
		< <u>Back</u>			Ł	
		[CACV 248/2024] Document(s) Filed,	/Lodged			
		Date/Time 18/11/2024 15:01	Date/Time 18/11/2024 15:01			
		From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5				
		This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2148000031) submitted via iCMS on 18/11/2024 11:18. (Time is expressed in 24-hour format.)				
		- Writ of Possession relating to Praecipe (see folio FI5) 管有令狀 (follow O.45, Cap.4A) - DRN:214890000078 - Praecipe 便箋 - DRN:214890000089				
		If the document requires determination or approval from the Cou	urt, you will be inforn	ned of the outcome in due cours	e.	
14	Internal process by the	Sender will receive message in iCM	S message	box after approv	valof	
1.11	Indiciary	the draft	io message	oon alter appro	ur or	
	5 duiciar y	INote: Or Sender will receive a mes	saao in iC	MS message box	if the	
		documents are found not in order 1	suge in ie	mo message box	ij inc	
15	Draft approved message	Message box with message header(s	annears	on the landing pa	ure	
15.	sent to the message hox of	Wessage box with message header(a	s) appears	on the failening pe	ige	
	OU/III as appropriate	Message Box		Screen ID:	EXT-MSG-00001	
		All Read Unread			a	
	Login and access Message				G	
	Box>	\$ SUBJECT	▼ DATE/TIME	FROM	FILE Ø	
		[CACV 248/2024] Draft Writ of Subpoena/Writ of Executio	18/11/2024	Appeals Registry (Clerk of	184KB	
	Click the message header to	[CACV 248/2024] New Electronic Submission Received	18/11/2024	Appeals Registry, High Cou	485KB	
	open and read the content	[CACV 248/2024] New Electronic Submission Received	18/11/2024	Appeals Registry, High Cou	485KB	
	and attachments the	[CACV 250/2024, CACV 253/2024 & CACV 254/2024 (Consol	13/11/2024	Appeals Registry, High Cou	484KB	
	and attachments therein	[TRN:E2143000058] New Electronic Submission Received	13/11/2024	Court Registry, High Court	975KB	
		[TRN:E2142000260] New Electronic Submission Received	12/11/2024	Court Registry, High Court	966KB	

Item	Process	Relevant screenshots for reference
		Click the message header to open and read the content and attachments therein
		Message Details Screen ID: EXT-MSG-00002
		<back th="" 🕹<=""></back>
		[CACV 248/2024] Draft Writ of Subpoena/Writ of Execution/Praecipe A pproved by the Court Date/Time 18/11/2024 18:08
		From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5
		This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2148000031) submitted via iCMS on 18/11/2024 11:18 has/ have been approved by the Court. (Time is expressed in 24-hour format.)
		Approved drafts were attached. Please follow below steps to submit the faired version of the documents for our further processing. (i) When uploading the faired version of the "Writ", please select "For Sealing" in the "Purpose" field and quote the DRN of this approved draft Writ. (ii) When uploading the faired version of "Praecipe", please select "For Filing" in the "Purpose" field.
		For Writ of Execution, the judgment/order on which the writ is to issue and the order granting leave to issue the writ where leave is required should be produced at the time of tendering the writ for sealing pursuant to Order 46 rule 6 (4)(a) of the Rules of the High Court. For this purpose, where appropriate, please submit a "Letter" enclosing a copy of such judgment and/or order therein and select "For Filing" in the "Purpose" field.
		Please click the attachment link to obtain the approved drafts. CACV 248/2024 - Writ of Possession relating to Praecipe (see folio F15) 管有令狀 (follow O.45, Cap.4A) - DRN:214890000078 CACV 248/2024 - Praecipe 便箋 - DRN:214890000089
		2 Attachment(s)
		PDF CACV 248-2024 - Praecipe - DRN-214890000089.pdf 93KB
		CACV 248-2024 - Writ of Possession relating to Praecipe (see folio FI5) (follow O45 Cap4A) - DRN-214890000078.pdf 90KB
16.	Access e-Filing function and repeat Step 1: Enter	Repeat items 2 to 4 above to access e-Filing function and repeat Step 1: Enter Case No.
	<u>case number</u>	
17.	Upload document	Step 2: Upload Document
	a. Writ of Possession	To upload three types of documents as follows.
	Select "Writ of Possession"	a) Writ of Possession (or the appropriate type of writ of
	or the appropriate type of	execution)
	writ of execution in	b) Praecipe
	"Document Name*">	c) Letter
	Select "For Sealing" in "PURPOSE*">	The 1 <sup>st</sup> document to be uploaded - Writ of Possession
	Input "DRN of approved draft*">	
	[Note: DRN of approved draft can be found at the	

Item	Process	Relevant screenshots for reference
	draft approved by the Court.]	Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001
	Select language in "Document Language*"> Tick the checkboxes under "For*" /and "Against">	1     2     3     4       Enter Case No.     Upload Document     Confirmation and Payment     Acknowledgement       Notice       - Field with (*) is required information       Upload Document
	Click "Upload"> [Note: Large size file should be uploaded to the Judiciary Cloud through	Case No. CACV 248/2024 Receiving Court Office Appeals Registry Urgent
	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.]	NO.     DOCUMENT     PURPOSE*       1     Document Name *     For Sealing       Writ of Possession     ✓     For Sealing       Document Version     DRN of approved draft *
	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	Against ? APFI Wu Fan Fan APDI Chan Lai Lai Filed By ? Chan Chan Chan & Co. Required document(s) * No.2 Praecipe Upload File * ? Upload Judiciary Cloud Add Document
	<i>drop' feature" for more information.]</i> To preview uploaded document, repeat steps in item 6.	BACK

Item	Process	Relevant screenshots for reference
	After the 1st document is successfully uploaded, proceed to upload the 2 <sup>nd</sup> document>	Drag and drop file here or BROWSE FILES
		Uploaded Documents
		Document Name Type KB)
		Writ of Possession_CACV .doc doc 31.0 KB <u>Preview</u> <u>Delete</u>
		CLOSE
		Upload File * (?) Writ of Possession_CACV .doc(31.00KB)
		Reset
18.	Upload document	The 2 <sup>nd</sup> document to be uploaded - Praecipe
	b. <u>Praecipe</u>	2 Document Name*
	"Praecipe" in "Document	[ Required document for No. 1 Writ of Possession ]
	Name*" is prefilled	Document Version
	"Eon Eiling" in	~
	"PURPOSE*" is prefilled	Document Language *
	I OKI OSE is picified	Please Select 🗸
	Select language in	For ?
	"Document Language*">	RPFI Wu Fan Fan
	Tick the checkboxes under	Against
	"For*" /and "Against">	RPFI Wu Fan Fan
		APDI Chan Lai Lai
	Click "Upload">	Flied By ?
	[Note: Large size file	Type of Application *
	should be uploaded to the	Writ of Possession
	Judiciary Cloud through	
	electronic filing. The file	Upload File * (?) Upload Judiciary Cloud
	then can be retrieved for	Add Document
	electronic filing in iCMS by	
	instead of "Upload".	BACK NEXT
	J 1	

Item	Process	Relevant screenshots for referen	nce			
	Please refer to step-by-step guide "Judiciary Cloud" for more information if necessary.]	Drag and BROV	drop file or WSE FILES	here		
	Click "BROWSE FILES" and select document> [Note: You may also use "Drag and drop file here"	Uploaded Documents Document Name Praecipe - CACV.docx	<b>Type</b> docx	<b>Size (27.6</b> <b>KB)</b> 27.6 KB	Preview	Delete
	Drag and arop file hereto upload document file.Please refer to the step-by-step guide "Uploaddocument using 'drag anddrop' feature" for moreinformation.]To preview uploadeddocument, repeat steps initem 6.After the 2 <sup>nd</sup> document issuccessfully uploaded, click"Add Document" to add the3rd document>	CLOSE Type of Application * Writ of Possession Upload File * ? Praecipe - CACV.docx(27.58KB) <u>Reset</u> Add Document		ОК		
19.	Upload document	The 3 <sup>rd</sup> document to be uploaded	- Letter			
	c. <u>Letter</u> Select "Letter" in "Document Name*"> [Note: Enclosing a copy of the judgment/order on which the writ is to issue and the order granting leave to issue the writ where leave is required.] Select "PURPOSE*">	<ul> <li>3 Document Name*</li> <li>Letter</li> <li>Document Version</li> <li>✓</li> <li>Document Language*</li> <li> Please Select</li> <li>For ?</li> <li>APD1 Chan Lai Lai</li> <li>RPF1 Wu Fan Fan</li> <li>ApD1 Chan Lai Lai</li> <li>RPF1 Wu Fan Fan</li> <li>APD1 Chan Lai Lai</li> <li>Filed By ?</li> <li>Chan Chan Chan &amp; Co.</li> </ul>	Please S	Select	~	Delete



Item	Process	Relevant screenshots for reference			
20.	Notice of opening hours of	A pop-up notice of opening hours of the listing offices			
	the listing offices	Notice			
	Click "OK" in the pop-up notice of opening hours of the listing offices>	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	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 3:0	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.			
		CANCEL			
21.	Confirm details of the	Step 3: Confirm Deta	ails of the Filing		
	filing	Send document(s)	to an existing case	Screen ID: UIS-FIL-HC-002-001	
	If filing details are in order, click "NEXT">	0	2 3		
	Or, if filing details are not in order, click "BACK" to	Enter Case No.	Upload Document Confirmation and Payment	Acknowledgement	
	return to the previous step to rectify any of the	Confirm Details of the Filing			
	inputted data>	Case No. CACV 248/2024			
		Receiving Court Office Appeals Registry			
	[Note: Payment is not	Urgent No			
	applicable to the party who	NO. DOCUMENT	PURPOSE	PAYMENT ITEM(S) FEE(HKD)	
	is on legal aid.]	1 Document Name Writ of Possession Document Version - Document Language English	For Sealing DRN of approved draft 214890000078		
		Filed By - Upload File Letter.doc(22.00KB)			
		Total amount			
			BACK NEXT		

Item	Process	Relevant screenshots for reference			
	Click "OK" in the pop up of "Proceed for payment?">	Proceed for payment?			
22.	Settle payment	Online Dayment Service Screen ID: EPV-SET-0001			
	Setue payment Select "Payment Method" and the "PAY" will be activated> Click "PAY"> [Note: (i) Payment is not applicable to the party who is on legal aid. (ii) If payment method other than Deposit account is selected, you will be redirected to the website of External Payment Service Provider for payment. (iii) Payment by Deposit Account is only applicable to organization accounts. If Deposit Account is selected, you will be redirected to a confirmation page of payment via deposit account. Please refer to step-by-step guide "Make Electronic Payment" for more information if necessary.] (iv) Upon successful payment, you will be redirected back to iCMS to	<text><text><text><text><text></text></text></text></text></text>			

Item	Process	Relevant screenshots for reference			
	proceed to Step 4 at item 23.]				
23.	Acknowledgement	Step 4: Acknowledgement			
	Click "SAVE ACKNOWLEDGEMENT">	Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001			
	Click "DOWNLOAD" in the popup of "Confirm to download file?">	1     2     3     4       Enter Case No.     Upload Document     Confirmation and Payment     Acknowledgement       Notice			
	Click "Open file" to retrieve the Acknowledgement>	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 open for the proceeding to which the document relates, whichever is earlier. Acknowledgement Submitted By Organization Mr. When Thill feld (I) WEIDMA iteory is			
		Ms. Wong jai Lick (LAWFIRMA,Itooous) Chan Chan Chan Chan & Co. Submitted On e-Filing Transaction Reference No. E32(400,0043) E32(400,0043)			
	Click "SAVE PAYMENT RECEIPT">	19/11/2024 15:02:04     E2149000043       e-Payment Transaction Date Time     e-Payment Transaction Reference No.       19/11/2024 15:01:57     C202411198000554       e-Payment Method     C202411198000554			
	Click "DOWNLOAD" in the popup of "Confirm to download file?">	Transaction Summary       No.     CASE NO.     CASE TYPE     PAYMENT ITEM(S)     FEE(HKD)       1     CACV 248/2024     Civil Appeal     All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - On sealing (I) Writ of Execution (2) Writ of Possession, per writ     835.00			
	Click "Open file" to	Total amount : 835.00			
	Teureve the Receipt>	The Following Document(s) Have Been Uploaded			
		NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN			
		1 For Sealing English Writ of Possession Writ of Possession_CACV 214990000080 .doc(31.00KB)			
		2 For Filing English Praecipe - 214990000091 [Required document for No. 1 CACV.docx(27.58KB) Writ of Possession ]			
		3 For English Letter Letter.doc(22.00KB) 214990000103 Application			
		Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.			

Item	Process	Relevant screenshots for reference			
24.	Acknowledgement	Message box with message header(s) appears on the landing page			
	message sent to the	Message Box Screen ID: E			
	message box of OU/IU as	C Bectronic Filling All Read Unread C			
	<u>appropriate</u>	Inspection of Document,      SUBJECT - DATE/TIME FROM FILE      FILE			
	Click "Home"> Access Message Box> Click the message header to open and read the content and attachments therein	CACV 248/2024/ New Electronic Submission Received       15:02       Appeals Registry, High Court       177/KB         CACV 248/2024/ New Electronic Submission Received       18/1/2024       Appeals Registry, High Court       485KB         CACV 248/2024/ New Electronic Submission Received       18/1/2024       Appeals Registry, High Court       485KB         CACV 248/2024/ New Electronic Submission Received       18/1/2024       Appeals Registry, Clerk of       485KB         Deposit Account       CACV 248/2024/ New Electronic Submission Received       18/1/2024       Appeals Registry, High Court.       485KB         CACV 248/2024/ New Electronic Submission Received       18/11/2024       Appeals Registry, High Court.       485KB         CACV 248/2024/ New Electronic Submission Received       18/11/2024       Appeals Registry, High Court.       485KB         CACV 248/2024/ New Electronic Submission Received       18/11/2024       Appeals Registry, High Court.       485KB         ICACV 248/2024/ New Electronic Submission Received       13/11/2024       Appeals Registry, High Court.       95KB         ICACV 248/2024/ Pocument(s) Isumission Received       13/11/2024       Court Registry, High Court.       95KB         ITRN:E2143000058/ New Electronic Submission Received       13/11/2024       Court Registry, High Court.       95KB         ICACV 248/2024/ Faired Order/Judgment/Certificate/Alloc.			
		Click the message header to open and read the content and attachments therein			
		Message Details Screen ID: EXT-MSG-00002			
		KBack       Law         [CACV 248/2024] New Electronic Submission Received         Date/Time       19/11/2024 15:02         From       Appeals Registry, High Court         To       LAWFIRMA.itooou5			
		This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2149000043) submitted via iCMS on 19/11/2024 15:02. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive a message confirming the same. Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any). Acknowledgement - e-Filing Transaction Reference No.:E2149000043 Payment receipt - e-Payment Transaction Reference No.:C202411198000554			
		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.         Opening hours of the Registry         Mondays to Fridays       8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.         Saturdays, Sundays       Closed and Public Holidays			
		2 Attachment(s)           PDF         Acknowledgement - e-Filing TRN-E2149000043.pdf			
		Por Payment Receipt - e-Payment TRN-C202411198000554.pdf 690KB			
25					
25.	Internal process by the Judiciary	vetting by the Judiciary			

Item	Process	Relevant screenshots for reference				
26.	Confirmation message	Message box with message header(s) appears on the landing page				
	sent to the message box of	Message Box Screen ID: EXT-MSG-0000				
	00/10 as appropriate	All Read Unread C				
	Login and access Message	SUBJECT - DATE/TIME FROM FILE				
	Box>	[CACV 248/2024] Document(s) Filed/Lodged 15:58 Appeals Registry (Clerk of				
		[CACV 248/2024] Document(s) Filed/Lodged 15:53 Appeals Registry (Clerk of				
	Click the message headers	[CACV 248/2024] New Electronic Submission Received 15:02 Appeals Registry, High Court 1177KB				
	to open and read the	[CACV 248/2024] New Electronic Submission Received 18/11/2024 Appeals Registry, High Cou 485KB				
	contents therein	[CACV 248/2024] Draft Writ of Subpoena/Writ of Executio 18/11/2024 Appeals Registry (Clerk of 184KB				
	Chick the message headers       isou       Appeals         to open and read the contents therein       [CACV 248/2024] New Electronic Submission Received       18/11/2024       Appeals         [CACV 248/2024] Draft Writ of Subpoena/Writ of Executio       18/11/2024       Appeals         [CACV 248/2024] Draft Writ of Subpoena/Writ of Executio       18/11/2024       Appeals         [CACV 248/2024] Draft Writ of Subpoena/Writ of Executio       18/11/2024       Appeals         [CACV 248/2024] Document(s) Filed/Lodged       18/11/2024       Appeals         [CACV 248/2024] New Electronic Submission Received       13/11/2024       Court Re         [CACV 248/20026] New Electronic Submission Received       12/11/2024       Court Re         [TRN:E2142000260] New Electronic Submission Received       12/11/2024       Court Re         Click the message headers to open and read the context       Message Details       Sack         [CACV 248/2024] Document(s) Filed/Lodged       Date/Time 19/11/2024 1553       From Appeals Registry (Clerk of Court's Office), High Court       To LAWFIRMA.itcoous <td< th=""></td<>					
		[CACV 246/2024] Document(s) Filea/Loaged 18/11/2024 Appeals Registry (Lierk of				
		[CACV 250/2024] New Electionic Submission Received 18/11/2024 Appeals Registry, High Cou 465KB				
		TTDN:E21/30000581 New Electronic Submission Deceived 13/11/2024 Court Decistry High Court 975KB				
		TTDN:E2143000050 New Electronic Submission Received 12/11/2024 Court Registry, High Court 975KB				
		Click the massage haddens to open and mod the contents themein				
		Morsage Details				
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		[CACV 248/2024] Document(s) Filed/Lodged				
		Date/Time 19/11/2024 15:53 From Appeals Registry (Clerk of Court's Office), High Court				
		To LAWFIRMA.itooou5				
		This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No.				
		Eztesouous) submitted via ICM3 of H5/H2/224 13.02. (Inite is explessed in 24-Hour format.)				
		- Witch Possession Fleating to Livit of Possession (see folio Dr2) and 2. Praecipe (see folio Pro/ 官方 マル (foliow 0.+3, Cap.+A) - DRN:21499000080 - Praecipe 便箋 - DRN:214990000091				
		If the document requires determination or approval from the Court, you will be informed of the outcome in due course.				
		Message Details Screen ID: EXT-MSG-00002				
		< Back				
		[CACV 248/2024] Document(s) Filed/Lodged				
		Date/Time 19/11/2024 15:58				
		From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itooou5				
		This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No.				
		E2149000043) submitted via iCMS on 19/11/2024 15:02. (Time is expressed in 24-hour format.)				
		- Letter 函件 - DRN:214990000103				
		If the document requires determination or approval from the Court, you will be informed of the outcome in due course.				
07						
27.	Internal process by the	Sender will receive message in iCMS message box with the sealed				
	Judiciary	document issued				
		[Note: Sender will receive a separate message in iCMS message box if				
		the documents are found not in order 1				
		ine accuments are jound not in order. J				

Item	Process	Relevant screenshots for reference			
28.	Writ of Execution issued	Message box with message header(s) appears on the landing page			
	by the Court message sent	Message Box Screen ID: EXT-MSG-00001			
	to the message hox of				
	OU/ILL og opprønniste	All David Havend		~	
	OU/IU as appropriate	All Read Unread			G
		\$ SUBJECT	- DATE/TIME	FROM	FILE Ø
	Login and access Message	[CACV 248/2024] Writ of Execution Issued by the Court	16:13	Appeals Registry (Clerk of	295KB
	Box>	[CACV 280/2024] Document(s) Filed/Lodged	16:03	Appeals Registry (Clerk of	
		[CACV 248/2024] Document(s) Filed/Lodged	15:58	Appeals Registry (Clerk of	-
	Click the message header to	[CACV 248/2024] Document(s) Flled/Lodged	15:53	Appeals Registry (Clerk of	-
	open and read the content	[CACV 248/2024] New Electronic Submission Received	15:02	Appeals Registry, High Court	1177KB
	and attachments therein	[CACV 248/2024] New Electronic Submission Received	18/11/2024	Appeals Registry, High Cou	485KB
	and attachments therein	[CACV 248/2024] Draft Writ of Subpoena/Writ of Executio	18/11/2024	Appeals Registry (Clerk of	184KB
		[CACV 248/2024] New Electronic Submission Received	18/11/2024	Appeals Registry, High Cou	485KB
		[CACV 248/2024] Document(s) Filed/Lodged	18/11/2024	Appeals Registry (Clerk of	-
		[CACV 248/2024] New Electronic Submission Received	18/11/2024	Appeals Registry, High Cou	485KB
		[CACV 250/2024, CACV 253/2024 & CACV 254/2024 (Consol	13/11/2024	Appeals Registry, High Cou	484KB
		[TRN:E2143000058] New Electronic Submission Received	13/11/2024	Court Registry, High Court	975KB
		[TRN:E2142000260] New Electronic Submission Received	12/11/2024	Court Registry, High Court	966KB
		Click the message header to open an therein Message Details <back [CACV 248/2024] Writ of Execution issued to Date/Time 19/1/2024 16:13 From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itcoous This message serves to confirm the issue of the Writ of Execution (e-Filing Tran 15:02. (Time is expressed in 24-hour format.) Please click the attachment links to obtain the sealed document(s). CACV 248/2024 - Writ of Possession relating to 1. Writ of Possession (see folio B DRN214990000980 CACV 248/2024 - Praecipe + DRN:226390000032</back 	d read the by the Court saction Reference No. 1 F2) and 2. Praecipe (see	Content and attacl Screen ID: E E2149000043) submitted via ICMS on 19/ folio F16) 管有令获 (follow 0.45, Cap.4A) -	hments
		For execution by Balliff, please submit your request and make necessary paym Service" function under the registered user account of the Judiciary Web Porta <b>2 Attachment(s)</b> PPF CACV 248-2024 - Praecipe - DRN-2263900000032 TISKB CACV 248-2024 - Writ of Possession relating to 1 Writ of Possession (see folio E 141KB Download all files in a zip file	ent of bailiff deposits vi il. 3F2) and 2 Praecipe (see	a "Bailiff Related Services" >> "Execution	and

