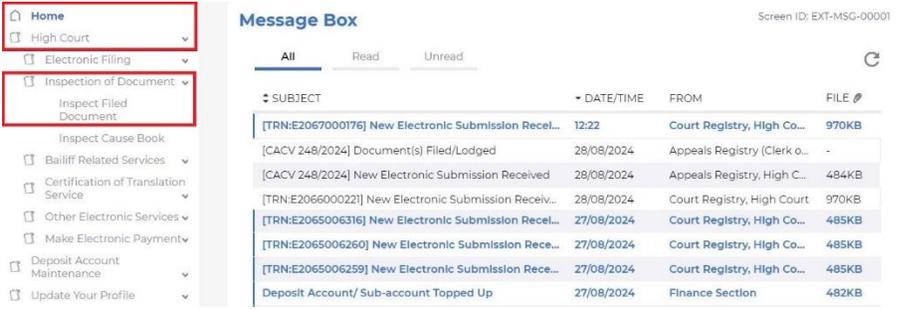
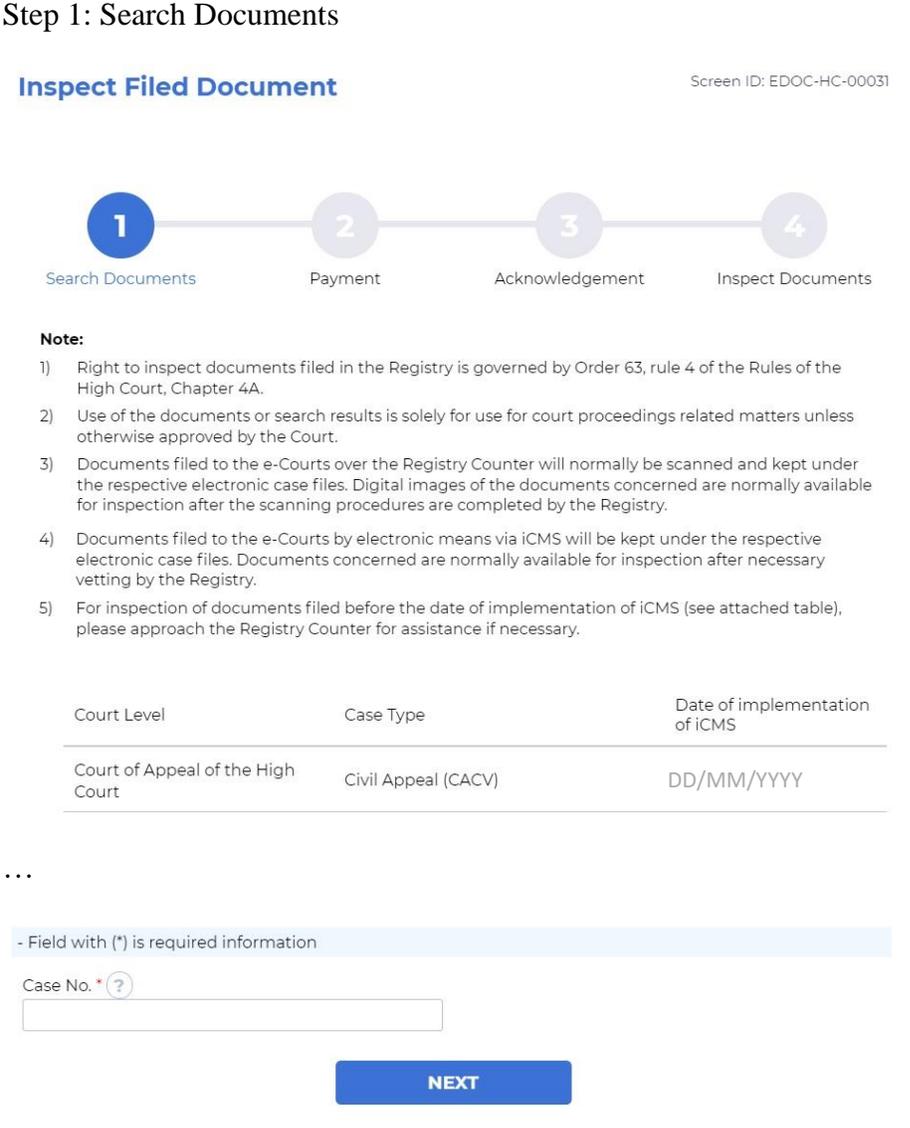


## Inspect case originating document

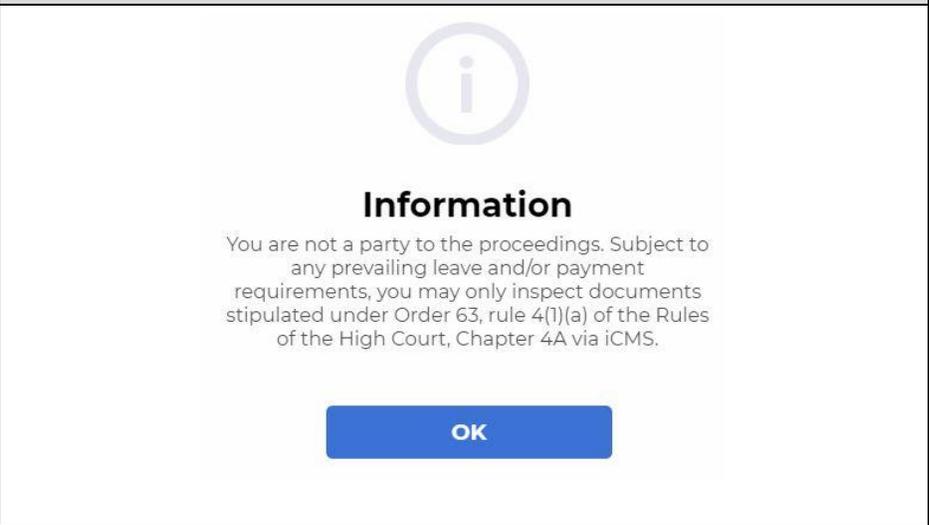
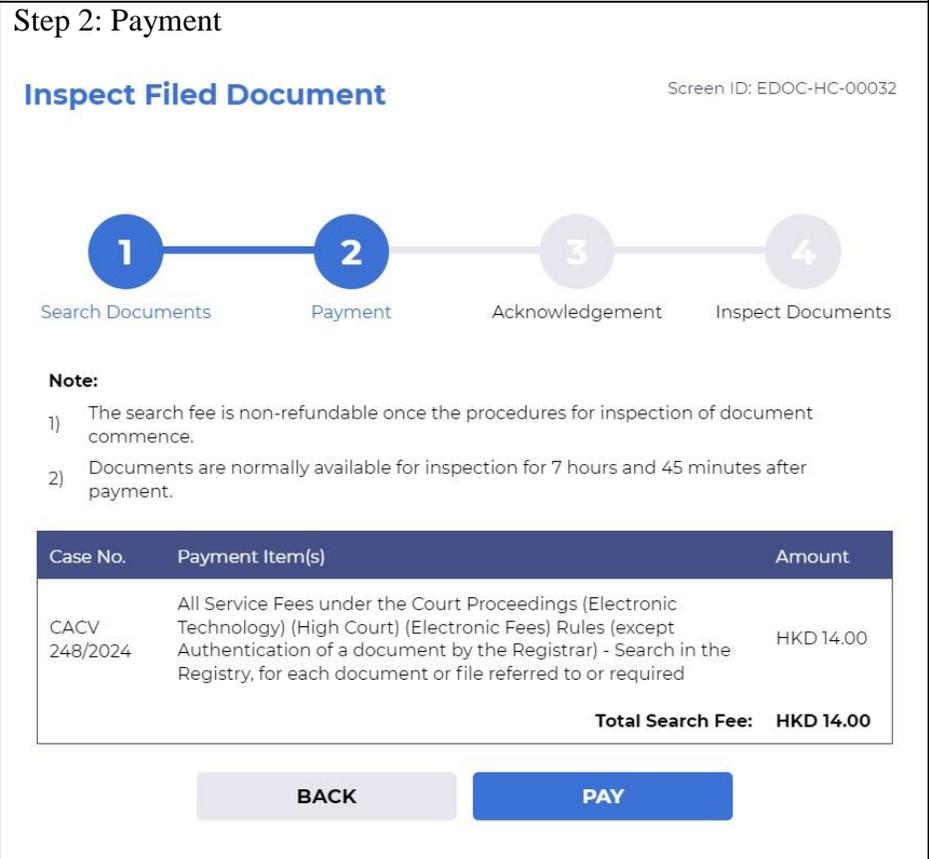
This step-by-step guide outlines the general process required to inspect documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are 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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Organization"/> ▼</p> <p>Organization Code *      Login Name *  <input type="text"/>      <input type="text"/></p> <p>Password *  <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Individual User (“IU”)"/> ▼</p> <p>Organization Code *      Login Name *  <input type="text"/>      <input type="text"/></p> <p>Password *  <input type="password"/></p> <p style="text-align: center;"><b>LOGIN</b></p> <p style="text-align: center;"><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p>

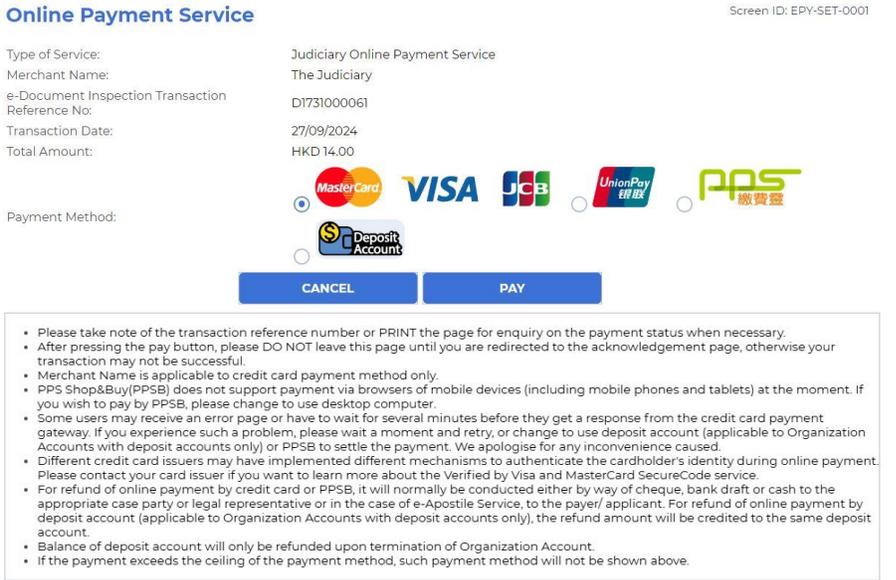
Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference																																				
2.	<p><b><u>Access Inspect Filed Document function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Inspection of Document” &gt;</p> <p>Select “Inspect Filed Document”&gt;</p>	 <p>Screen ID: EXT-MSG-00001</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[TRN:E2067000176] New Electronic Submission Recel...</td> <td>12:22</td> <td>Court Registry, High Co...</td> <td>970KB</td> </tr> <tr> <td>[CACV 248/2024] Document(s) Filed/Lodged</td> <td>28/08/2024</td> <td>Appeals Registry (Clerk o...</td> <td>-</td> </tr> <tr> <td>[CACV 248/2024] New Electronic Submission Received</td> <td>28/08/2024</td> <td>Appeals Registry, High C...</td> <td>484KB</td> </tr> <tr> <td>[TRN:E2066000221] New Electronic Submission Receiv...</td> <td>28/08/2024</td> <td>Court Registry, High Court</td> <td>970KB</td> </tr> <tr> <td>[TRN:E2065006316] New Electronic Submission Recel...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006260] New Electronic Submission Rece...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006259] New Electronic Submission Rece...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>Deposit Account/Sub-account Topped Up</td> <td>27/08/2024</td> <td>Finance Section</td> <td>482KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[TRN:E2067000176] New Electronic Submission Recel...	12:22	Court Registry, High Co...	970KB	[CACV 248/2024] Document(s) Filed/Lodged	28/08/2024	Appeals Registry (Clerk o...	-	[CACV 248/2024] New Electronic Submission Received	28/08/2024	Appeals Registry, High C...	484KB	[TRN:E2066000221] New Electronic Submission Receiv...	28/08/2024	Court Registry, High Court	970KB	[TRN:E2065006316] New Electronic Submission Recel...	27/08/2024	Court Registry, High Co...	485KB	[TRN:E2065006260] New Electronic Submission Rece...	27/08/2024	Court Registry, High Co...	485KB	[TRN:E2065006259] New Electronic Submission Rece...	27/08/2024	Court Registry, High Co...	485KB	Deposit Account/Sub-account Topped Up	27/08/2024	Finance Section	482KB
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(i) Inspection of case originating document with electronic image by non-case party to the proceedings																																						
3.	<p><b><u>Search documents</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Step 1: Search Documents</p>  <p>Screen ID: EDOC-HC-00031</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the High Court, Chapter 4A.</li> <li>2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>3) Documents filed to the e-Courts over the Registry Counter will normally be scanned and kept under the respective electronic case files. Digital images of the documents concerned are normally available for inspection after the scanning procedures are completed by the Registry.</li> <li>4) Documents filed to the e-Courts by electronic means via iCMS will be kept under the respective electronic case files. Documents concerned are normally available for inspection after necessary vetting by the Registry.</li> <li>5) For inspection of documents filed 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>Case No. * (?)</p> <p>NEXT</p>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YYYY																														
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Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference									
4.	<p>Popup of warning message of case inspection by non-case party</p> <p>Click “OK” to continue&gt;</p>										
5.	<p><b>Payment</b></p> <p>Click “PAY”&gt;</p>	<p>Step 2: Payment</p> <p><b>Inspect Filed Document</b> <span style="float: right;">Screen ID: EDOC-HC-00032</span></p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) The search fee is non-refundable once the procedures for inspection of document commence.</li> <li>2) Documents are normally available for inspection for 7 hours and 45 minutes after payment.</li> </ol> <table border="1" data-bbox="621 1283 1479 1493"> <thead> <tr> <th>Case No.</th> <th>Payment Item(s)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>CACV 248/2024</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="2" style="text-align: right;"><b>Total Search Fee:</b></td> <td><b>HKD 14.00</b></td> </tr> </tbody> </table>	Case No.	Payment Item(s)	Amount	CACV 248/2024	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	<b>Total Search Fee:</b>		<b>HKD 14.00</b>
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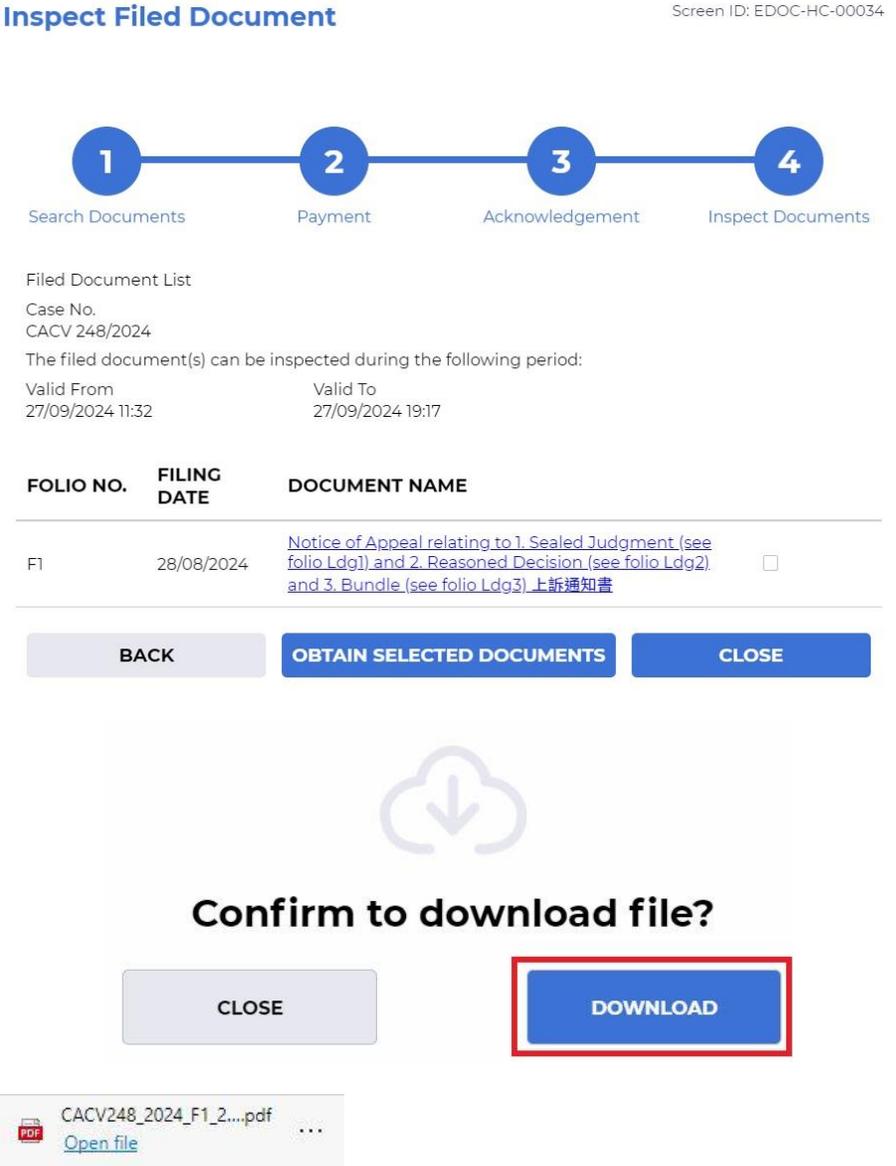
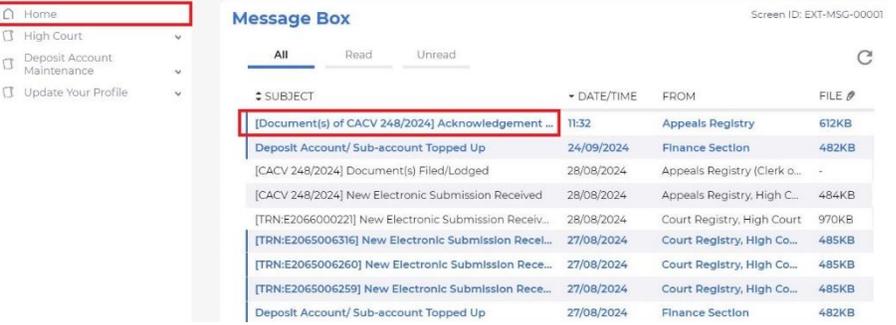
Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference
6.	<p>Select one “Payment Method” and the “PAY” will be activated.</p> <p>Click “PAY”&gt;</p> <p><i>[Note: (i) Payment is not applicable to the party who is on legal aid.</i></p> <p><i>(ii) If payment method other than Deposit Account is selected, you will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>(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.]</i></p> <p><i>(iv) Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 7.]</i></p>	 <p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service  Merchant Name: The Judiciary  e-Document Inspection Transaction Reference No: D1731000061  Transaction Date: 27/09/2024  Total Amount: HKD 14.00</p> <p>Payment Method:</p> <p><input checked="" type="radio"/> MasterCard <input type="radio"/> VISA <input type="radio"/> JCB <input type="radio"/> UnionPay <input type="radio"/> PPSB 繳費靈 <input checked="" type="radio"/> Deposit Account</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> <li>• Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>• 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.</li> <li>• Merchant Name is applicable to credit card payment method only.</li> <li>• PPS Shop&amp;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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Balance of deposit account will only be refunded upon termination of Organization Account.</li> <li>• If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</li> </ul>

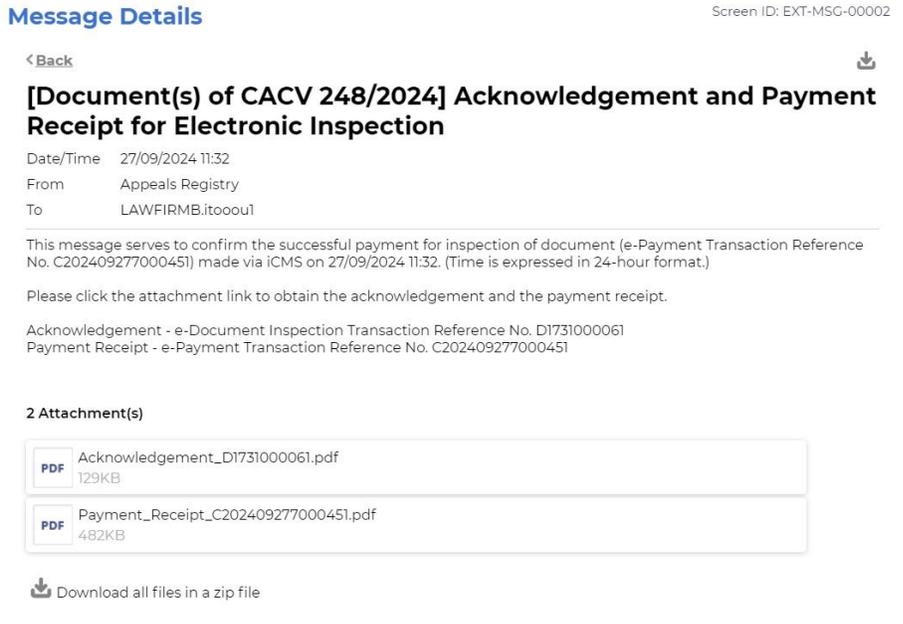
Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference																		
7.	<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 Filed Document</b> <span style="float: right;">Screen ID: EDOC-HC-00033</span></p>  <p>Search Documents      Payment      Acknowledgement      Inspect Documents</p> <table border="1" data-bbox="617 588 1477 829"> <thead> <tr> <th colspan="2">Acknowledgement</th> </tr> </thead> <tbody> <tr> <td>e-Document Inspection Transaction Reference No. D1731000061</td> <td>e-Payment Transaction Reference No. C202409277000451</td> </tr> <tr> <td>e-Payment Transaction Date Time 27/09/2024 11:32:10</td> <td>e-Payment Method Credit Card(JCB)</td> </tr> </tbody> </table> <table border="1" data-bbox="617 840 1477 1092"> <thead> <tr> <th colspan="4">Transaction Summary</th> </tr> <tr> <th>NO.</th> <th>CASE NO.</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CACV 248/2024</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> <p style="text-align: center;"> <span>SAVE PAYMENT RECEIPT</span>    <span>SAVE ACKNOWLEDGEMENT</span>  <span>NEXT</span> </p>  <p style="text-align: center;"><b>Confirm to download file?</b></p> <p style="text-align: center;"> <span>CLOSE</span>    <span style="border: 2px solid red; padding: 5px;">DOWNLOAD</span> </p> <p> <span>PDF C202409277000451_....pdf ...</span>    <span>PDF D1731000061_Ackno....p... ...</span>  <a href="#">Open file</a>    <a href="#">Open file</a> </p>	Acknowledgement		e-Document Inspection Transaction Reference No. D1731000061	e-Payment Transaction Reference No. C202409277000451	e-Payment Transaction Date Time 27/09/2024 11:32:10	e-Payment Method Credit Card(JCB)	Transaction Summary				NO.	CASE NO.	PAYMENT ITEM(S)	FEE(HKD)	1	CACV 248/2024	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 case originating document”

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8.	<p><b><u>Inspect documents</u></b></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document image&gt;</p> <p>Or</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED DOCUMENTS” to download the document&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 file&gt;</p>	<p>Step 4: Inspect Documents</p>  <p>Screen ID: EDOC-HC-00034</p> <p><b>Inspect Filed Document</b></p> <p>1 — 2 — 3 — 4</p> <p>Search Documents      Payment      Acknowledgement      Inspect Documents</p> <p>Filed Document List</p> <p>Case No. CACV 248/2024</p> <p>The filed document(s) can be inspected during the following period:</p> <p>Valid From      Valid To 27/09/2024 11:32      27/09/2024 19:17</p> <table border="1"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> <th></th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>28/08/2024</td> <td><a href="#">Notice of Appeal relating to 1. Sealed Judgment (see folio Ldg1) and 2. Reasoned Decision (see folio Ldg2) and 3. Bundle (see folio Ldg3) 上訴通知書</a></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>BACK      OBTAIN SELECTED DOCUMENTS      CLOSE</p> <p>Confirm to download file?</p> <p>CLOSE      DOWNLOAD</p> <p>CACV248_2024_F1_2....pdf Open file</p>	FOLIO NO.	FILING DATE	DOCUMENT NAME		F1	28/08/2024	<a href="#">Notice of Appeal relating to 1. Sealed Judgment (see folio Ldg1) and 2. Reasoned Decision (see folio Ldg2) and 3. Bundle (see folio Ldg3) 上訴通知書</a>	<input type="checkbox"/>																																
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9.	<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</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Screen ID: EXT-MSG-00001</p> <p>Home      High Court      Deposit Account Maintenance      Update Your Profile</p> <p><b>Message Box</b></p> <p>All      Read      Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE #</th> </tr> </thead> <tbody> <tr> <td>[Document(s) of CACV 248/2024] Acknowledgement ...</td> <td>11:32</td> <td>Appeals Registry</td> <td>612KB</td> </tr> <tr> <td>Deposit Account/ Sub-account Topped Up</td> <td>24/09/2024</td> <td>Finance Section</td> <td>482KB</td> </tr> <tr> <td>[CACV 248/2024] Document(s) Filed/Lodged</td> <td>28/08/2024</td> <td>Appeals Registry (Clerk o...</td> <td>-</td> </tr> <tr> <td>[CACV 248/2024] New Electronic Submission Received</td> <td>28/08/2024</td> <td>Appeals Registry, High C...</td> <td>484KB</td> </tr> <tr> <td>[TRN:E206600022] New Electronic Submission Receiv...</td> <td>28/08/2024</td> <td>Court Registry, High Court</td> <td>970KB</td> </tr> <tr> <td>[TRN:E2065006316] New Electronic Submission Recel...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006260] New Electronic Submission Rece...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>[TRN:E2065006259] New Electronic Submission Rece...</td> <td>27/08/2024</td> <td>Court Registry, High Co...</td> <td>485KB</td> </tr> <tr> <td>Deposit Account/ Sub-account Topped Up</td> <td>27/08/2024</td> <td>Finance Section</td> <td>482KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE #	[Document(s) of CACV 248/2024] Acknowledgement ...	11:32	Appeals Registry	612KB	Deposit Account/ Sub-account Topped Up	24/09/2024	Finance Section	482KB	[CACV 248/2024] Document(s) Filed/Lodged	28/08/2024	Appeals Registry (Clerk o...	-	[CACV 248/2024] New Electronic Submission Received	28/08/2024	Appeals Registry, High C...	484KB	[TRN:E206600022] New Electronic Submission Receiv...	28/08/2024	Court Registry, High Court	970KB	[TRN:E2065006316] New Electronic Submission Recel...	27/08/2024	Court Registry, High Co...	485KB	[TRN:E2065006260] New Electronic Submission Rece...	27/08/2024	Court Registry, High Co...	485KB	[TRN:E2065006259] New Electronic Submission Rece...	27/08/2024	Court Registry, High Co...	485KB	Deposit Account/ Sub-account Topped Up	27/08/2024	Finance Section	482KB
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	<p>content and attachments therein</p>	<p>Click the message header to open and read the content and attachments therein</p> 						
<p>(ii) Inspection of case originating document without electronic image</p>								
<p>10.</p>	<p><b><u>Search documents</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Step 1: Search Documents</p>  <table border="1" data-bbox="662 1766 1484 1881"> <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>	Court Level	Case Type	Date of implementation of iCMS	Court of Appeal of the High Court	Civil Appeal (CACV)	DD/MM/YYYY
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Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference								
		<p>...</p> <p>- Field with (*) is required information</p> <p>Case No. * (?)</p> <input data-bbox="618 380 1037 415" type="text"/> <p style="text-align: center;"><b>NEXT</b></p>								
11.	<p><b><u>Availability of electronic record</u></b></p> <p>Alert for document not available for electronic inspection</p> <p>Click “OK”&gt;</p>	<p>Document(s) below is/are not available for electronic inspection.</p> <table border="1" data-bbox="609 604 1479 730"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> </tr> </thead> <tbody> <tr> <td><b>F1</b></td> <td><b>16/02/2024</b></td> <td><b>Notice of Appeal relating to Court note/ Letter/ Order (see folio Ldg1)</b></td> </tr> </tbody> </table> <p>Please approach the Registry Counter for assistance if necessary.</p> <p style="text-align: center;"><b>OK</b></p> <p>Color Legend:</p> <table border="1" data-bbox="609 982 1479 1045"> <tr> <td><b>Blue</b> (Text in bold font)</td> <td>Electronic record will be available at a later time when the processing work is completed.</td> </tr> </table>	FOLIO NO.	FILING DATE	DOCUMENT NAME	<b>F1</b>	<b>16/02/2024</b>	<b>Notice of Appeal relating to Court note/ Letter/ Order (see folio Ldg1)</b>	<b>Blue</b> (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.
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