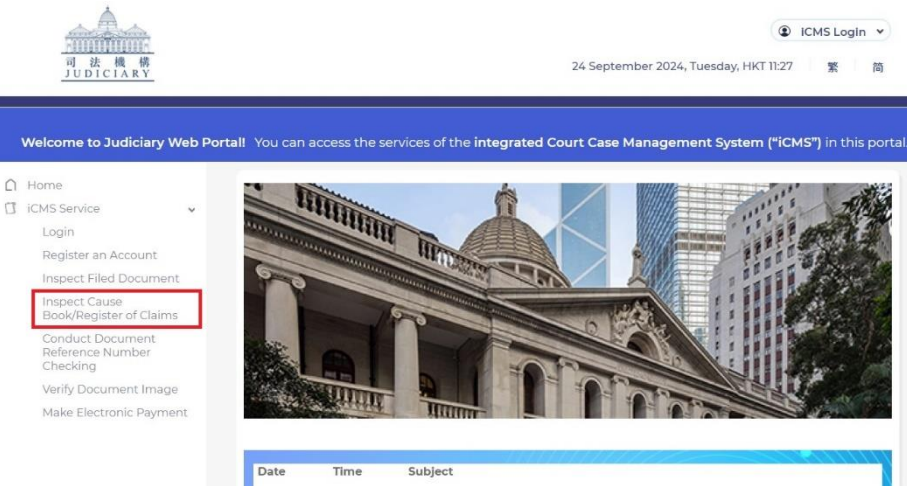






Inspect cause book

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><u>Access Inspect Cause Book function</u></p> <p>Select “Inspect Cause Book/Register of Claims”></p>	 <p>The screenshot shows the Judiciary Web Portal. At the top, there is a header with the Judiciary logo, the date '24 September 2024, Tuesday, HKT 11:27', and language options. Below the header, a blue banner reads 'Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.' A sidebar menu on the left lists various services under 'ICMS Service'. The option 'Inspect Cause Book/Register of Claims' is highlighted with a red box. Other options include Home, Login, Register an Account, Inspect Filed Document, Conduct Document Reference Number Checking, Verify Document Image, and Make Electronic Payment. The main content area shows a large image of a court building and a search bar with fields for Date, Time, and Subject.</p>
2.	<p><u>Select Court Level</u></p> <p>Select “HC – High Court” in “Court Level”></p> <p>Click “NEXT”></p>	 <p>The screenshot shows the 'Inspect Cause Book / Register of Claims' screen. At the top right, the screen ID 'EDOC-CLV-00201' is displayed. Below the title, there is a prompt 'Please select court level:'. A dropdown menu labeled 'Court Level' is shown with 'HC - High Court' selected. A blue 'NEXT' button is located at the bottom of the screen.</p>

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

Item	Process	Relevant screenshots for reference						
3.	<p><u>Search Cause Book</u></p> <p>“Court Level*” is pre-filled as “HC – High Court”></p> <p>Select “Case Type”></p> <p>Select “Year”></p> <p>Select “Month”></p> <p>Input “Email Address*” for receiving access code for cause book inspection></p> <p>Input “Re-enter Email Address”></p> <p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)></p> <p><i>[Note: Please remember the Verification Code for inspection of cause book at item 8 and re-generation of access code in item 10.]</i></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Step 1: Search Cause Book</p> <p>Inspect Cause Book Screen ID: EDOC-HC-00011</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 2) 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. <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/YY</td></tr> </tbody> </table> <p>....</p> <p>- Field with (*) is required information</p> <div> <div> <p>Court Level *</p> <p>HC - High Court</p> </div> <div> <p>Case Type *</p> <p>CACV - Civil Appeal</p> </div> <div> <p>Year *</p> <p>2024</p> </div> <div> <p>Month *</p> <p>N/A</p> </div> </div> <div> <p>Email Address *</p> <p>(for receiving access code for cause book inspection)</p> <p>Re-enter Email Address *</p> <p>[Remarks: Please note that the access code is to be used once only. A new access code will be generated when you re-access this function to inspect cause book within the validity period.]</p> <p>Verification Code *</p> <p>(must be in 6 - 8 alphanumeric code)</p> <p>[Remarks: Please remember this verification code because you are required to input this verification code to commence cause book inspection after payment of prescribed fee.]</p> <p>Please input the captcha code shown in the image *</p> </div> <div> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p>  <p></p> <p>NEXT</p> </div>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YY
Court Level	Case Type	Date of implementation of iCMS						
Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YY						

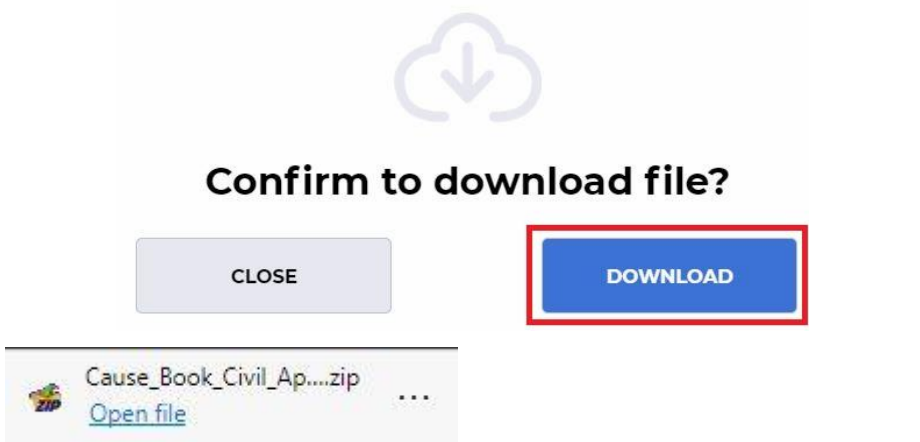
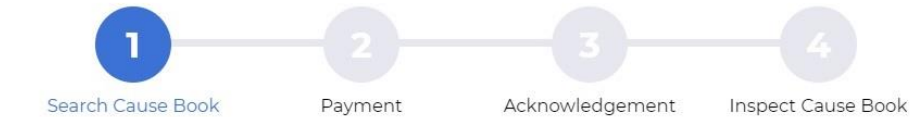
Step-by-step guide – “Inspect cause book”

Item	Process	Relevant screenshots for reference															
4.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</p> <div><div>Inspect Cause Book</div><div>Screen ID: EDOC-HC-00012</div></div> <div><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Search Cause Book</div><div>Payment</div><div>Acknowledgement</div><div>Inspect Cause Book</div></div></div> <p>Note:</p> <div><div>1)</div><div>The search fee is non-refundable once the procedures for inspection of cause book commence.</div></div> <div><div>2)</div><div>Cause book is normally available for inspection for 7 hours and 45 minutes after payment.</div></div> <div><table><tr><th>Court Level</th><th>Cause Book Name</th><th>Payment Item(s)</th><th>Amount</th></tr><tr><td>High Court</td><td>Cause Book - Civil Appeal (01/01/2024 - 31/12/2024)</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>HKD 14.00</td></tr><tr><td colspan="3">Total Search Fee:</td><td>HKD 14.00</td></tr></table><div><div>BACK</div><div>PAY</div></div></div> <tr><td>5.</td><td><p>Select one “Payment Method” and the “PAY” will be activated></p><p>Click “PAY”></p><p>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</p></td><td><p>Online Payment Service</p><div><div>Screen ID: EPY-SET-0001</div></div><div><div>Type of Service: Judiciary Online Payment Service</div><div>Merchant Name: The Judiciary</div><div>e-Cause Book Inspection Transaction Reference No: B1729000068</div><div>Transaction Date: 25/09/2024</div><div>Total Amount: HKD 14.00</div></div><div><div>Payment Method:</div><div><div><div>MasterCard</div><div>VISA</div><div>JCB</div><div>UnionPay</div><div>PPS</div></div><div><div>CANCEL</div><div>PAY</div></div></div></div><div><div><div><div>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</div><div>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</div><div>Merchant Name is applicable to credit card payment method only.</div><div>PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</div><div>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused.</div><div>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</div><div>For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.</div><div>Balance of deposit account will only be refunded upon termination of Organization Account.</div><div>If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</div></div></div></div></td></tr>	Court Level	Cause Book Name	Payment Item(s)	Amount	High Court	Cause Book - Civil Appeal (01/01/2024 - 31/12/2024)	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	HKD 14.00	Total Search Fee:			HKD 14.00	5.	<p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p>[Note: You will be redirected to the website of External Payment Service Provider for payment. 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Item	Process	Relevant screenshots for reference												
6.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment receipt></p> <p>Click “NEXT”></p>	<p>Step 3: Acknowledgement</p> <div><div>Inspect Cause Book<div>Screen ID: EDOC-HC-00013</div></div><div><div><div>1234</div><div>Search Cause BookPaymentAcknowledgementInspect Cause Book</div></div><div><div>Acknowledgement</div><div><div><div>e-Cause Book Inspection Transaction Reference No. B1729000068</div><div>e-Payment Transaction Reference No. C202409257000524</div><div>e-Payment Transaction Date Time 25/09/2024 12:25:51</div><div>e-Payment Method Credit Card(JCB)</div><div>Email Address asunnyday633@gmail.com</div><div>Verification Code 123456</div></div><div><div>Transaction Summary</div><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><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div><div>NEXT</div></div></div><div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>C202409257000524_....pdf</div><div>...</div><div>B1729000068_Ackno....pdf</div><div>...</div></div><div><div>Open file</div><div>Open file</div></div></div></div></div></div>	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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Step-by-step guide – “Inspect cause book”

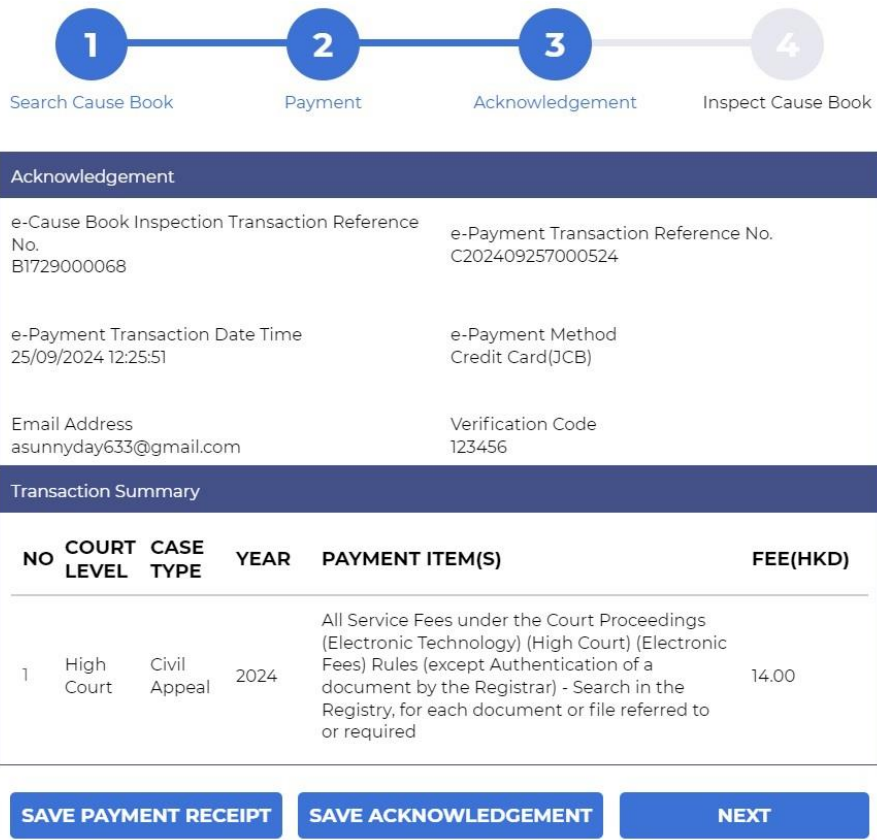
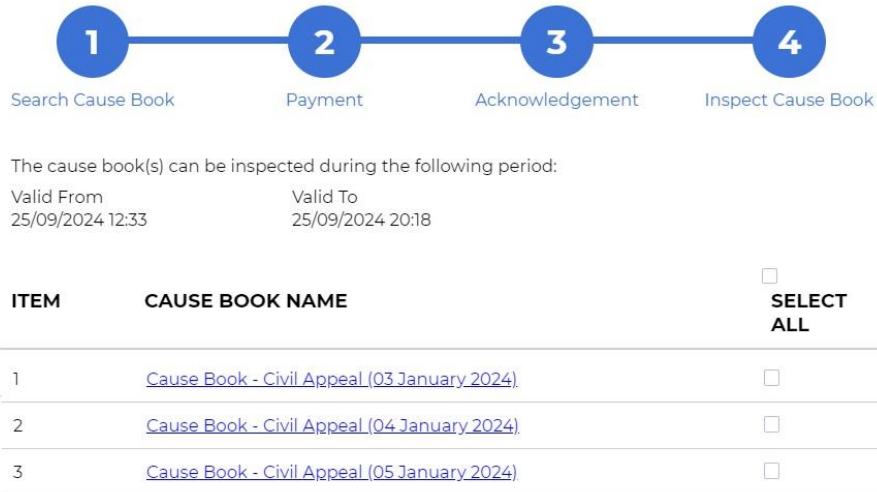
Item	Process	Relevant screenshots for reference																					
7.	<p><u>Input one-time access code</u></p> <p>Input the one-time access code sent via the email provided in item 3 above></p> <p>Click “SUBMIT”></p>	<p>Inspect Cause Book Screen ID: EDOC-HC-00021</p> <p>One-Time Access Code</p> <p>Access code:</p> <input type="text"/> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="SUBMIT"/> </p>																					
8.	<p><u>Input verification code</u></p> <p>Input the verification code set up in item 3 above></p> <p>Click “INSPECT CAUSE BOOK”></p>	<p>Inspect Cause Book Screen ID: EDOC-HC-00021</p> <p>Please input your Verification Code below to inspect cause book</p> <p>Verification Code</p> <input type="text"/> <p style="text-align: center;"> <input type="button" value="INSPECT CAUSE BOOK"/> </p>																					
9.	<p><u>Inspect Cause Book</u></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book></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)></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?” ></p> <p>Click “Open file” at the bottom to retrieve the zip files></p>	<p>Step 4: Inspect Cause Book</p> <p>Inspect Cause Book Screen ID: EDOC-HC-00023</p> <div style="text-align: center;"> </div> <p>The cause book(s) can be inspected during the following period:</p> <p>Valid From 25/09/2024 12:33 Valid To 25/09/2024 20:18</p> <table border="1"> <thead> <tr> <th>ITEM</th><th>CAUSE BOOK NAME</th><th><input type="checkbox"/> SELECT ALL</th></tr> </thead> <tbody> <tr> <td>1</td><td>Cause Book - Civil Appeal (03 January 2024)</td><td><input type="checkbox"/></td></tr> <tr> <td>2</td><td>Cause Book - Civil Appeal (04 January 2024)</td><td><input type="checkbox"/></td></tr> <tr> <td>3</td><td>Cause Book - Civil Appeal (05 January 2024)</td><td><input type="checkbox"/></td></tr> <tr> <td>...</td><td></td><td></td></tr> <tr> <td>33</td><td>Cause Book - Civil Appeal (09 September 2024)</td><td><input type="checkbox"/></td></tr> <tr> <td>34</td><td>Cause Book - Civil Appeal (11 September 2024)</td><td><input type="checkbox"/></td></tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="OBTAIN SELECTED CAUSE BOOKS"/> </p> <p style="text-align: center;"> <input type="button" value="CLOSE"/> </p>	ITEM	CAUSE BOOK NAME	<input type="checkbox"/> SELECT ALL	1	Cause Book - Civil Appeal (03 January 2024)	<input type="checkbox"/>	2	Cause Book - Civil Appeal (04 January 2024)	<input type="checkbox"/>	3	Cause Book - Civil Appeal (05 January 2024)	<input type="checkbox"/>	...			33	Cause Book - Civil Appeal (09 September 2024)	<input type="checkbox"/>	34	Cause Book - Civil Appeal (11 September 2024)	<input type="checkbox"/>
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Item	Process	Relevant screenshots for reference						
								
10.	<p><u>Re-access the cause book concerned</u></p> <p>Within the validity period of inspection, i.e. normally 7 hours and 45 minutes after payment, if you wish to re-access the cause book concerned, repeat items 1, 2 and 3.</p> <p>Input the same set of information in the respective fields of “Court Level*”, “Case Type*”, “Year*”, and “Month*”, “Email Address*”, “Re-enter Email Address*” and “Verification Code*” provided in item 3 above for re-generating and receiving a new one-time access code></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Repeat items 1, 2 and 3 above to access Inspect Cause Book function and repeat <u>Step 1: Search Cause Book</u></p> <p>fd</p> <p>Inspect Cause Book Screen ID: EDOC-HC-00011</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 2) 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. <table border="1" data-bbox="695 1224 1495 1381"> <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/YY</td></tr> </tbody> </table> <p>...</p> <p>- Field with (*) is required information</p> <div data-bbox="630 1549 1490 1871"> <div> <p>Court Level *</p> <p>HC - High Court</p> </div> <div> <p>Case Type *</p> <p>CACV - Civil Appeal</p> </div> <div> <p>Year *</p> <p>2024</p> </div> <div> <p>Month *</p> <p>N/A</p> </div> <div> <p>Email Address *</p> <p>(for receiving access code for cause book inspection)</p> </div> <div> <p>Re-enter Email Address *</p> </div> </div> <p>[Remarks: Please note that the access code is to be used once only. A new access code will be generated when you re-access this function to inspect cause book within the validity period.]</p>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YY
Court Level	Case Type	Date of implementation of iCMS						
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Step-by-step guide – “Inspect cause book”

Item	Process	Relevant screenshots for reference
		
11.	<p><u>Input one-time access code</u></p> <p>Input the re-generated one-time access code sent via the email provided in item 10 above></p> <p>Click “SUBMIT”></p>	

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

Item	Process	Relevant screenshots for reference
12.	<p><u>Acknowledgement</u></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 6 above.</p> <p>Click “NEXT”></p>	<p>Inspect Cause Book Screen ID: EDOC-HC-00013</p> 
13.	<p><u>Inspect Cause Book</u></p> <p>Continue with the inspection of cause book as in item 9 above.</p>	<p>Inspect Cause Book Screen ID: EDOC-HC-00023</p> 

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

Item	Process	Relevant screenshots for reference
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