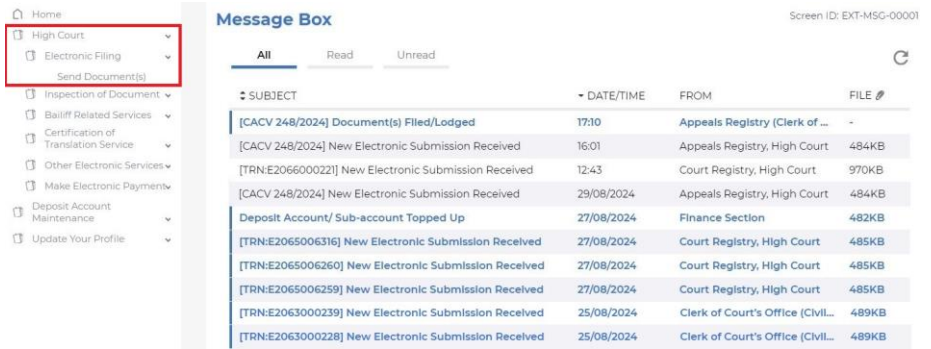
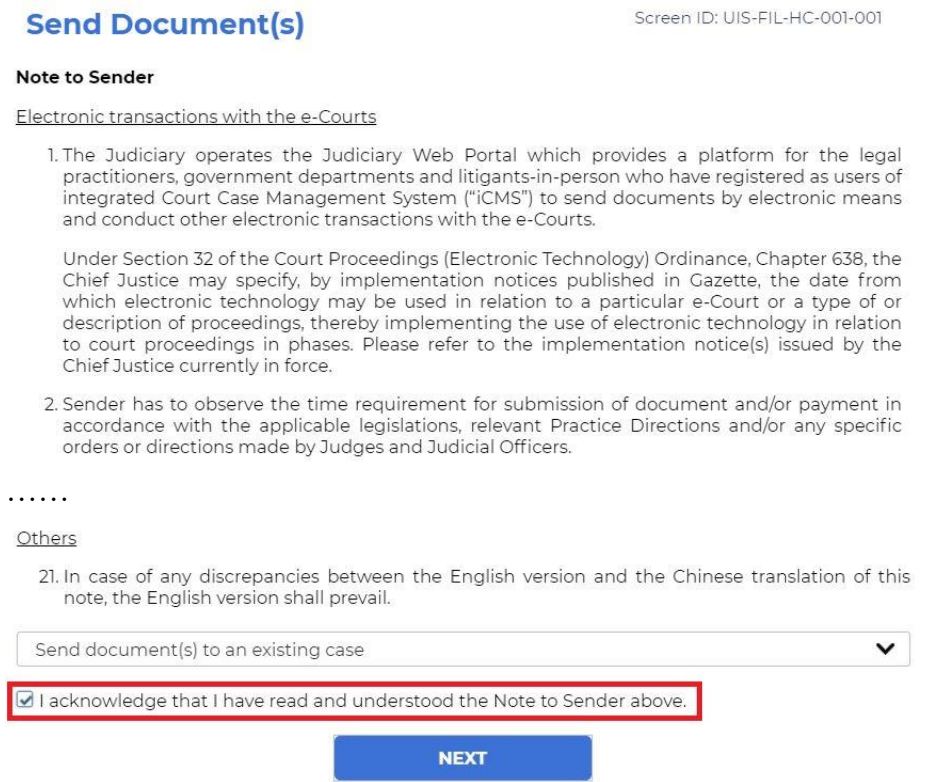



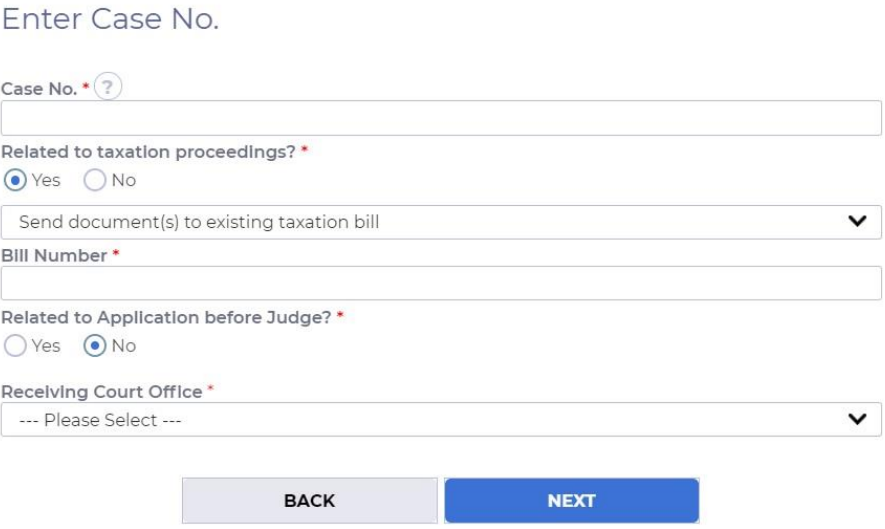
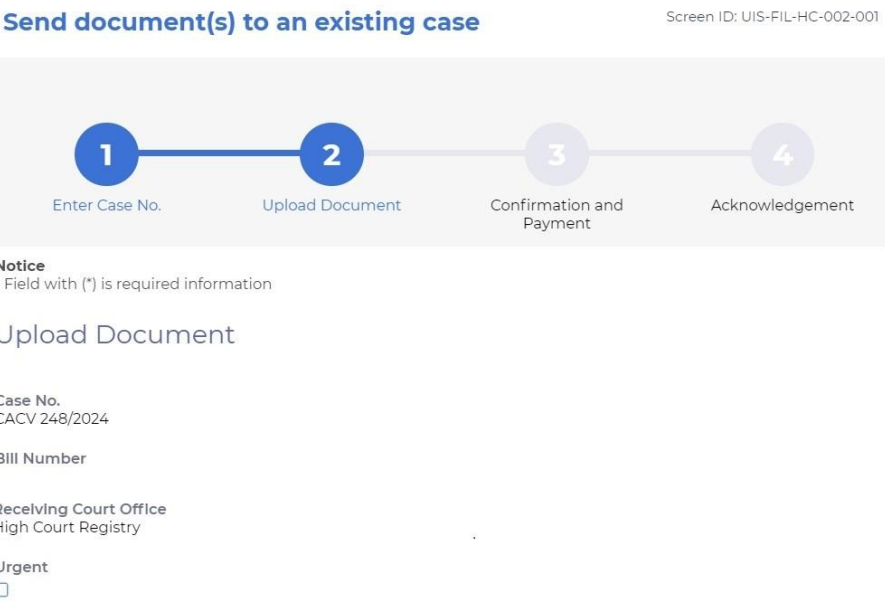
## File document to an existing bill

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>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization ▼</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”) ▼</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p>

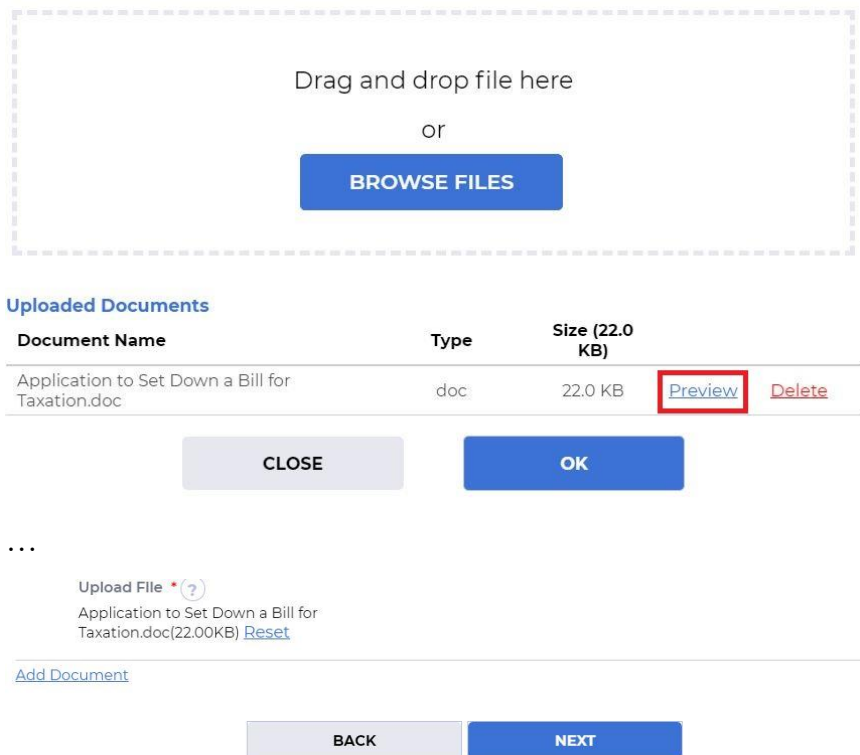
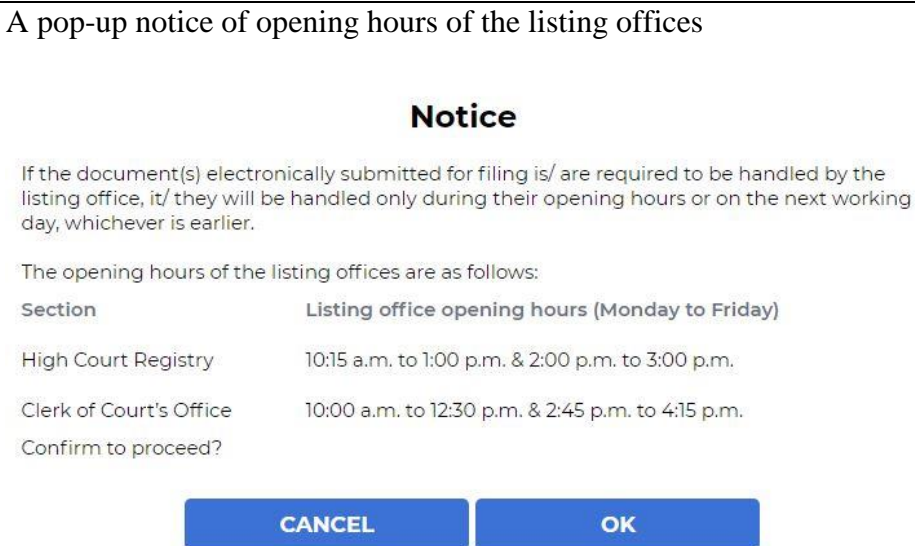
## Step-by-step guide - “File document to an existing bill”

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>Screen ID: EXT-MSG-00001</p> <table><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:E2066000221] 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 (CIVIL...</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 (CIVIL...</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:E2066000221] 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 (CIVIL...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (CIVIL...	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>Screen ID: UIS-FIL-HC-001-001</p> <p><b>Send Document(s)</b></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>Select “Yes” in “Related to taxation proceedings? *”&gt;</p>	 <p>Screen ID: UIS-FIL-HC-002-001</p> <p><b>Send document(s) to an existing case</b></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p>																																												

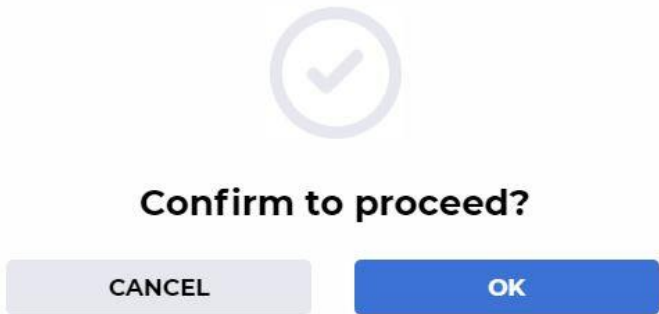
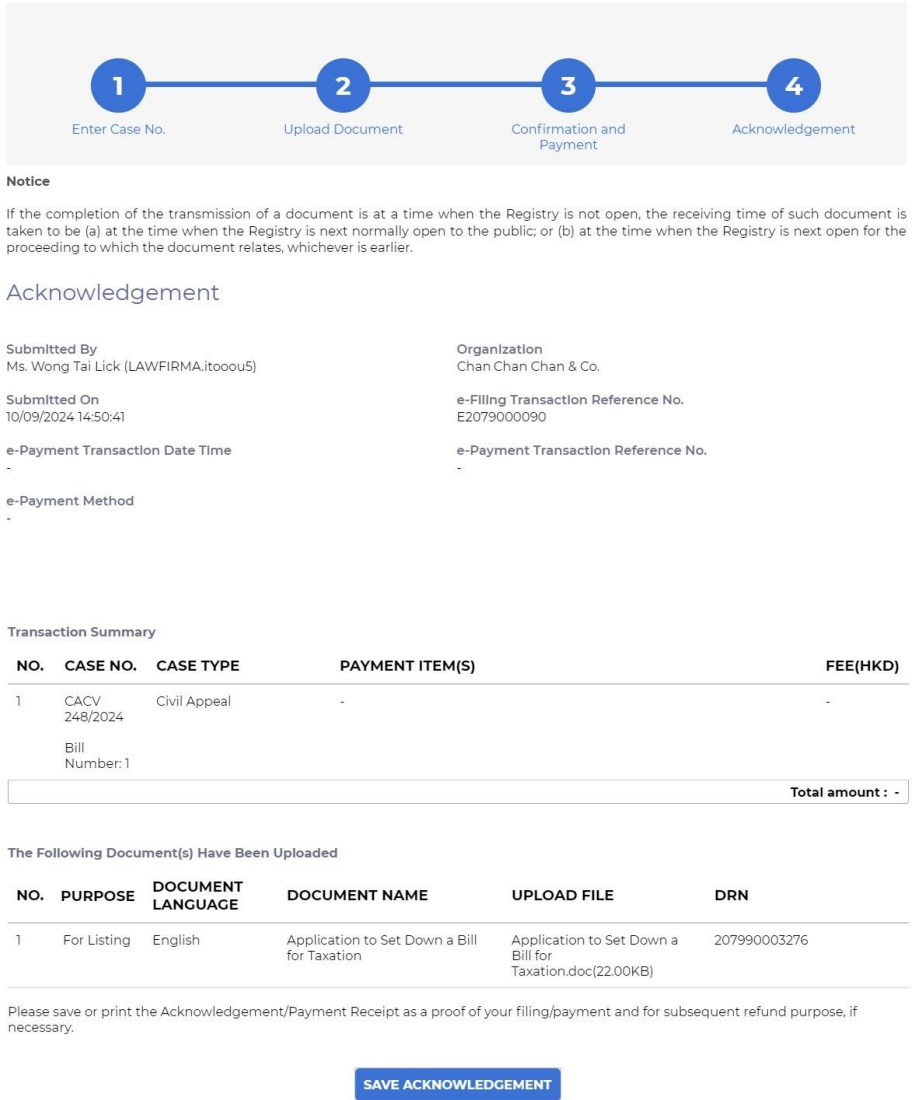
Item	Process	Relevant screenshots for reference
	<p>Select “Send document(s) to existing taxation bill”&gt;</p> <p>Input “Bill Number”&gt;</p> <p>Radio button “No” is pre-selected in “Related to Application before Judge? *”. Please change as appropriate&gt;</p> <p>“Receiving Court Office*” is pre-selected by the system; you may also change it from the drop down menu as appropriate &gt;</p> <p>Click “NEXT”&gt;</p>	
5.	<p><b><u>Upload document(s)</u></b></p> <p><i>[Note: “Application to Set Down a Bill for Taxation” is used for illustrative purpose]</i></p> <p>Select “Application to Set Down a Bill for Taxation” in “Document Name*”&gt;</p> <p>Select “For Listing” in “PURPOSE*”&gt;</p> <p>“Hearing Before” is prefilled as “Before Master”.</p>	<p>Step 2: Upload Document</p> 

# Step-by-step guide - “File document to an existing bill”


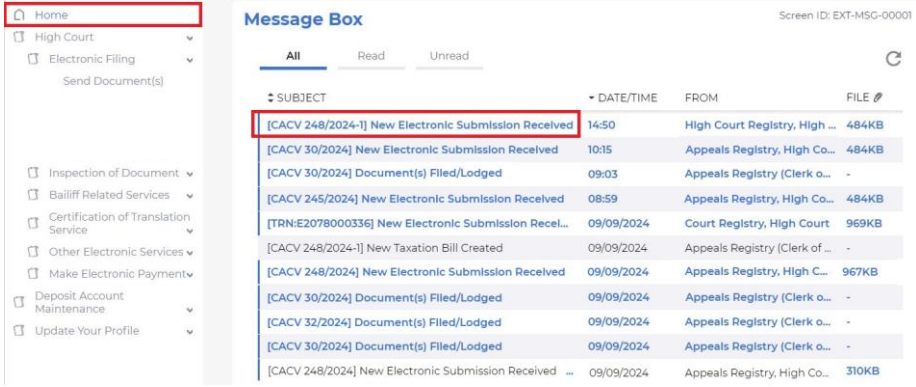

Item	Process	Relevant screenshots for reference						
	<p>Select either “Any Date” or “A Date Not Before*” in “Preferred Date”&gt;</p> <p><i>[Note: If the latter option is selected, input a date in “A Date Not Before*”; and input “Proposed Dates” and “Special Request” field, if any.]</i></p> <p>Select language in “Document Language”&gt;</p> <p>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 by ‘drag and</i></p>	<p><b>NO. DOCUMENT PURPOSE*</b></p> <p>1 Document Name * Application to Set Down a Bill for Taxation For Listing</p> <p>Document Version Hearing Before</p> <p>Document Language * --- Please Select --- Before Master</p> <p>Preferred Date *  <input type="radio"/> Any Date  <input type="radio"/> A Date Not Before *</p> <p>For ?  <input type="checkbox"/> RP Chan Lai Lai  <input type="checkbox"/> PP Wu Fan Fan</p> <p>Against ?  <input type="checkbox"/> PP Wu Fan Fan  <input type="checkbox"/> RP Chan Lai Lai</p> <p>Filed By ?  <input type="checkbox"/> Chan Chan Chan &amp; Co.</p> <p>Upload File * ?  <a href="#">Upload Judiciary Cloud</a></p> <p><a href="#">Add Document</a></p> <p>BACK NEXT</p> <p>Drag and drop file here  or  BROWSE FILES</p> <p><b>Uploaded Documents</b></p> <table> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
No Document Uploaded.								

Item	Process	Relevant screenshots for reference								
	<i>drop' feature" for more information.]</i>									
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” 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”&gt;</p>	 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table><tr><th>Document Name</th><th>Type</th><th>Size (22.0 KB)</th><th></th></tr><tr><td>Application to Set Down a Bill for Taxation.doc</td><td>doc</td><td>22.0 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></table> <p><b>CLOSE</b> <b>OK</b></p> <p>...</p> <p>Upload File * (?)</p> <p>Application to Set Down a Bill for Taxation.doc(22.00KB) <a href="#">Reset</a></p> <p><a href="#">Add Document</a></p> <p><b>BACK</b> <b>NEXT</b></p>	Document Name	Type	Size (22.0 KB)		Application to Set Down a Bill for Taxation.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>
Document Name	Type	Size (22.0 KB)								
Application to Set Down a Bill for Taxation.doc	doc	22.0 KB	<a href="#">Preview</a> <a href="#">Delete</a>							
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><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><tr><th>Section</th><th>Listing office opening hours (Monday to Friday)</th></tr><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></table> <p>Confirm to proceed?</p> <p><b>CANCEL</b> <b>OK</b></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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Item	Process	Relevant screenshots for reference																														
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> <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</div></div><div><div>4</div><div>Acknowledgement</div></div></div></div> <p>Confirm Details of the Filing</p> <p>Case No. CACV 248/2024</p> <p>Bill Number 1</p> <p>Receiving Court Office High Court Registry</p> <p>Urgent No</p> <table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Application to Set Down a Bill for Taxation</td><td>For Listing</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td>Hearing Before Before Master</td><td></td><td></td></tr><tr><td></td><td>Document Language English</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 colspan="5">...</td></tr><tr><td></td><td>Upload File Application to Set Down a Bill for Taxation.doc(22.00KB)</td><td></td><td></td><td></td></tr></tbody></table> <div>Total amount : -</div> <div><div>BACK</div><div>NEXT</div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Application to Set Down a Bill for Taxation	For Listing	-			Document Version -	Hearing Before Before Master				Document Language English	Preferred Date <input checked="" type="radio"/> Any Date <input type="radio"/> A Date Not Before			...						Upload File Application to Set Down a Bill for Taxation.doc(22.00KB)			
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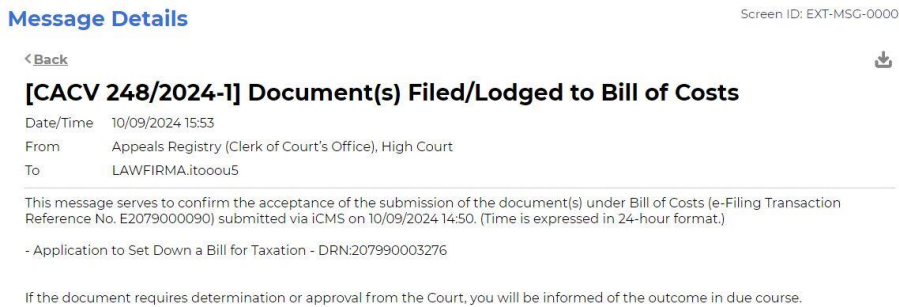
Item	Process	Relevant screenshots for reference
	Click "OK" to "Confirm to proceed?">	<p>Popup of "Confirm to proceed?"</p> 
9.	<p><b><u>Acknowledgement</u></b></p> <p>Click "SAVE ACKNOWLEDGEMENT"&gt;</p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: UIS-FIL-HC-002-001</span></p> 



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>	
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>  <p>Click the message header to open and read the content and attachment therein</p> 



## Step-by-step guide - “File document to an existing bill”

Item	Process	Relevant screenshots for reference
		<p>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p>Saturdays, Sundays : Closed and Public Holidays</p> <p>1 Attachment(s)</p> <p> Acknowledgement - e-Filing TRN-E2079000090.pdf 484KB</p>
11.	<b>Internal process by the Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by the Judiciary
12.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to open and read the content 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 therein</p> 

Internal process by the Judiciary