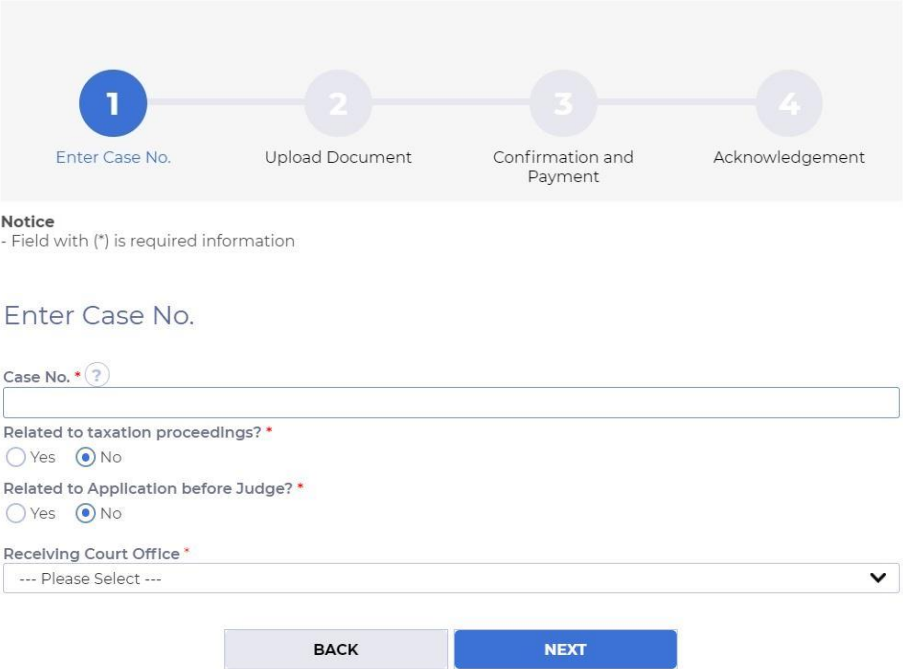


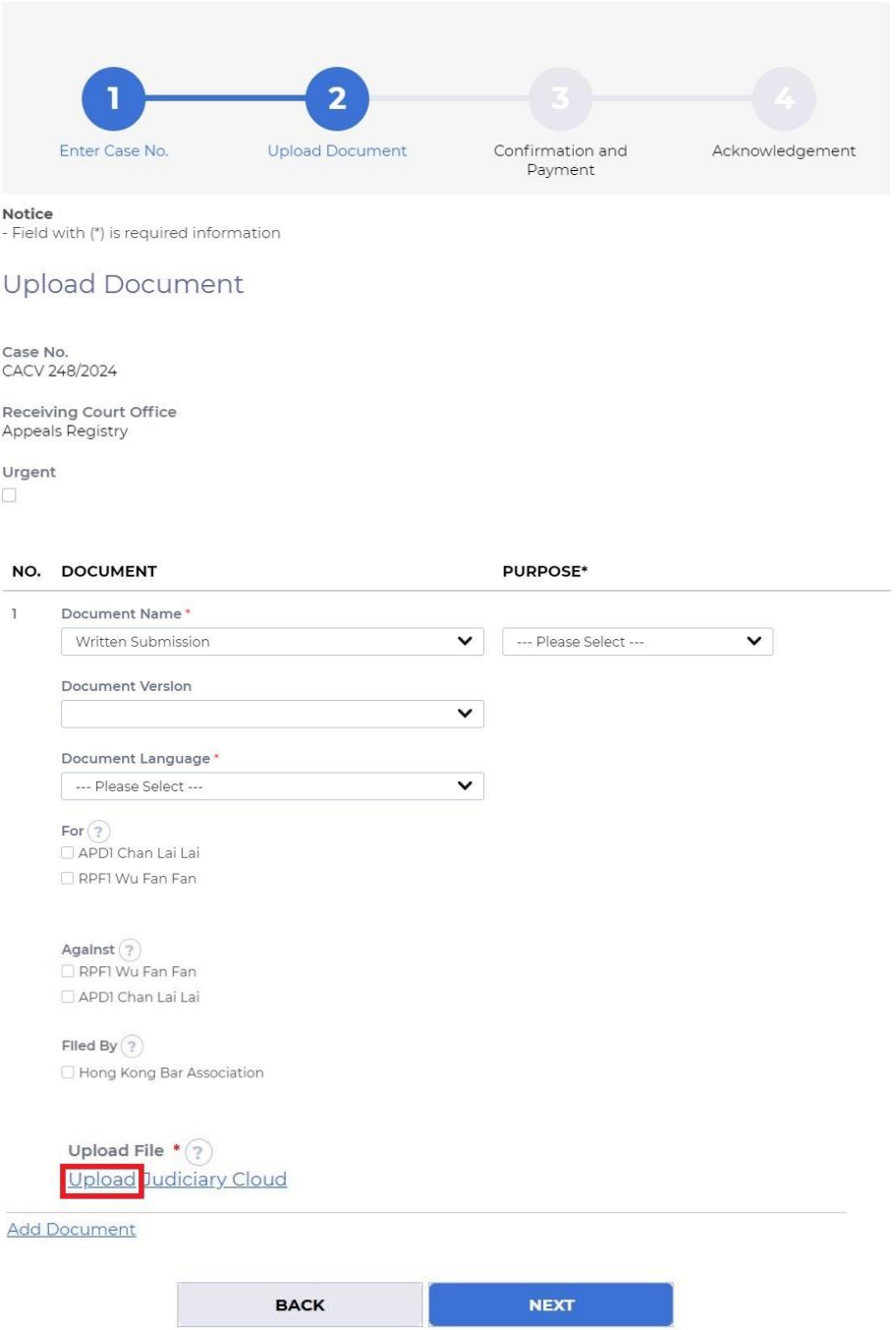
## Lodge specific documents by barrister

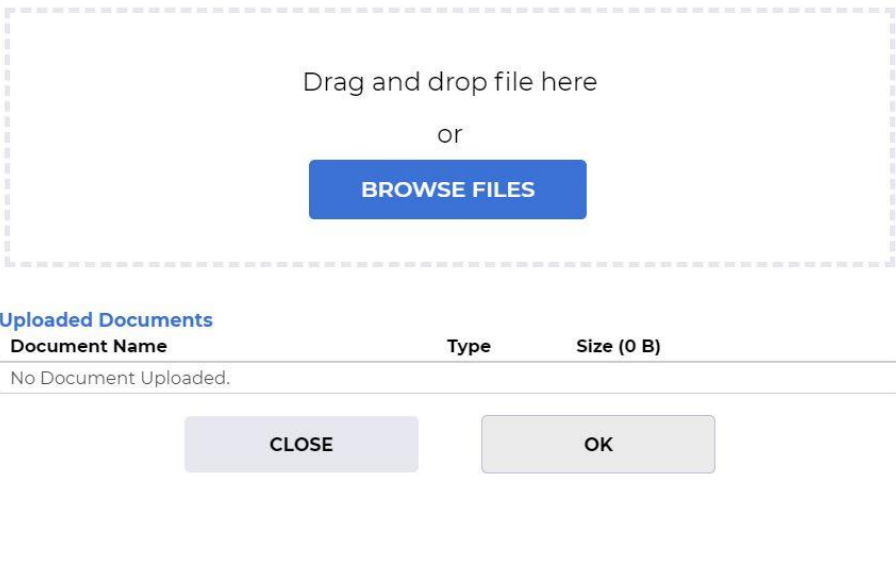
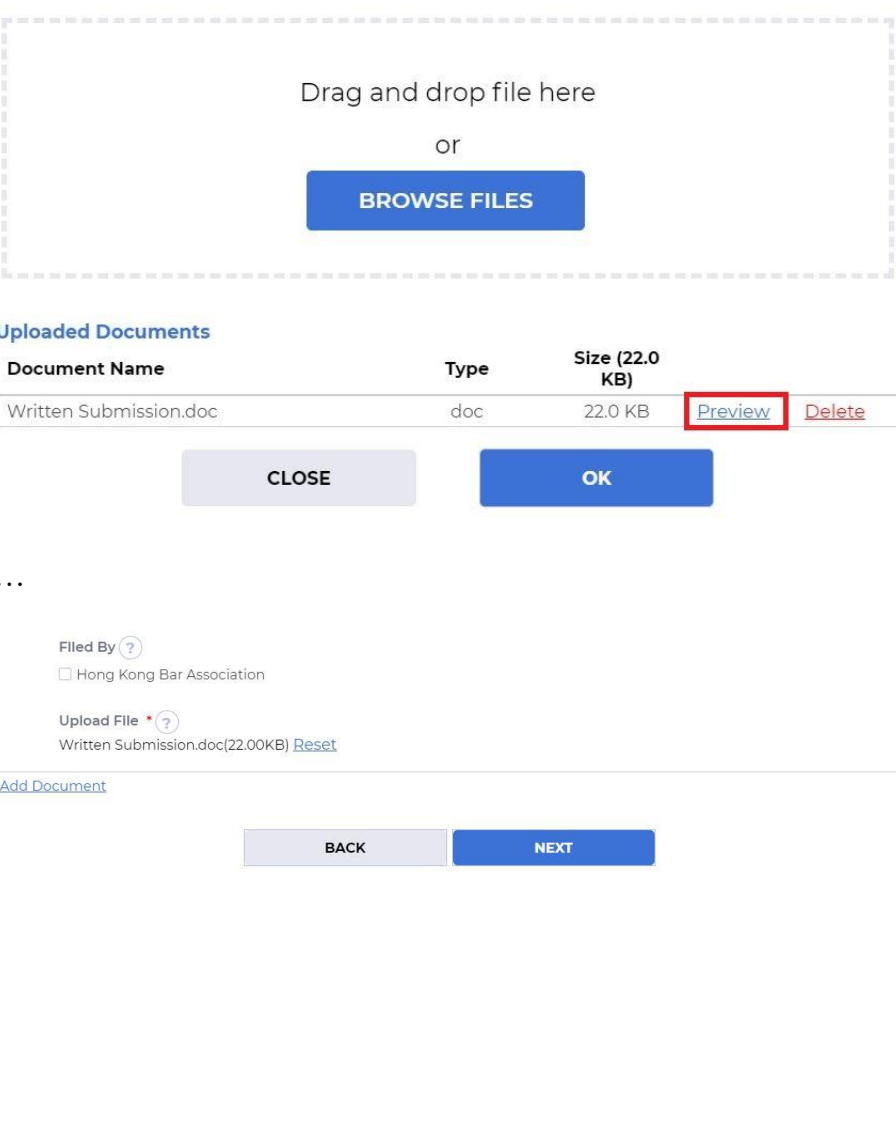
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

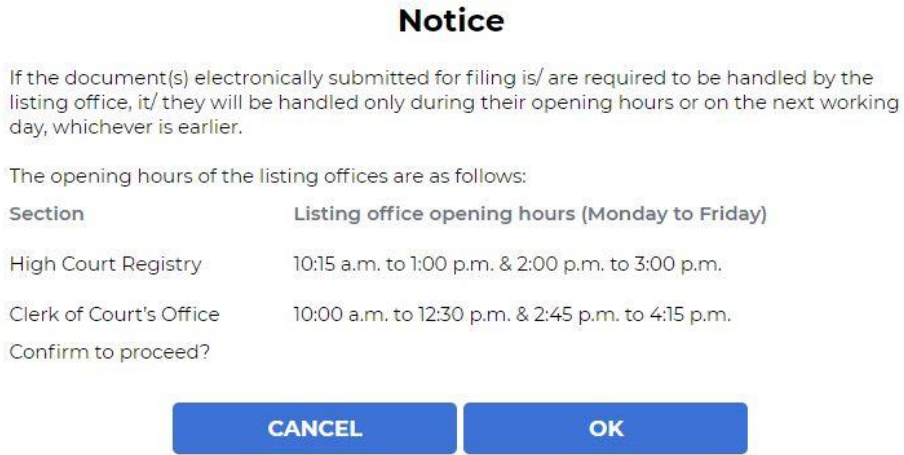
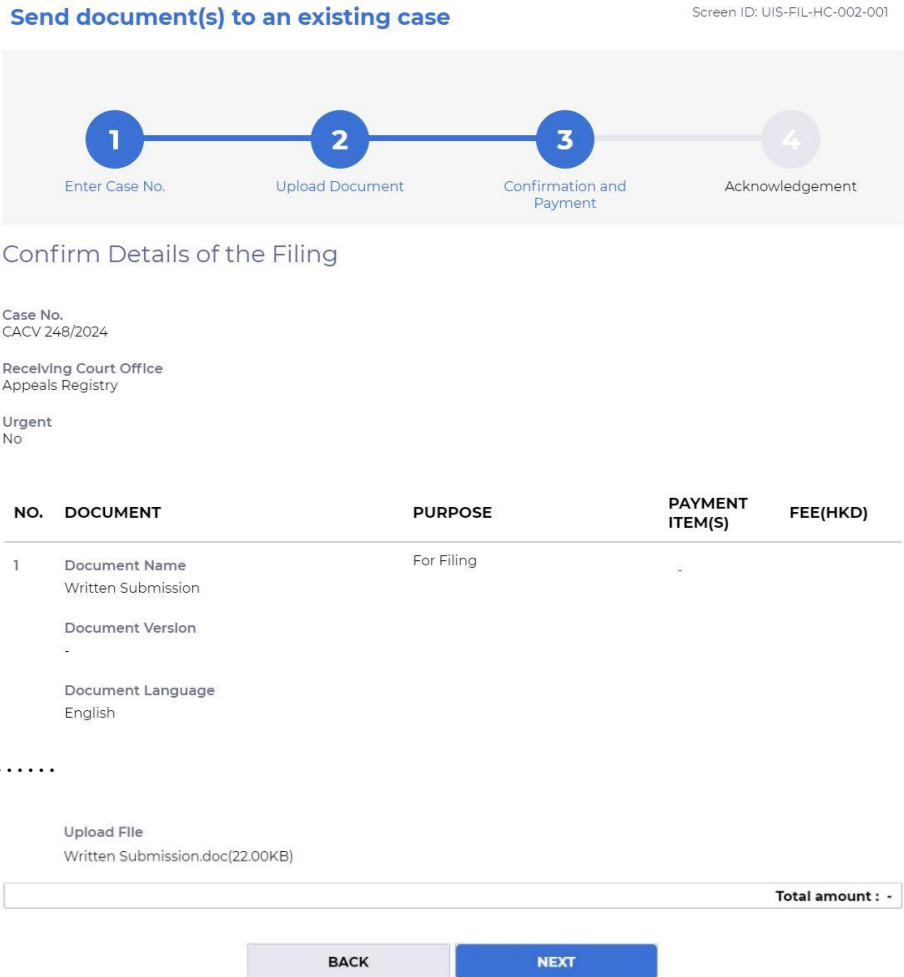
Item	Process	Relevant screenshots for reference																																												
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) of Hong Kong Bar Association.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code *      Login Name *</p> <p>Password *</p> <p><b>LOGIN</b></p> <p>Register an Account       Account Activation       Reset Password</p>																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “High Court”&gt;</p> <p>Click “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	<p>Home</p> <p>High Court</p> <p>Electronic Filing</p> <p>Send Document(s)</p> <p>Inspection of Document</p> <p>Bailiff Related Services</p> <p>Certification of Translation Service</p> <p>Other Electronic Services</p> <p>Make Electronic Payment</p> <p>Deposit Account Maintenance</p> <p>Update Your Profile</p> <p><b>Message Box</b></p> <p>Screen ID: EXT-MSG-00001</p> <p>All      Read      Unread</p> <table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>17:10</td><td>Appeals Registry (Clerk of ...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>16:01</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>[TRN:E206600022] New Electronic Submission Received</td><td>12:43</td><td>Court Registry, High Court</td><td>970KB</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>29/08/2024</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>Deposit Account/ Sub-account Topped Up</td><td>27/08/2024</td><td>Finance Section</td><td>482KB</td></tr><tr><td>[TRN:E2065006316] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2065006260] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2065006259] New Electronic Submission Received</td><td>27/08/2024</td><td>Court Registry, High Court</td><td>485KB</td></tr><tr><td>[TRN:E2063000239] New Electronic Submission Received</td><td>25/08/2024</td><td>Clerk of Court's Office (Civl...</td><td>489KB</td></tr><tr><td>[TRN:E2063000228] New Electronic Submission Received</td><td>25/08/2024</td><td>Clerk of Court's Office (Civl...</td><td>489KB</td></tr></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE #	[CACV 248/2024] Document(s) Filed/Lodged	17:10	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Court	484KB	[TRN:E206600022] New Electronic Submission Received	12:43	Court Registry, High Court	970KB	[CACV 248/2024] New Electronic Submission Received	29/08/2024	Appeals Registry, High Court	484KB	Deposit Account/ Sub-account Topped Up	27/08/2024	Finance Section	482KB	[TRN:E2065006316] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006260] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2065006259] New Electronic Submission Received	27/08/2024	Court Registry, High Court	485KB	[TRN:E2063000239] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB
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3.	<p><b><u>Select the required function</u></b></p> <p>Select “Send document(s) to an existing case” &gt;</p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” &gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Send Document(s)</b></p> <p>Screen ID: UIS-FIL-HC-001-001</p> <p><b>Note to Sender</b></p> <p><u>Electronic transactions with the e-Courts</u></p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of integrated Court Case Management System (“iCMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p>																																												

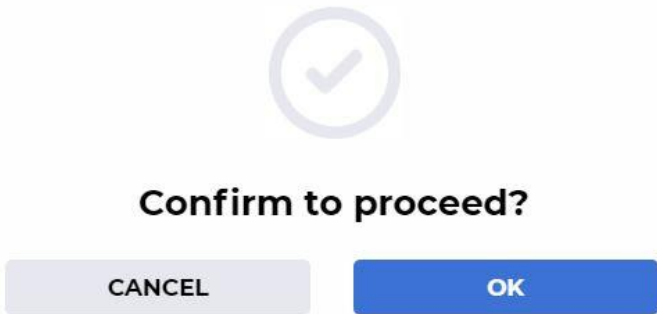
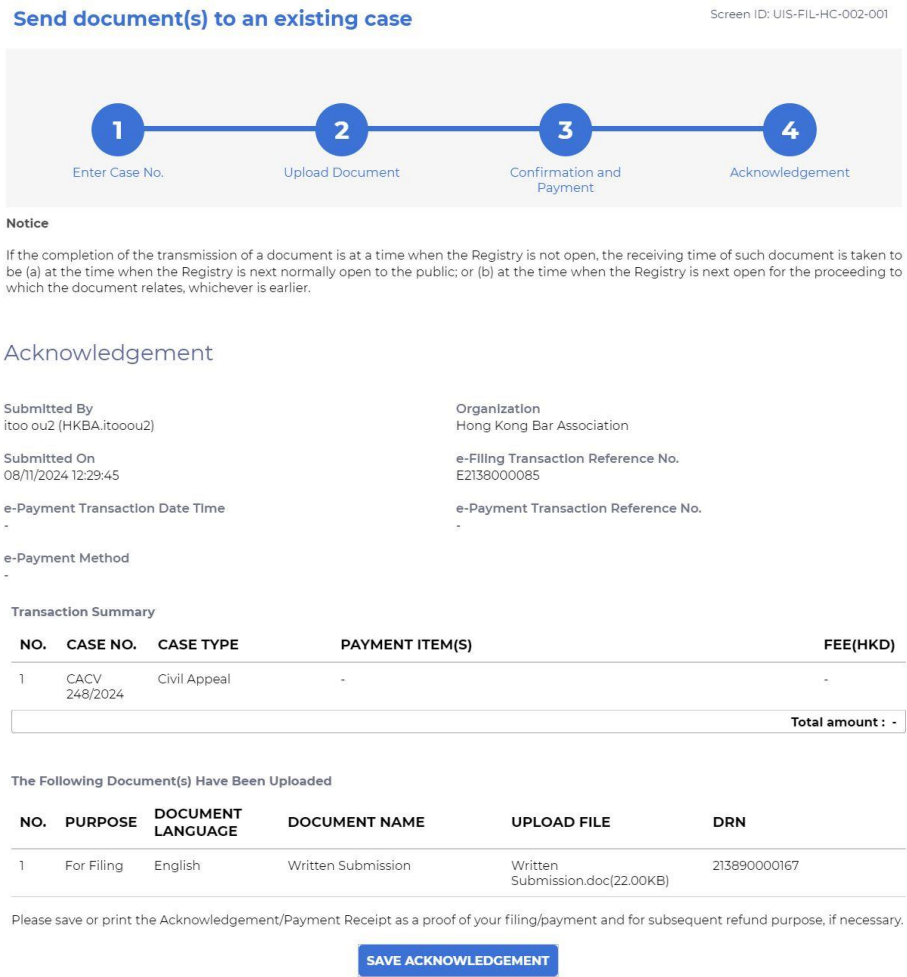
## Step-by-step guide – “Lodge specific documents by barrister”

Item	Process	Relevant screenshots for reference
		<p><u>Others</u></p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>
4.	<p><b><u>Enter case number</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Radio button “No” is pre-selected in “Related to taxation proceedings?”*.</p> <p>Radio button “No” is pre-selected in “Related to Application before Judge?”*. Please change it as appropriate.</p> <p>“Receiving Court Office*” is pre-selected by the system, you may also change it from the drop down menu as appropriate&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Step 1: Enter Case No.</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: UIS-FIL-HC-002-001</span></p>  <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p>Enter Case No.</p> <p>Case No. * ?</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Related to Application before Judge? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Receiving Court Office *</p> <p>--- Please Select ---</p> <p>BACK NEXT</p>

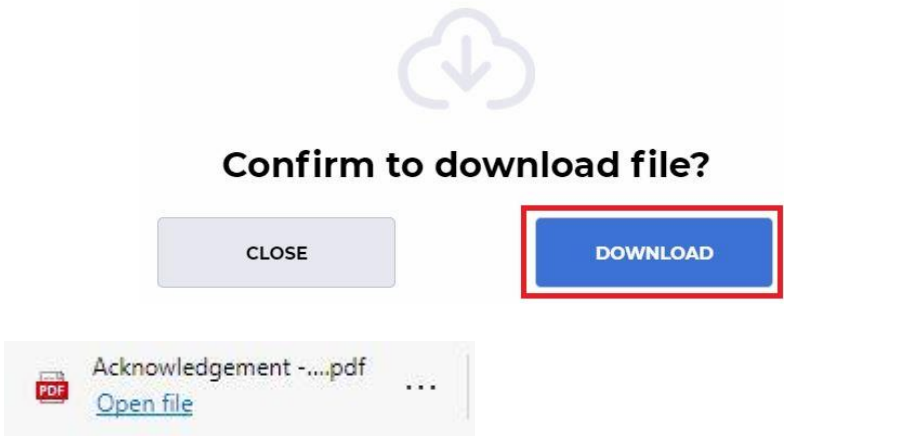
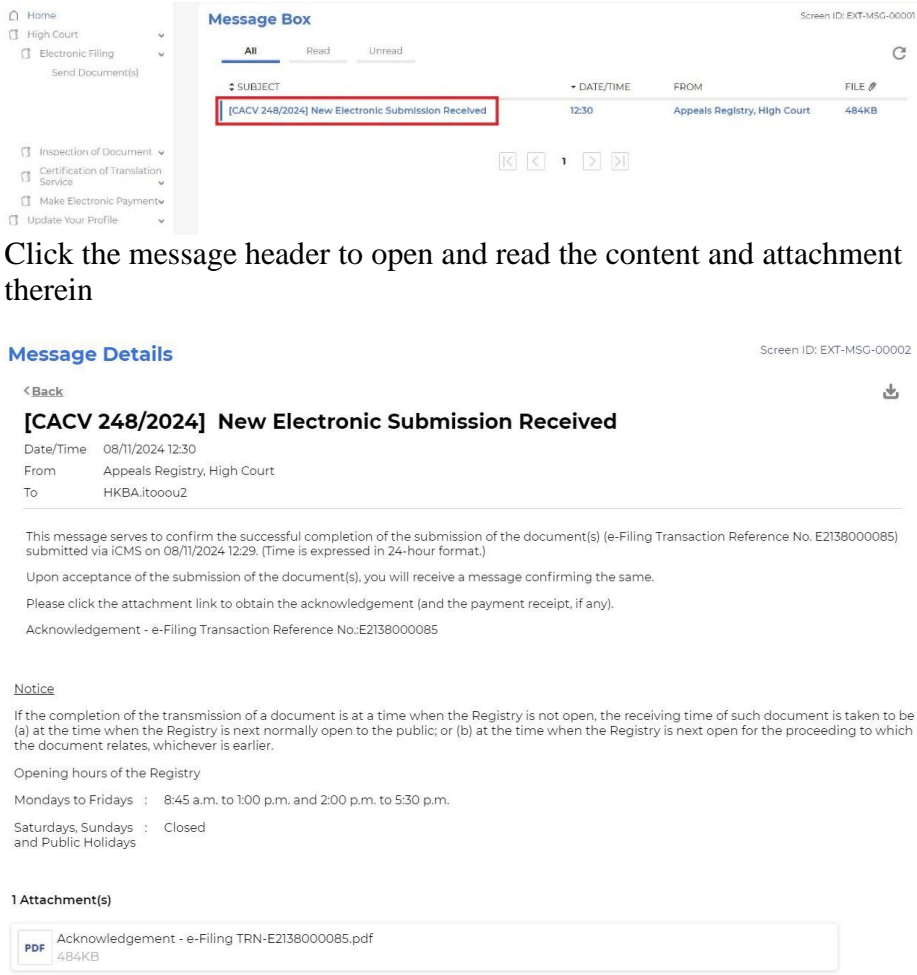
Item	Process	Relevant screenshots for reference						
5.	<p><b><u>Upload document</u></b></p> <p>Select document in “Document Name*”&gt;</p> <p>Select “PURPOSE*”&gt;</p> <p>If “For Hearing” is selected, input “Hearing Date” if available&gt;</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload” button&gt;</p> <p><i>[Note: Large size file should be uploaded to the Judiciary Cloud through the function menu before electronic filing. The file then can be retrieved for electronic filing in iCMS by clicking “Judiciary Cloud” instead of “Upload”. Please refer to step-by-step guide “Judiciary Cloud” for more information if necessary.]</i></p> <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	<p>Step 2: Upload Document</p> <p>Screen ID: UIS-FIL-HC-002-001</p> <p><b>Send document(s) to an existing case</b></p>  <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p><b>Upload Document</b></p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name *</p> <p>Written Submission</p> <p>Document Version</p> <p>Document Language *</p> <p>For ?</p> <p><input type="checkbox"/> APD1 Chan Lai Lai</p> <p><input type="checkbox"/> RPF1 Wu Fan Fan</p> <p>Against ?</p> <p><input type="checkbox"/> RPF1 Wu Fan Fan</p> <p><input type="checkbox"/> APD1 Chan Lai Lai</p> <p>Filed By ?</p> <p><input type="checkbox"/> Hong Kong Bar Association</p> </td> <td> <p>--- Please Select ---</p> </td> </tr> </tbody> </table> <p>Upload File * ?</p> <p><b>Upload</b> Judiciary Cloud</p> <p>Add Document</p> <p>BACK NEXT</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name *</p> <p>Written Submission</p> <p>Document Version</p> <p>Document Language *</p> <p>For ?</p> <p><input type="checkbox"/> APD1 Chan Lai Lai</p> <p><input type="checkbox"/> RPF1 Wu Fan Fan</p> <p>Against ?</p> <p><input type="checkbox"/> RPF1 Wu Fan Fan</p> <p><input type="checkbox"/> APD1 Chan Lai Lai</p> <p>Filed By ?</p> <p><input type="checkbox"/> Hong Kong Bar Association</p>	<p>--- Please Select ---</p>
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Item	Process	Relevant screenshots for reference
		
6.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>After the document is successfully uploaded, click “NEXT”&gt;</p>	

Item	Process	Relevant screenshots for reference
7.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices &gt;</p>	<p>A pop-up notice of opening hours of the listing offices</p> 
8.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “NEXT”&gt;</p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data&gt;</p>	<p>Step 3: Confirm Details of the Filing</p> 

Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	<p>Popup of “Confirm to proceed?”</p> 
9.	<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>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: UIS-FIL-HC-002-001</span></p> 



Item	Process	Relevant screenshots for reference
		
10.	<p><b><u>Acknowledgement message sent to the message box of OU</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 attachment therein</p>	<p>Message box with message header(s) appears on the landing page</p> 
11.	<p><b>Internal process by the Judiciary</b></p>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p>

Judiciary (version as at May 2025)