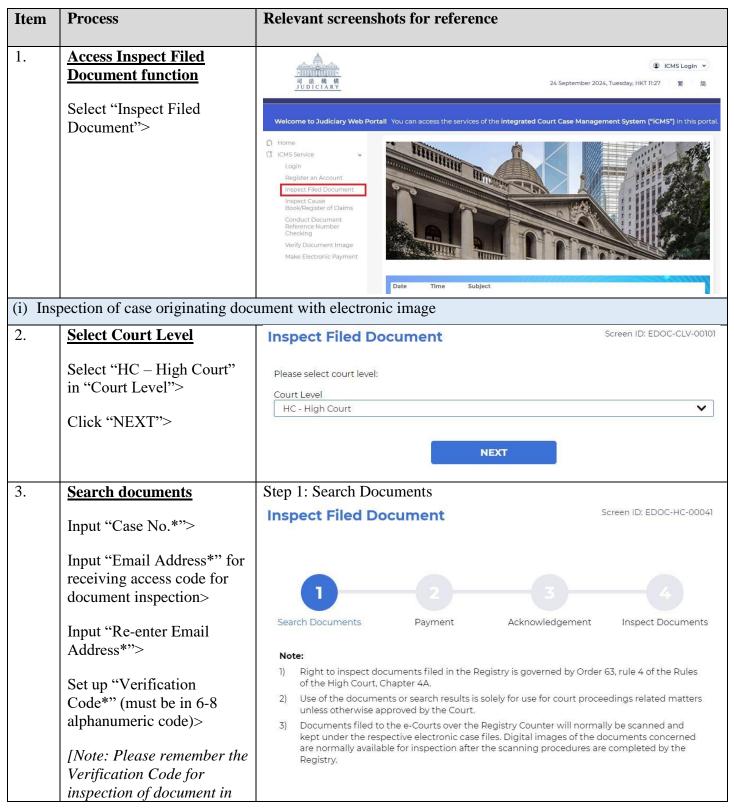
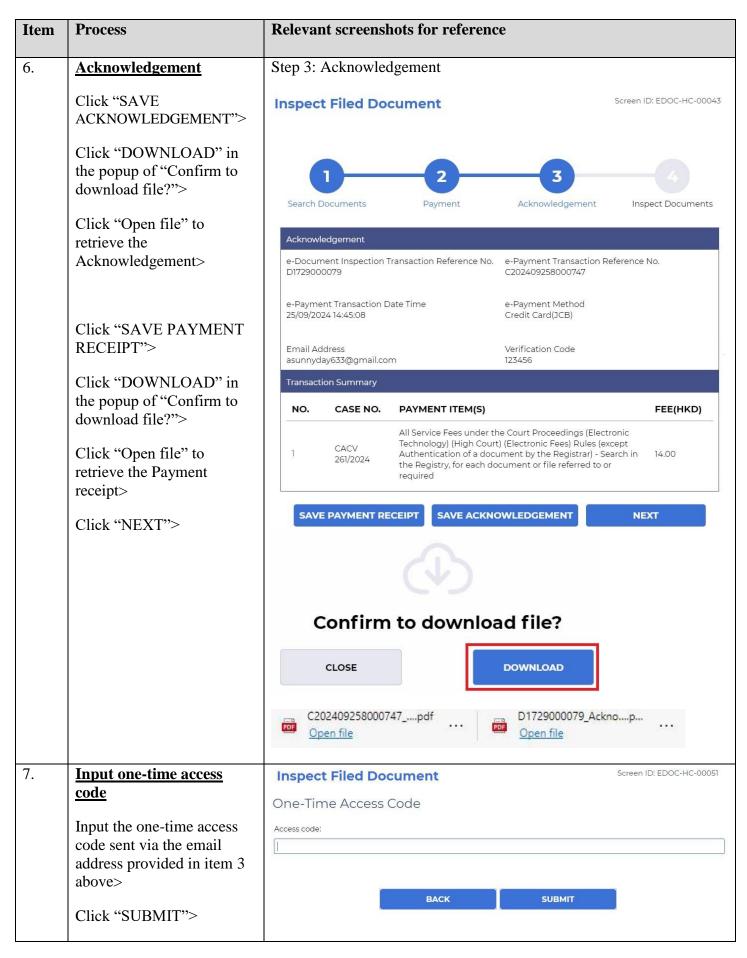
Inspect case originating document

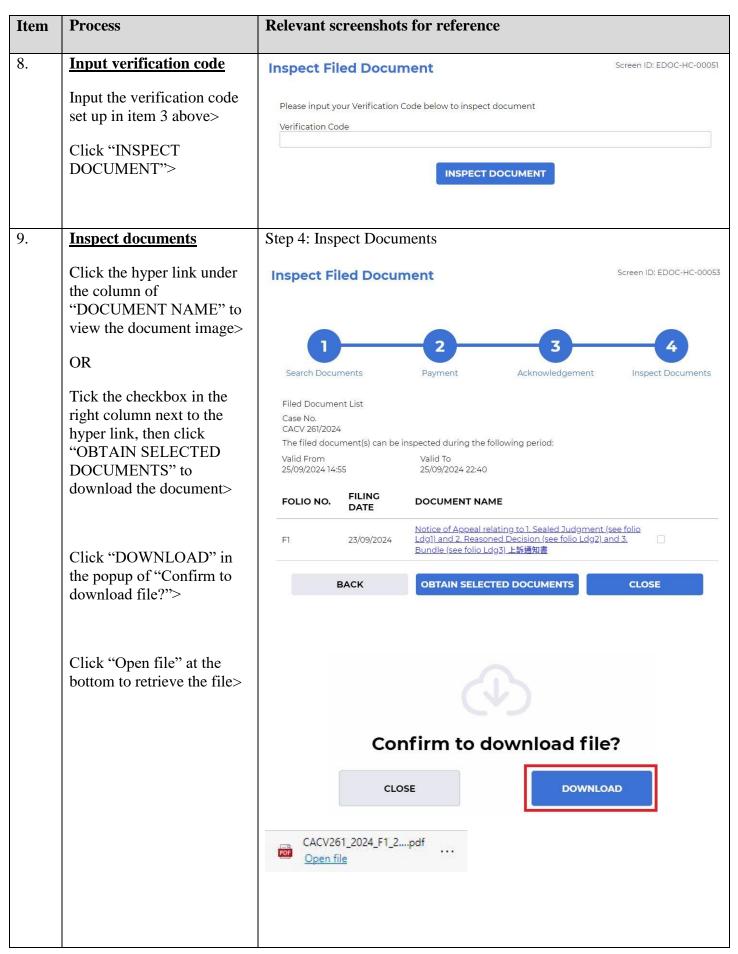
This step-by-step guide outlines the general process required to inspect documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are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



Item	Process	Re	elevant screenshots f	or referen	ice	
	item 8 and re-generation of access code in item 10]	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 inspect after necessary vetting by the Registry. For inspection of documents filed before the date of implementation of iCMS (see attack table), please approach the Registry Counter for assistance if necessary. 			ormally available for inspection
	Input the captcha code*>	5)				f necessary.
	Click "NEXT">		Court Level	Case Type		Date of implementation of iCMS
			Court of Appeal of the Hig Court	h Civil Appea	al (CACV)	DD/MM/YY
			Field with (*) is required informa	ation		
			Case No. * (?)		Email Address (for receiving a inspection)	* access code for document
				F	to be used one generated whe	ase note that the access code is te only. A new access code will be en you re-access this function to nent within the validity period.]
					[Remarks: Plea code because verification co inspection after	- 8 alphanumeric code) ase remember this verification you are required to input this ide to commence document er payment of prescribed fee.] he captcha code shown in the
			Captcha Code © Image O	Audio	image *	
				1	NEXT	

Item	Process	Relevant screenshots for reference			
4.	Payment Click "PAY">	Step 2: Payment Inspect Filed Document Screen ID: EDOC-HC-00042			
		Search Documents Payment Acknowledgement Inspect Documents			
		Note: The search fee is non-refundable once the procedures for inspection of document commence. Documents are normally available for inspection for 7 hours and 45 minutes after payment.			
		Case No. Payment Item(s) All Service Fees under the Court Proceedings (Electronic CACV 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			
		BACK PAY			
5.	Select one "Payment Method" and the "PAY" will be activated> Click "PAY"> [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.]	Online Payment Service Type of Service: Merchant Name: e-Document Inspection Transaction Reference No: D729000079 Transaction Date: 25/09/2024 Total Amount: HKD14,00 Payment Method: CANCEL PAY Please take note of the transaction reference number of PBINT the page for enquiry on the payment status when necessary: After pressing the pay button, please Do NOT leave this page until you are redirected to the admovidedgement page, otherwise your transaction may not be successful. Net chant Name is applicable to credit card payment method only. PBS SpopsBuy(PBS) lighted been not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you was present a problem, please wat a moment and retry, or change to use deposit account replicible to Organization Accounts with deposit accounts only) or PBS to settle the payment we provide to part any inconvenience caused. Different credit card exame may have implemented different mechanisms to authenticate the cardholder's identify during online payment. For refund of online payment by credit card or PBSB, it will normally be conducted either by way of cheque, base had for cash to the appropriate case party or legal representative or in the case of a-pacits less-recit, to the peaky explained. The refund of online payment by deposit accounts (no) the refunded upon termination of Organization Accounts. Eather of deposit account will only be refunded upon termination of Organization account. Eather of deposit account will only be refunded upon termination of Organization account. If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.			

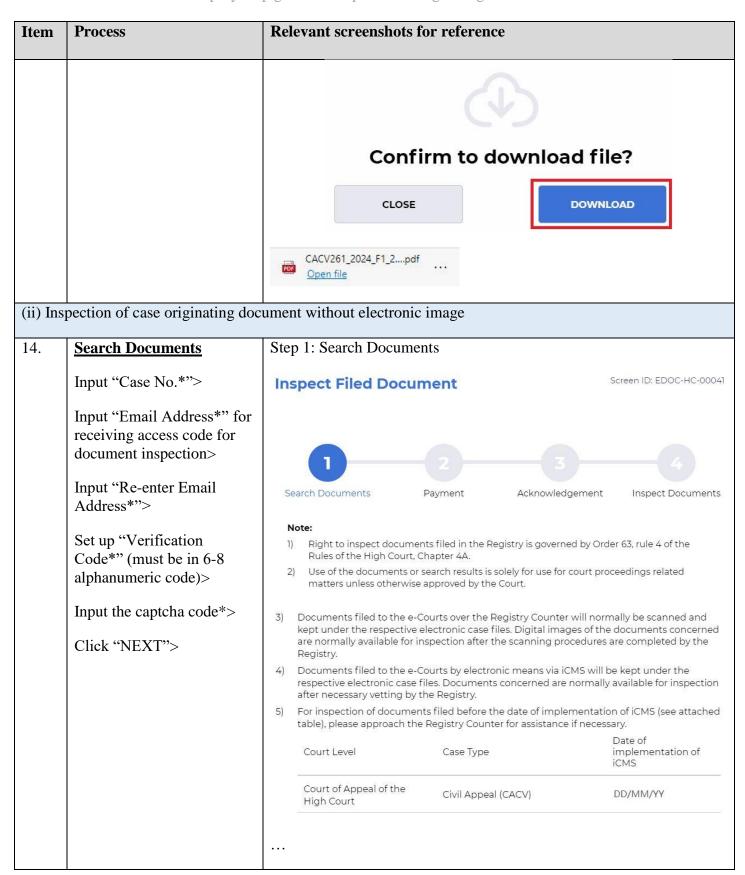




Item	Process	Relevant screenshots for reference				
10.	Re-access the document concerned	Repeat items 1 to 2 above to access Inspect Filed Document and repeat Step 1: Search Documents				
	Within the validity period of inspection, i.e. normally 7 hours and 45 minutes after payment, if you wish to re-access the document concerned, please repeat items 1 and 2.	Inspect Filed Document Screen ID: EDOC-HC-00041				
	Input the same set of information in the respective fields of "Case No.*", "Email Address*", "Re-enter Email Address*" and "Verification Code*" provided in item 3 above for regenerating and receiving a new one-time access code>	Note: 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. 2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 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. 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.				
	Input the captcha code*>	For inspection of documents filed before the date of implementation of iCMS (see attache table), please approach the Registry Counter for assistance if necessary. Date of Court Level Case Type implementation of				
	Click "NEXT">	Court of Appeal of the High Court Civil Appeal (CACV) Court of Appeal of the Civil Appeal (CACV) DD/MM/YY				

Item	Process	Relevant screenshots for reference			
		- Field with (*) is required information			
		Case No. * ?	Email Address*		
			(for receiving access code for document inspection) Re-enter Email Address *		
		8	[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 document within the validity period.] Verification Code *		
			(must be in 6 - 8 alphanumeric code) [Remarks: Please remember this verification code because you are required to input this verification code to commence document inspection after payment of prescribed fee.]		
		Captcha Code Image Audio	Please input the captcha code shown in the image *		
		C. Han. A			
		N	EXT		
11.	Input one-time access code	Inspect Filed Document	Screen ID: EDOC-HC-00051		
		One-Time Access Code			
	Input the re-generated one- time access code sent via the email address provided	Access code:			
	in item 10 above> Click "SUBMIT">	BACK	SUBMIT		

Item	Process	Relevant screenshots for reference			
12.	Acknowledgement	Inspect Filed Document	Screen ID: EDOC-HC-00043		
	You may opt to save the "ACKNOWLEDGEMENT" and/or "PAYMENT RECEIPT" as in item 6 above.	Search Documents Payment Acknowledgement	Inspect Documents		
	Click "NEXT">	Acknowledgement			
		e-Document Inspection Transaction Reference No. e-Payment Transaction D1729000079 C202409258000747	Reference No.		
		e-Payment Transaction Date Time e-Payment Method 25/09/2024 14:45:08 Credit Card(JCB)			
		Email Address Verification Code asunnyday633@gmail.com 123456	-		
		Transaction Summary			
		NO. CASE NO. PAYMENT ITEM(S)	FEE(HKD)		
		All Service Fees under the Court Proceedings (Elec Technology) (High Court) (Electronic Fees) Rules (e Authentication of a document by the Registrar) - S the Registry, for each document or file referred to required	except Search in 14.00		
13.	Inspect Document	SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT Continue with the inspection of document concerned	NEXT		
13.	Continue with the	validity period			
	inspection of document as in item 9 above.	Inspect Filed Document	Screen ID: EDOC-HC-00053		
		1 2 3	4		
		Search Documents Payment Acknowledgement	Inspect Documents		
		Filed Document List Case No. CACV 261/2024 The filed document(s) can be inspected during the following period:			
		Valid From Valid To 25/09/2024 14:55 25/09/2024 22:40			
		FOLIO NO. FILING DOCUMENT NAME			
		Notice of Appeal relating to 1. Sealed Judgmer Ldg]) and 2. Reasoned Decision (see folio Ldg2 Bundle (see folio Ldg3) 上訴通知書			
		BACK OBTAIN SELECTED DOCUMENTS	CLOSE		



Item	Process	Relevant scree	nshots for re	eference
		- Field with (*) is requ	ired information	
		Case No. * ?		Email Address *
				(for receiving access code for document inspection)
		Captcha Code R C	Image O Audio	Re-enter Email Address [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 document within the validity period.] Verification Code (must be in 6 - 8 alphanumeric code) [Remarks: Please remember this verification code because you are required to input this verification code to commence document inspection after payment of prescribed fee.] Please input the captcha code shown in the image
15.	Availability of electronic record	Document(s) be	elow is/are no	t available for electronic inspection.
	Alert for document not	FOLIO NO.	FILING DA	TE DOCUMENT NAME
	available for electronic inspection	FI	29/04/2024	Notice of Appeal relating to 1. Sealed Judgment (see folio Ldg1) and 2. Reasoned Decision (see folio Ldg2) and 3. Certificate of Urgency (see folio F2) and 4. Bundle (see folio
	Click "OK">		h the Registry	OK
		Color Legend: Blue (Text in bold fon		Electronic record will be available at a later time when the processing work is completed.