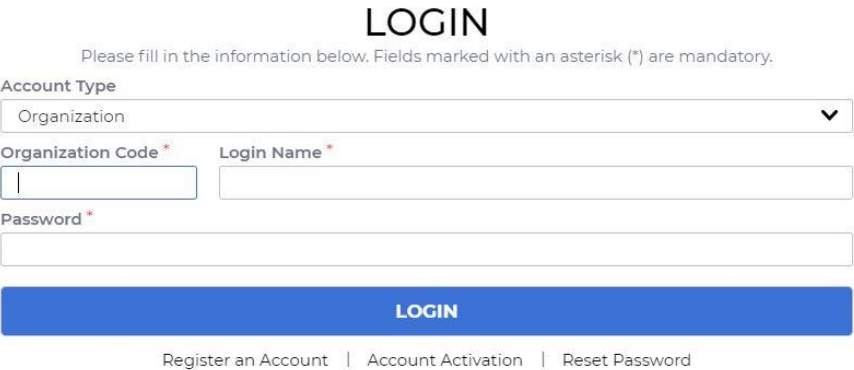
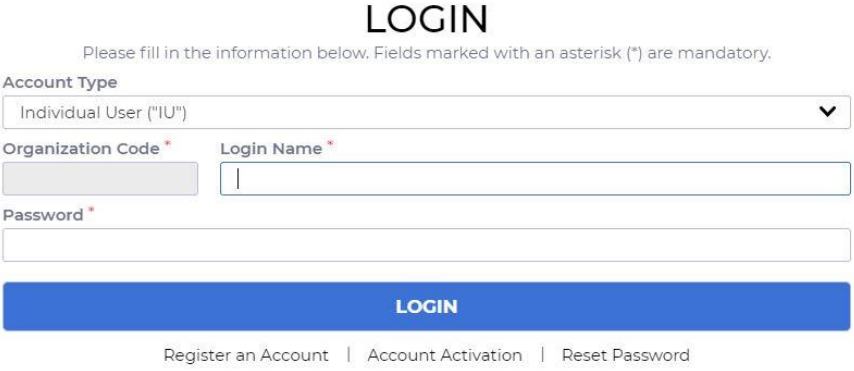
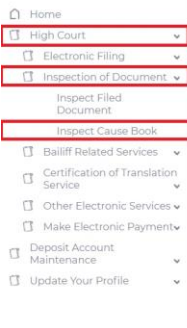




## Inspect cause book

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.


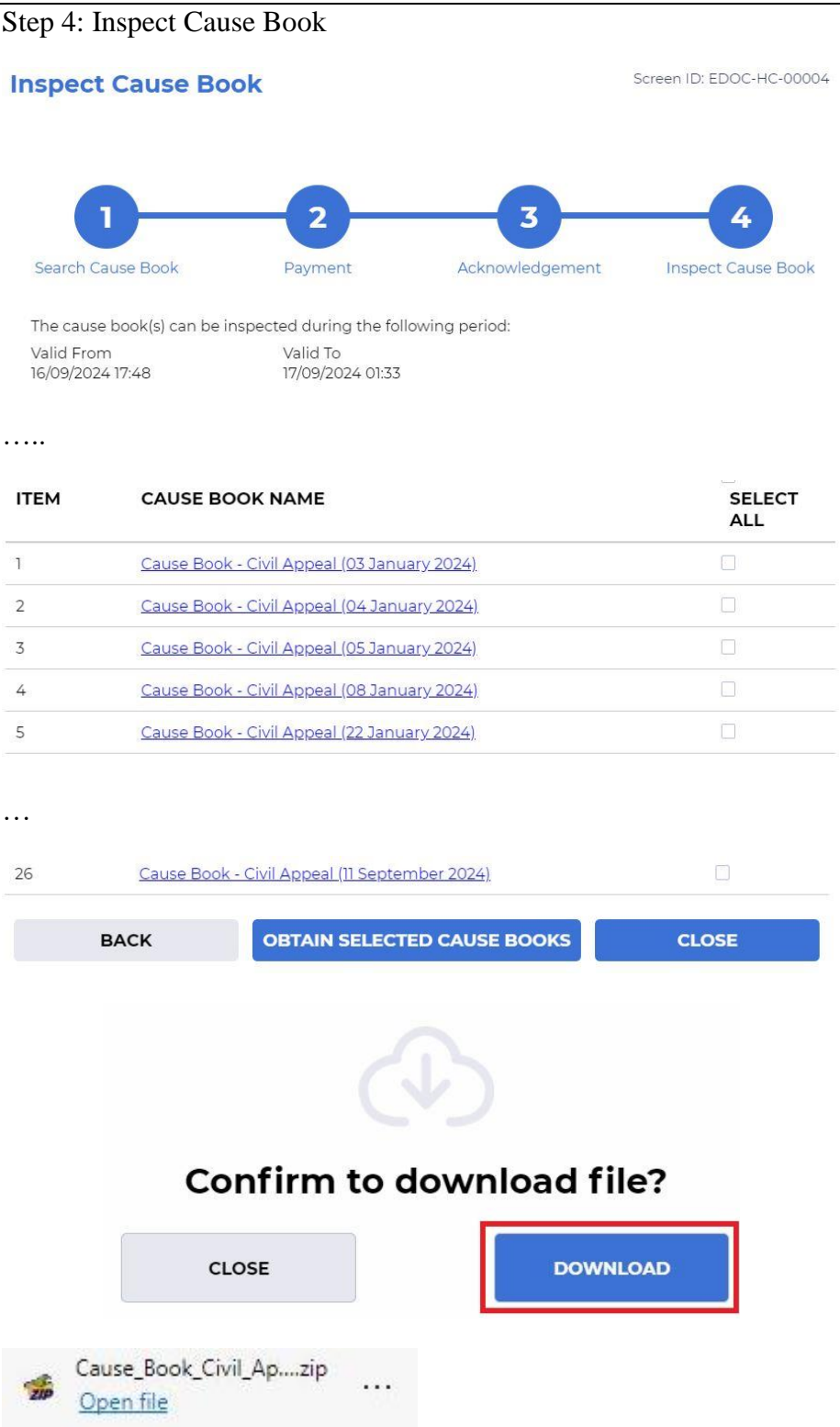
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> 

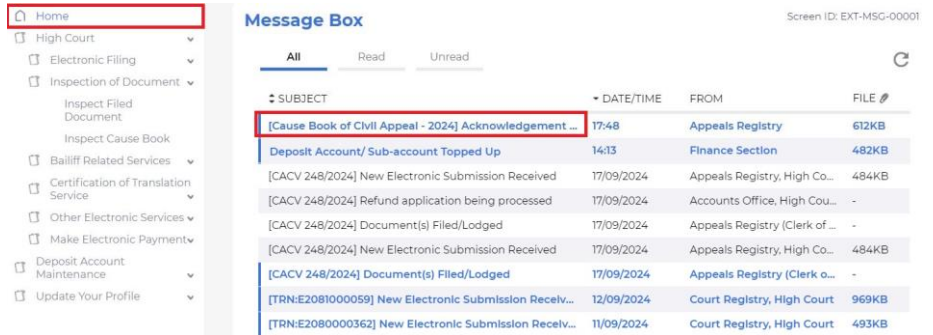
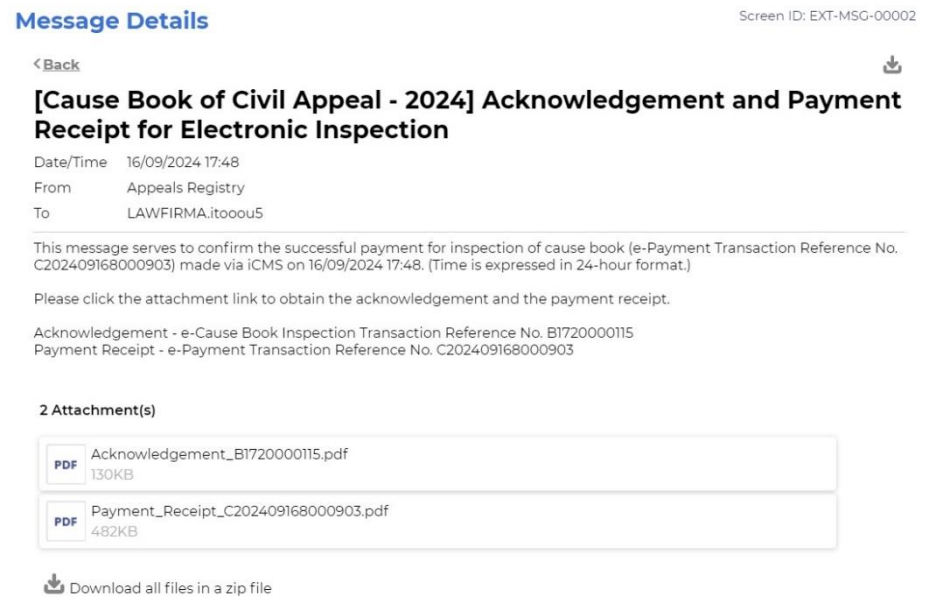
## Step-by-step guide – “Inspect cause book”

Item	Process	Relevant screenshots for reference						
2.	<p><b><u>Access Inspect Cause Book function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Inspection of Document”&gt;</p> <p>Select “Inspect Cause Book”&gt;</p>	 						
3.	<p><b><u>Search Cause Book</u></b></p> <p>Select “Court Level*”&gt;</p> <p>Select “Case Type*”&gt;</p> <p>Select “Year*”&gt;</p> <p>Select “Month*” if any&gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Step 1: Search Cause Book</b></p> <p>Screen ID: EDOC-HC-00001</p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>For inspection of cause book created before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary.</li> </ol> <table border="1"> <thead> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> </thead> <tbody> <tr> <td>Court of Appeal of the High Court</td><td>Civil Appeal (CACV)</td><td>dd/mm/yyyy</td></tr> </tbody> </table> <p>...</p> <p>- Field with (*) is required information</p> <p>Court Level *</p> <p>HC - High Court</p> <p>Case Type *</p> <p>CACV - Civil Appeal</p> <p>Year *</p> <p>2024</p> <p>Month *</p> <p>N/A</p> <p><b>NEXT</b></p>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	dd/mm/yyyy
Court Level	Case Type	Date of implementation of iCMS						
Court of Appeal of the High Court	Civil Appeal (CACV)	dd/mm/yyyy						



Item	Process	Relevant screenshots for reference																
	<p>more information if necessary.]</p> <p>(iii) Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</p>																	
6.	<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>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Payment receipt&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Step 3: Acknowledgement</p> <p><b>Inspect Cause Book</b> <span>Screen ID: EDOC-HC-00003</span></p> <p></p> <div><p><b>Acknowledgement</b></p><table><tr><td>e-Cause Book Inspection Transaction Reference No. B1720000115</td><td>e-Payment Transaction Reference No. C202409168000903</td></tr><tr><td>e-Payment Transaction Date Time 16/09/2024 17:48:17</td><td>e-Payment Method Credit Card(JCB)</td></tr></table><p><b>Transaction Summary</b></p><table><thead><tr><th>NO</th><th>COURT LEVEL</th><th>CASE TYPE</th><th>YEAR</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>High Court</td><td>Civil Appeal</td><td>2024</td><td>All Service Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Search in the Registry, for each document or file referred to or required</td><td>14.00</td></tr></tbody></table></div> <p><b>SAVE PAYMENT RECEIPT    SAVE ACKNOWLEDGEMENT    NEXT</b></p> <p></p> <p><b>Confirm to download file?</b></p> <p><b>CLOSE    DOWNLOAD</b></p>	e-Cause Book Inspection Transaction Reference No. B1720000115	e-Payment Transaction Reference No. C202409168000903	e-Payment Transaction Date Time 16/09/2024 17:48:17	e-Payment Method Credit Card(JCB)	NO	COURT LEVEL	CASE TYPE	YEAR	PAYMENT ITEM(S)	FEE(HKD)	1	High Court	Civil Appeal	2024	All Service Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Search in the Registry, for each document or file referred to or required	14.00
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Item	Process	Relevant screenshots for reference
		
7.	<p><b><u>Inspect Cause Book</u></b></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book&gt;</p> <p>OR</p> <p>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)&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” at the bottom to retrieve the zip files&gt;</p>	<p>Step 4: Inspect Cause Book</p> 

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