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.	Login user account	Organization User					
	By Organization User ("OU") of Hong Kong Bar Association. [Note: Please refer to relevant step-by-step guide	Screen ID: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Corganization Corganization Code Login Name *					
	<i>"Account Login and Logout" for more information if necessary.]</i>	Password * LOGIN Register an Account Account Activation Reset Password					
2.	Access e-Filing function	Home Message Box Screen ID: EXT-MSG-00001 High Court					
	Select court level, e.g. "High Court"> Click "Electronic Filing">	Betcronic Filing All Read Unread C Send Document(s) SUBJECT • DATE/TIME FROM FILE # Baliff Related Services CCV248/2024] Document(s) Filed/Lodged 17:10 Appeals Registry. (Clerk of - Christiation Services CACV 248/2024] Document(s) Filed/Lodged 17:10 Appeals Registry. High Court 484KB Christiation Services ITRNE2066000221] New Electronic Submission Received 16:01 Appeals Registry. High Court 4970KB Make Electronic Paymenty ICACV 248/2024] New Electronic Submission Received 12:43 Court Registry. High Court 484KB Court Appeals Registry. Augh Court ICACV 248/2024] New Electronic Submission Received 12:43 Court Registry. High Court 484KB Deposite Account ICACV 248/2024] New Electronic Submission Received 12:43 Court Registry. High Court 484KB					
	Select "Send Document(s)">	Imaintenance • Deposit Account/Sub-account Topped Up 27/08/2024 Finance Section 482KB I Update Your Profile • ITRNE2065006316] New Electronic Submission Received 27/08/2024 Court Registry, High Court 485KB ITRNE2065006260] New Electronic Submission Received 27/08/2024 Court Registry, High Court 485KB ITRNE2065006259] New Electronic Submission Received 27/08/2024 Court Registry, High Court 485KB ITRNE2065000239] New Electronic Submission Received 25/08/2024 Clerk of Court's Office (ClvIII 489KB ITRNE2065000228] New Electronic Submission Received 25/08/2024 Clerk of Court's Office (ClvIII 489KB					
3.	Select the required functionSelect "Send document(s) to an existing case" >Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." >Click "NEXT">	Screen ID: UIS-FIL-HC-001-001 Note to Sender Electronic transactions with the e-Courts 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. 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. 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.					

Item	Process	Relevant screenshots for reference				
4.	Enter case number	Others 21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. Send document(s) to an existing case I acknowledge that I have read and understood the Note to Sender above. NEXT Step 1: Enter Case No.				
	Input "Case No.*"> Radio button "No" is pre- selected in "Related to taxation proceedings?"*. Radio button "No" is pre- selected in "Related to Application before Judge?"*. Please change it as appropriate. "Receiving Court Office*" is pre-selected by the system, you may also change it from the drop down menu as appropriate> Click "NEXT">	Second locument(s) to an existing case Second locument locument Second locument Second locument locument Second lo				

Item	Process	Relevant screenshots for reference			
5.	Upload document	Step 2: Upload Document			
	Select document in "Document Name*">	Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001			
	Select "PURPOSE*">	1 2 3 4			
	If "For Hearing" is selected, input "Hearing Date" if available>	Enter Case No. Upload Document Confirmation and Payment Acknowledgement			
	Select language in "Document Language*" >	- Field with (*) is required information Upload Document			
	Tick the checkboxes under "For*" /and "Against">	Case No. CACV 248/2024 Receiving Court Office Appeals Registry			
	Click "Upload" button>	Urgent			
	[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.] Click "BROWSE FILES" and select document>	NO. DOCUMENT PURPOSE* 1 Document Name * Written Submission •••• Please Select ••• Document Version Occument Language * ••• Please Select ••• For ?? • APD1 Chan Lai Lai • RPFI Wu Fan Fan • APD1 Chan Lai Lai • RPFI Wu Fan Fan • APD1 Chan Lai Lai • RIEd By ?? • Hong Kong Bar Association			
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-	Upload File * ? Upload Judiciary Cloud Add Document			
	step guide "Upload document using 'drag and drop' feature" for more information.]	BACK NEXT			

Item	Process	Relevant screenshots for reference				
		Drag and drop file here				
		or				
		BROWSE FILES				
		Uploaded Documents Document Name Type Size (0 B)				
		No Document Uploaded.				
		CLOSE OK				
6.	Preview uploaded					
0.	document					
	Document name is displayed	Drag and drop file here				
	Document name is displayed under "Uploaded Documents"	or				
		BROWSE FILES				
	Click "Preview" to view the image of the document> Click "OK" if the uploaded					
		Union de d. De sums antes				
		Uploaded Documents Document Name Type Size (22.0 KB)				
	document is in order>	Written Submission.doc doc 22.0 KB Preview Delete				
	Or, click "Delete" if the	CLOSE OK				
	uploaded document is not in					
	order>					
	After the document is					
	successfully uploaded, click "NEXT">	Filed By 😨				
		Upload File • 🥎				
		Written Submission.doc(22.00KB) <u>Reset</u> Add Document				
		BACK NEXT				

Item	Process	Relevant screenshots for reference				
7.	Notice of opening hours of	A pop-up notice of opening hours of the listing offices				
	the listing offices					
	Click "OK" in the pop-up	Notice				
	notice of opening hours of					
	the listing offices >	If the document(s) electronically submitted for filing is/ are required to be handled by the listing office, it/ they will be handled only during their opening hours or on the next working day, whichever is earlier.				
		he opening hours of the listing offices are as fo	ollows:			
		Section Listing office ope	ning hours (Monday to Friday)			
		High Court Registry 10:15 a.m. to 1:00 p.m. & 2:00 p.m. to 3:00 p.m.				
		Clerk of Court's Office 10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.				
		Confirm to proceed?				
		CANCEL	ок			
8.	Confirm details of the	Step 3: Confirm Details of the Filing				
	filing	Step of Commin Details of the Timig				
		Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001				
	If filing details are in order,					
	click "NEXT">					
	Or, if filing details are not in					
	order, click "BACK" to	Enter Case No. Upload Document Confirmation and Acknowledgement Payment				
	return to the previous steps	Confirm Details of the Filing				
	to rectify any of the inputted					
	data>	Case No. CACV 248/2024				
		Receiving Court Office Appeals Registry				
		gent				
		NO. DOCUMENT PURPO	DSE PAYMENT FEE(HKD) ITEM(S)			
		Document Name For Filin Written Submission	a -			
		Document Version				
		-				
		Document Language English				
		Upload File Written Submission.doc(22.00KB)				
		The submission cost concerned	Total amount : -			
		ВАСК	NEXT			

Item	Process	Relevant screenshots for reference					
Item	Click "OK" to "Confirm to	Popup of "Confirm to proceed?"					
	proceed?">	ropup or committo proceed:					
	proceed.						
		Confirm to proceed?					
		CANCEL OK					
0	A alm and a am ant	Stan 4. Asknowledgement					
9.	<u>Acknowledgement</u>	Step 4: Acknowledgement					
	Click "SAVE	Send document(s) to an existing case Screen ID: UIS-FIL-H	HC-002-001				
	ACKNOWLEDGEMENT">						
	Click "DOWNLOAD" in						
	the popup of "Confirm to	Enter Case No. Upload Document Confirmation and Acknowledger	nent				
	download file?">	Payment					
		Notice If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such documer	nt is taken to				
	Click "Open file" to retrieve	be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the pr which the document relates, whichever is earlier.					
	the Acknowledgement>						
		Acknowledgement					
		Submitted By Organization					
		itoo ou2 (HKBA.itooou2) Hong Kong Bar Association					
		Submitted On e-Filing Transaction Reference No. 08/11/2024 12:29:45 E2138000085					
		e-Payment Transaction Date Time e-Payment Transaction Reference No.					
		e-Payment Method					
		- Transaction Summary					
			FEE(HKD)				
		1 CACV Civil Appeal -					
		248/2024 Total	amount : -				
		The Following Document(s) Have Been Uploaded					
		NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN					
		1 For Filing English Written Submission Written 213890000167 Submission.doc(22.00KB)					
		Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose,	if necessary.				
		SAVE ACKNOWLEDGEMENT					

Item	Process	Relevant screenshots for reference				
		Confirm to download file?				
		Acknowledgementpdf Open file				
10.	Acknowledgement message sent to the message box of OU Click "Home"> Access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page				
11.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary				

Item	Process	Relevant screenshots for reference				
12.	Confirmation message sent	Message box with message header(s) appears on the landing page				
	to the message box of OU				: EXT-MSG-00001	
	Login and access Message Box>	All Read Unread			C	
	DOX>	\$ SUBJECT	- DATE/TIME	FROM	FILE Ø	
		[CACV 248/2024] Document(s) Filed/Lodged	12:33	Appeals Registry (Clerk of C		
		[CACV 248/2024] New Electronic Submission Received	12:30	Appeals Registry, High Court	484KB	
		Message Details <back [CACV 248/2024] Document(s) Filed,</back 	/Lodged	Screen ID	: EXT-MSG-00002	
	Click the message header to	Date/Time 08/11/2024 12:33 From Appeals Registry (Clerk of Court's Office), High Court				
	open and read the content	To HKBA.itooou2				
	therein	This message serves to confirm the acceptance of the submission submitted via iCMS on 08/11/2024 12:29. (Time is expressed in 24-h - Written Submission, 書面陳詞 - DRN:213890000167 If the document requires determination or approval from the Cou	our format.)		E2138000085)	

Internal process by the Judiciary