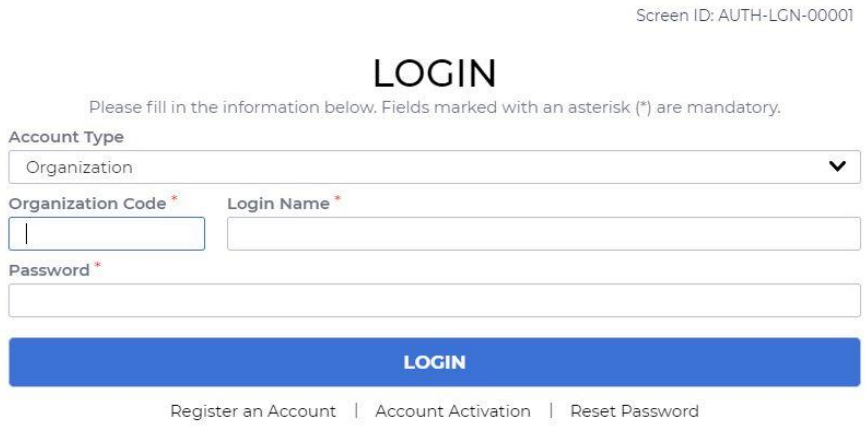
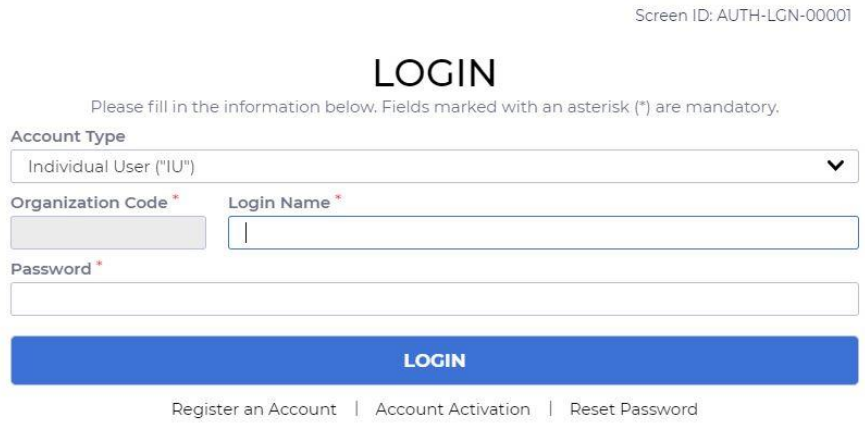
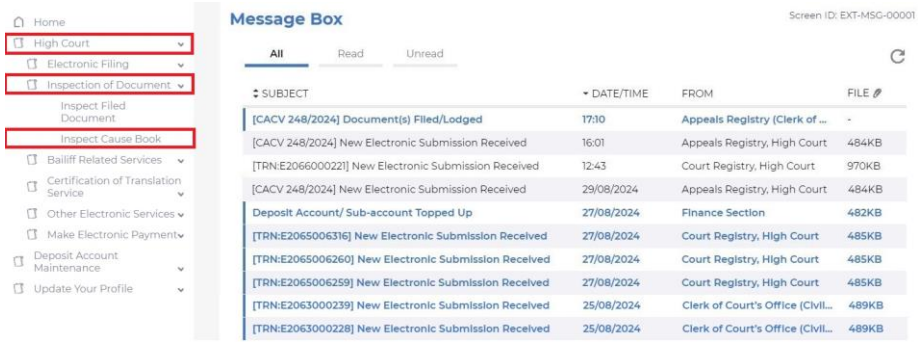
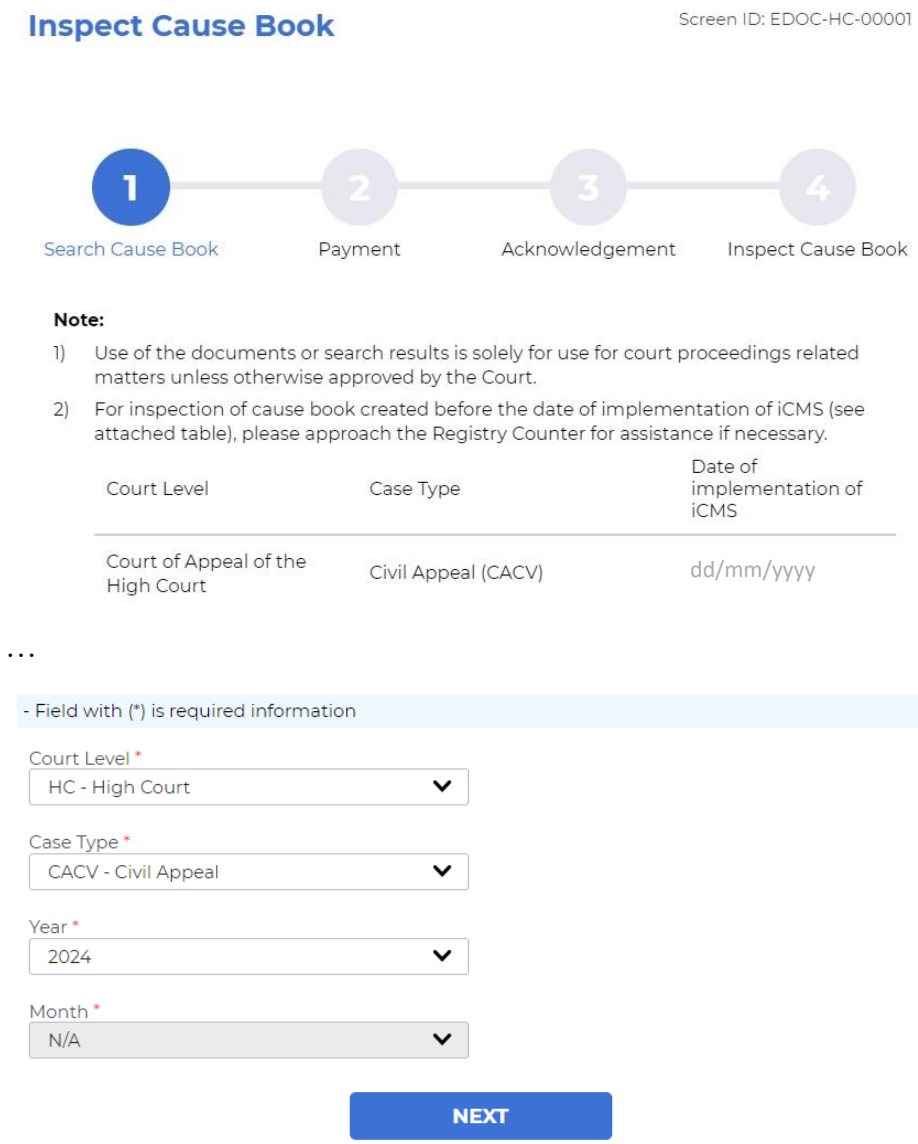
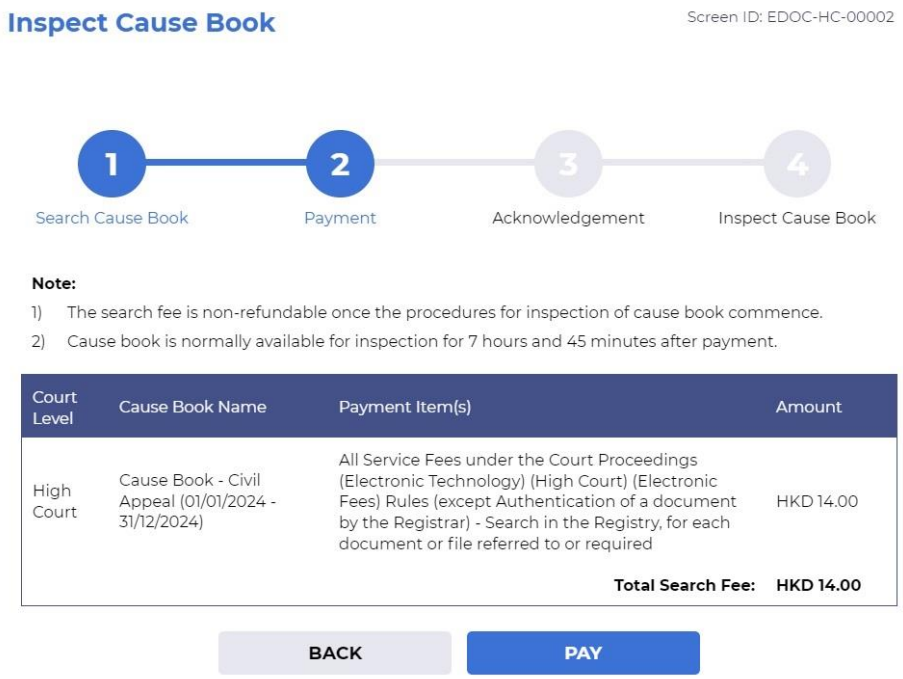
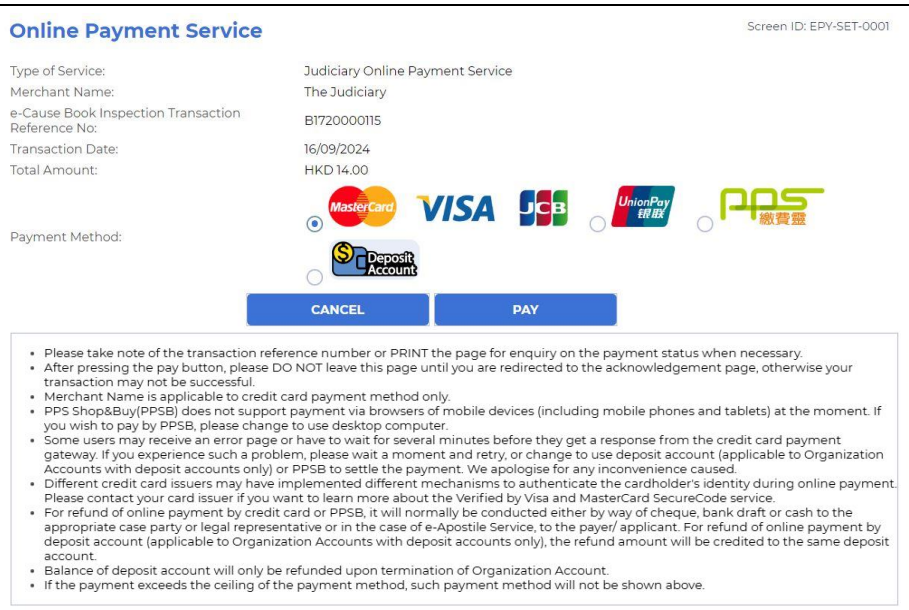
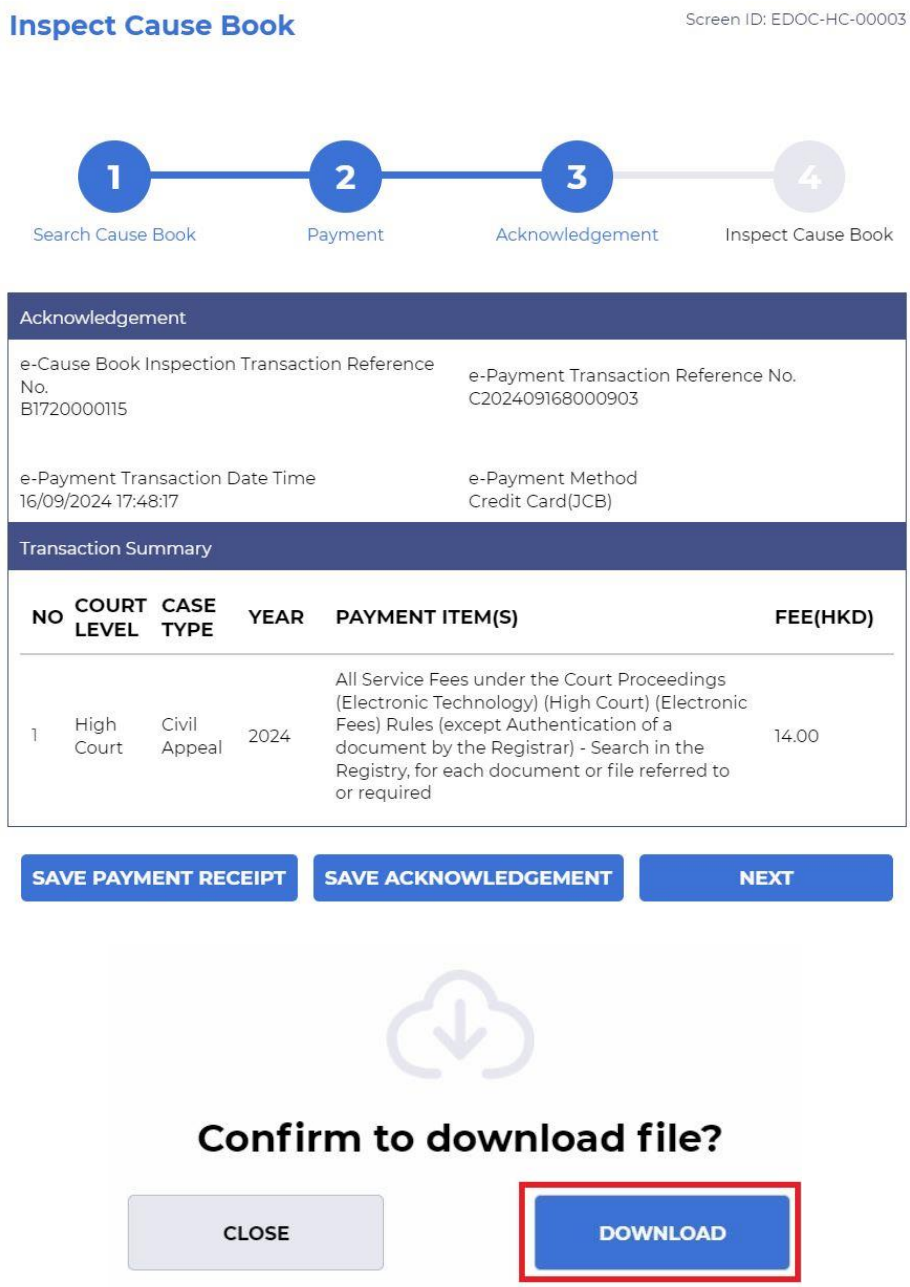
Inspect cause book

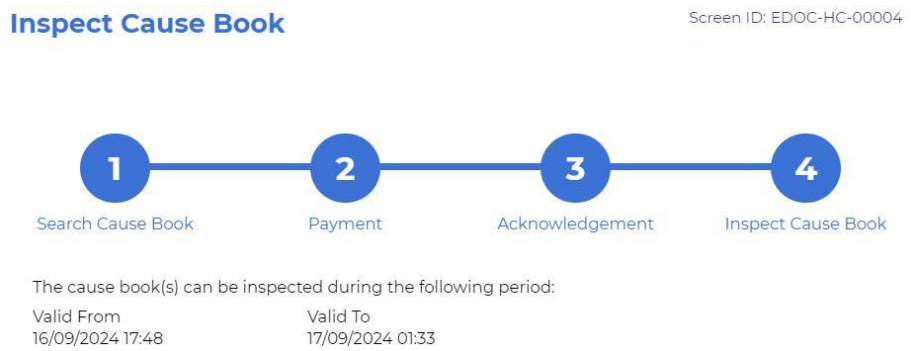
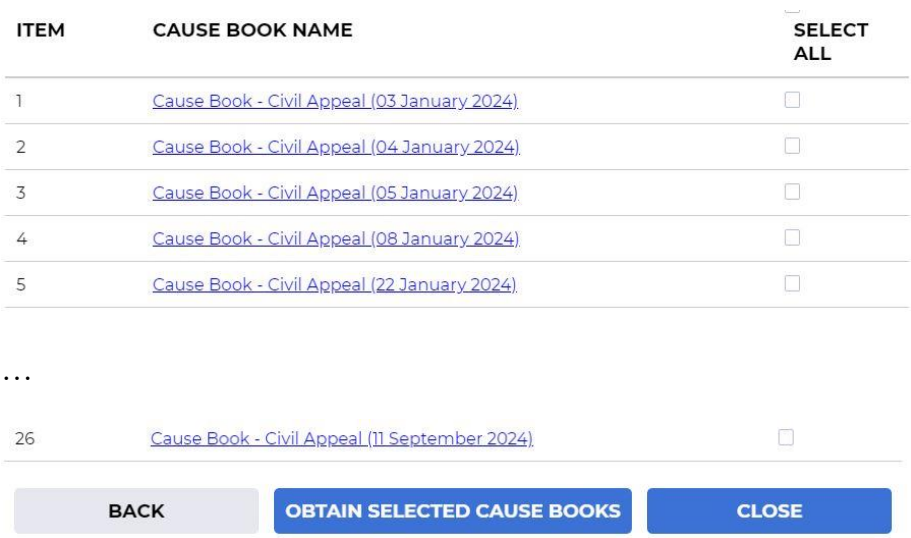
This step-by-step guide outlines the general process required to inspect documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are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

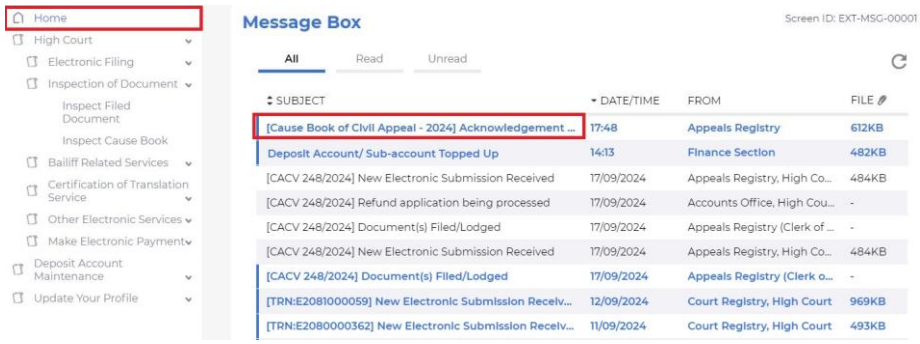
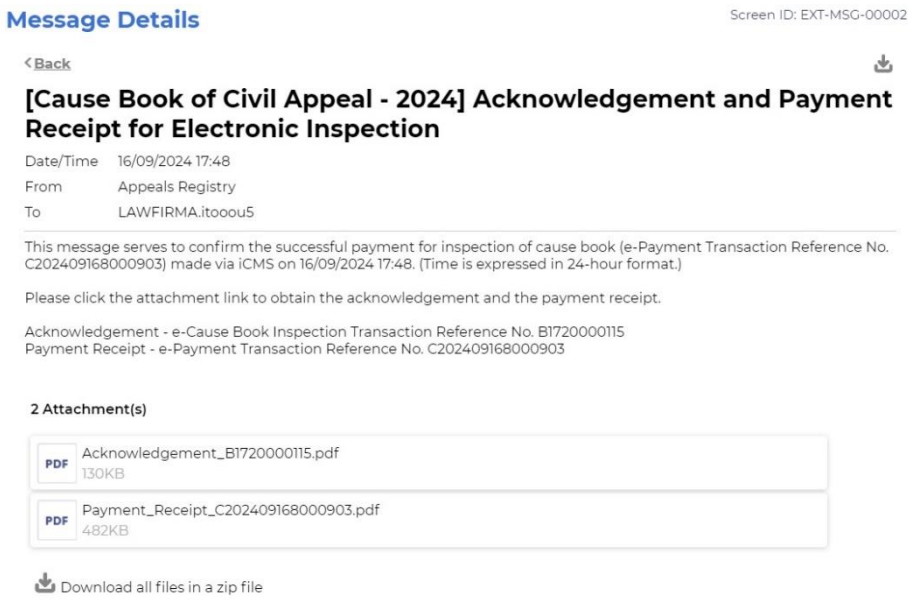
Item	Process	Relevant screenshots for reference
1.	**<u>Login user account</u>** By Organization User (“OU”) or Individual User (“IU”) account holder *[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]* For OU account holder, he/she should 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 Inspect Cause Book function</u>** Select court level, e.g. “High Court”> Click “Inspection of Document”> Select “Inspect Cause Book”>	
3.	**<u>Search Cause Book</u>** Select “Court Level*”> Select “Case Type*”> Select “Year*”> Select “Month*” if any> Click “NEXT”>	Step 1: Search Cause Book 

Item	Process	Relevant screenshots for reference
4.	**<u>Payment</u>** Click “PAY”>	Step 2: Payment 
5.	Select one “Payment Method” and the “PAY” will be activated. Click “PAY”> *[Note: (i) If payment method other than Deposit account is selected, you will be redirected to the website of External Payment Service Provider for payment.* *(ii) 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*	

Item	Process	Relevant screenshots for reference
	more information if necessary.] *(iii) Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]*	
6.	**<u>Acknowledgement</u>** Click “SAVE ACKNOWLEDGEMENT”> Click “DOWNLOAD” in the popup of “Confirm to download file?”> Click “Open file” to retrieve the Acknowledgement> Click “SAVE PAYMENT RECEIPT”> Click “DOWNLOAD” in the popup of “Confirm to download file?”> Click “Open file” to retrieve the Payment receipt> Click “NEXT”>	Step 3: Acknowledgement 

Item	Process	Relevant screenshots for reference
7.	**<u>Inspect Cause Book</u>** Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book> OR Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED CAUSE BOOKS” to download the cause book (you may select multiple cause books for downloading)> Click “DOWNLOAD” in the popup of “Confirm to download file?”> Click “Open file” at the bottom to retrieve the zip files>	Step 4: Inspect Cause Book  ….. 

Item	Process	Relevant screenshots for reference
8.	**<u>Acknowledgement and payment receipt 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 attachments therein	Message box with message header(s) appears on the landing page  Click the message header to read the content and attachments therein