
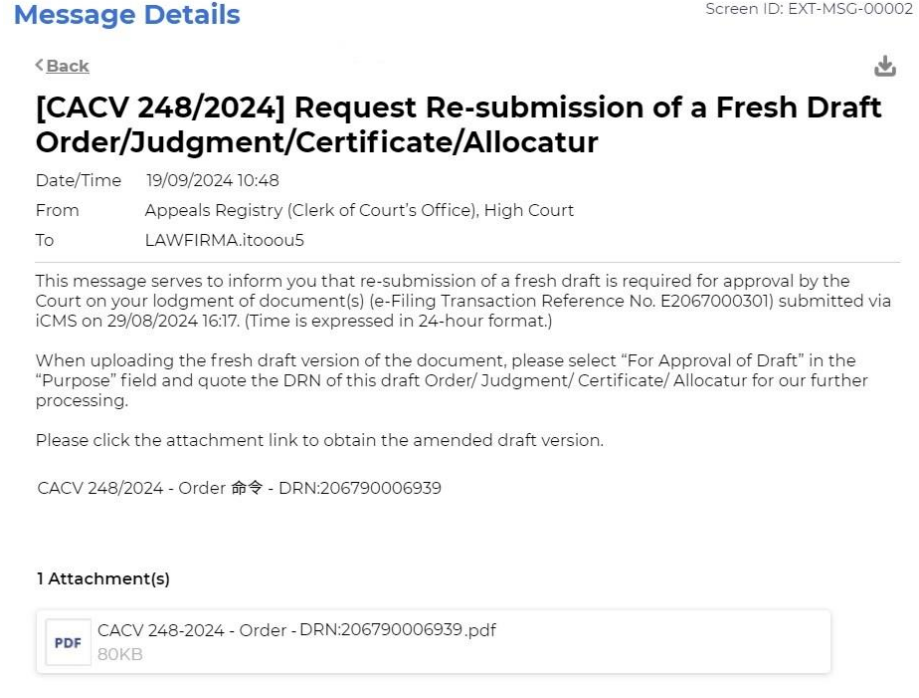
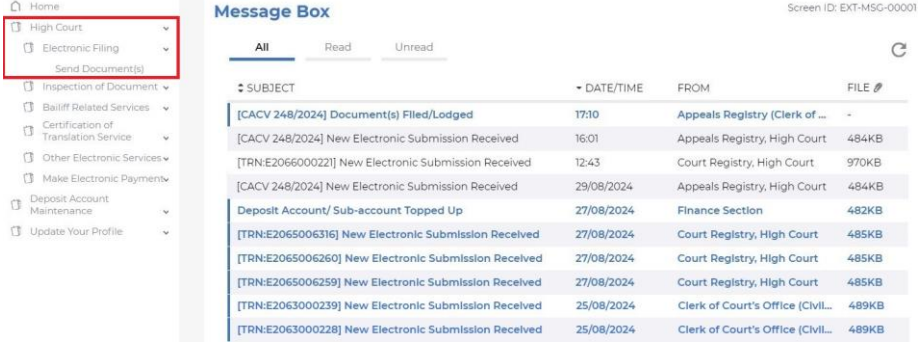


Resubmit Order / Judgment for approval

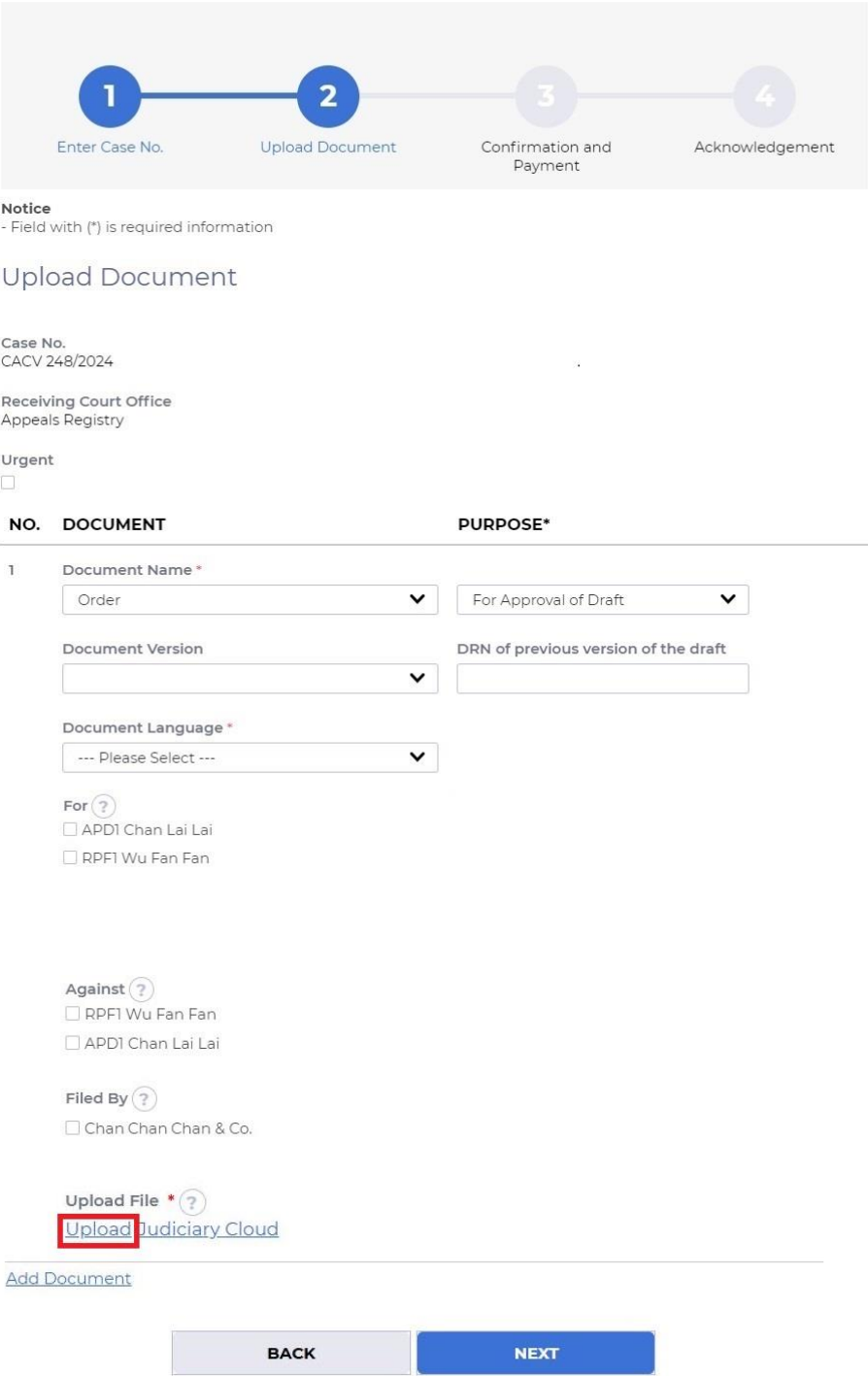
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

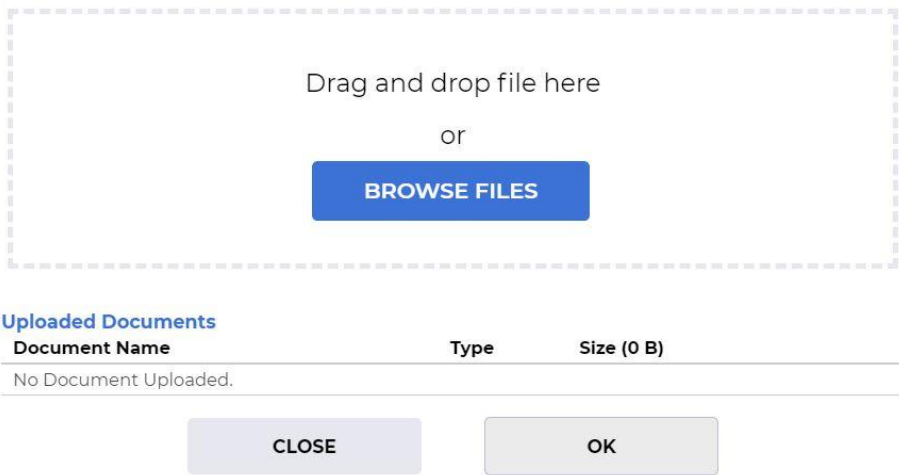
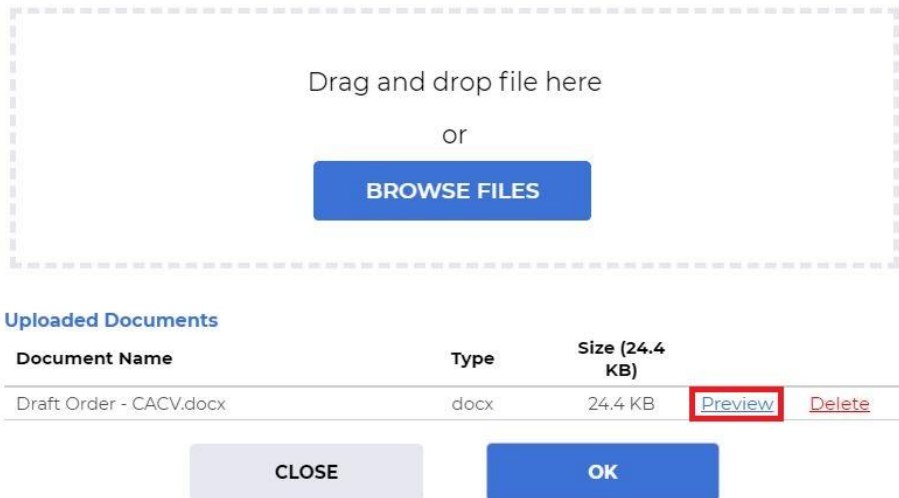
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account 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>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</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>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”) ▼</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>

Item	Process	Relevant screenshots for reference
2.	<p><u>Draft order to be re-drafted and re-submitted for approval message sent to the message box of OU/IU as appropriate</u></p> <p>Access Message Box></p> <p>Click the message header to open and read the content and attachement therein</p> <p><i>[Note: Message is sent by court after vetting that draft Order/Judgment submitted for approval requires re-draft and re-submission.]</i></p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachement therein</p> <p>Message Details</p> 
3.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	


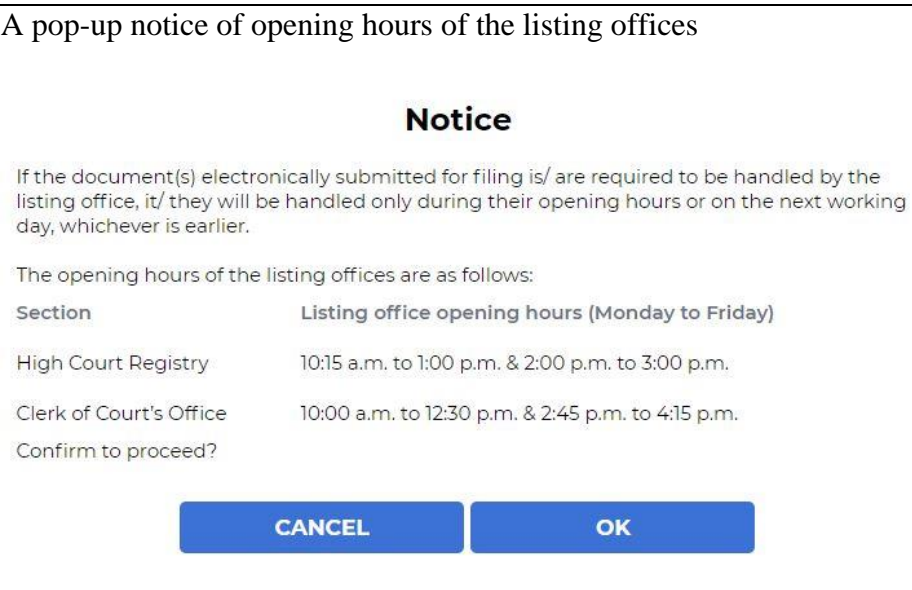
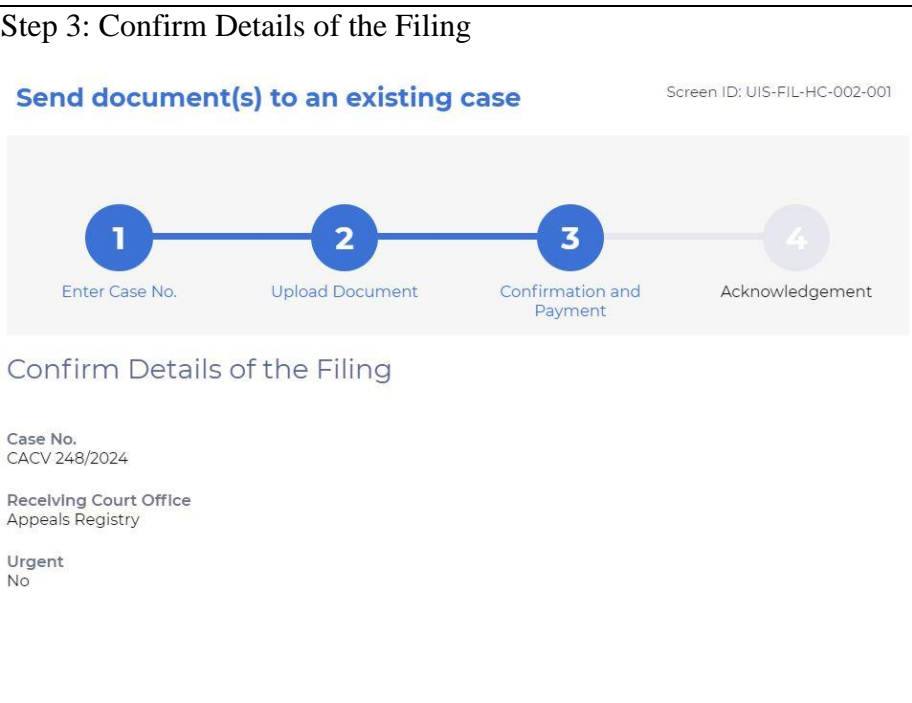
Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
4.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case”></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”></p> <p>Click “NEXT”></p>	<p>Send Document(s) Screen ID: UIS-FIL-HC-001-001</p> <p>Note to Sender</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> <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>
5.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></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></p> <p>Click “NEXT”></p>	<p>Step 1: Enter Case No.</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - 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>

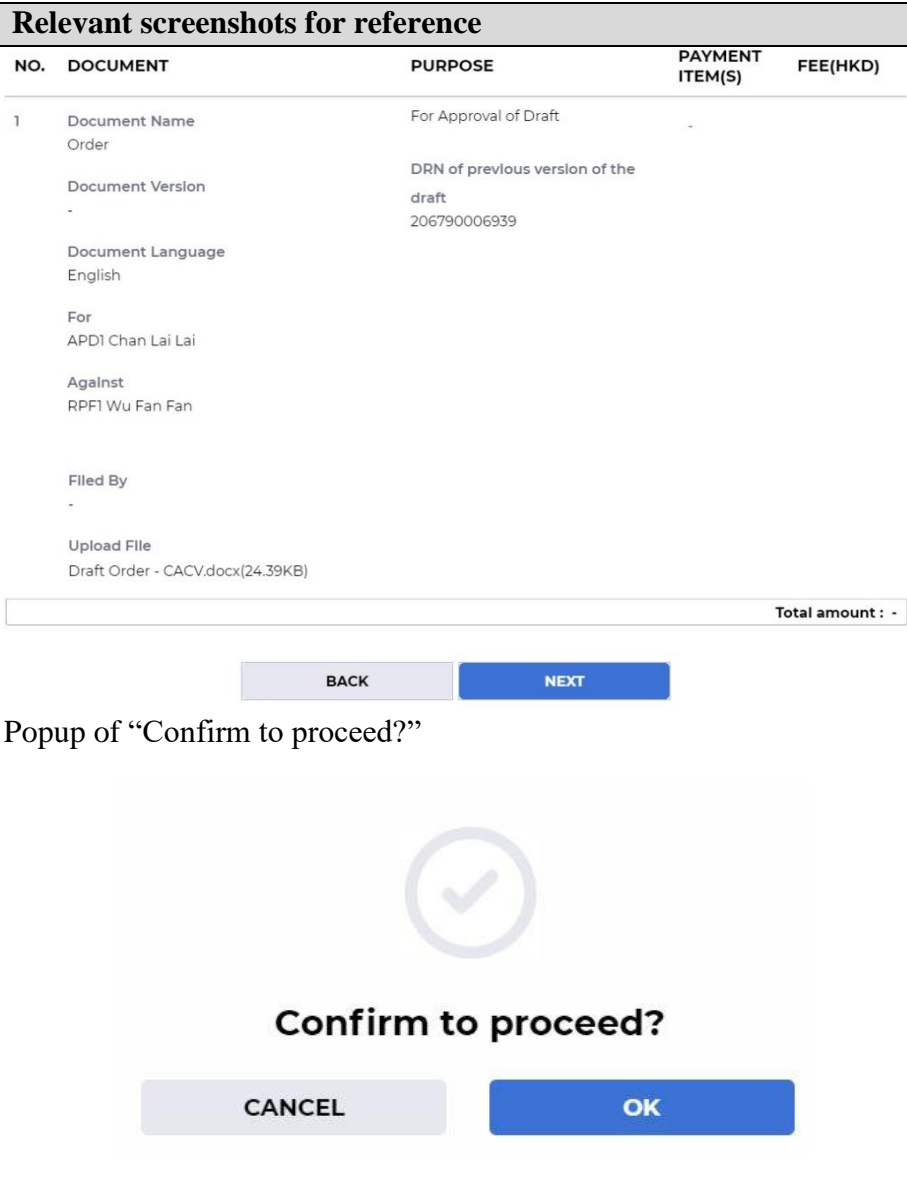
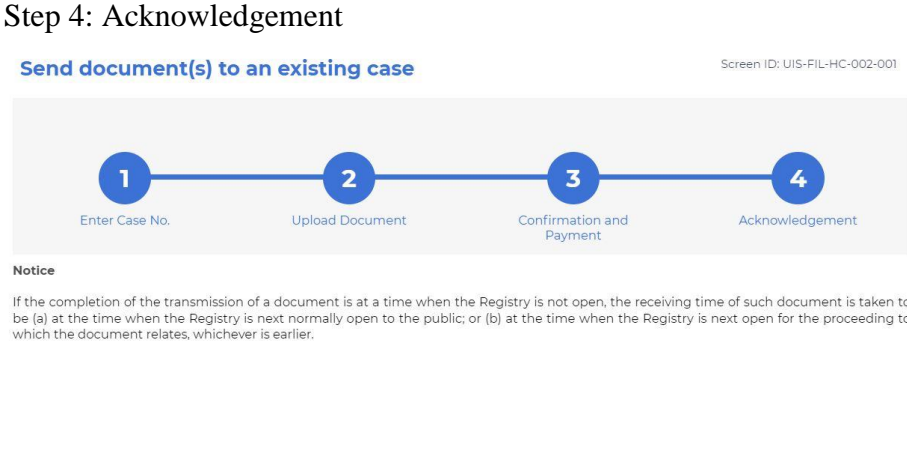
Item	Process	Relevant screenshots for reference
6.	<p><u>Upload document</u></p> <p>Select “Order”/“Judgment” in “Document Name*”></p> <p>Select “For Approval of Draft” in “PURPOSE*”></p> <p>Input “DRN of previous version of the draft”></p> <p><i>[Note: DRN of previous version of the draft can be found at the attachment to the message sent by the Court.]</i></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></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>Step 2: Upload Document</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> 

Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select document></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>	
7.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”.</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>....</p> <p>After the document is successfully uploaded, click “NEXT”></p>	

Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
		
8.	<p><u>Notice of opening hours of the listing offices</u></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices></p>	<p>A pop-up notice of opening hours of the listing offices</p> 
9.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click NEXT”></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></p>	<p>Step 3: Confirm Details of the Filing</p> 

Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to “Confirm to proceed?”></p>	 <p>Popup of “Confirm to proceed?”</p>
10.	<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>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p>  <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to 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 proceeding to which the document relates, whichever is earlier.</p>

Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference																																								
		<div><div>Acknowledgement</div><div><div><div>Submitted By Ms. Wong Tai Lick (LAWFIRMA.itoouu5)</div><div>Submitted On 19/09/2024 17:12:02</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Method -</div></div><div><div>Organization Chan Chan Chan & Co.</div><div>e-Filing Transaction Reference No. E2088000146</div><div>e-Payment Transaction Reference No. -</div></div></div><div><div>Transaction Summary</div><table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>CACV 248/2024</td><td>Civil Appeal</td><td>-</td><td>-</td></tr></tbody></table><div>Total amount : -</div></div><div><div>The Following Document(s) Have Been Uploaded</div><table><thead><tr><th>NO.</th><th>PURPOSE</th><th>DOCUMENT LANGUAGE</th><th>DOCUMENT NAME</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>For Approval of Draft</td><td>English</td><td>Order</td><td>Draft Order - CACV.docx(24.39KB)</td><td>208890000363</td></tr></tbody></table><div>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</div><div>SAVE ACKNOWLEDGEMENT</div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div><div><div>Acknowledgement -pdf</div><div>Open file</div></div></div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	CACV 248/2024	Civil Appeal	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Approval of Draft	English	Order	Draft Order - CACV.docx(24.39KB)	208890000363																		
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11.	<div><div><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></div><div>Click “Home”></div><div>Access Message Box></div><div>Click the message header to open and read the content and attachment therein</div></div>	<div><div>Message box with message header(s) appears on the landing page</div><div><div><div>Home</div><div>High Court</div><div>Electronic Filing</div><div>Send Document(s)</div><div>Inspection of Document</div><div>Bailiff Related Services</div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Make Electronic Payment</div><div>Deposit Account Maintenance</div></div><div><div>Message Box</div><div>AllReadUnread</div><table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>17:12</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>[TRN:E2088000135] New Electronic Submission Received</td><td>17:08</td><td>Court Registry, High Court</td><td>966KB</td></tr><tr><td>[CACV 248/2024] Request for Payment</td><td>17:08</td><td>Appeals Registry (Clerk of Court...</td><td>897KB</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>17:01</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>[CACV 248/2024] Approval for application of transcript given by the Co...</td><td>17/09/2024</td><td>Appeals Registry (Clerk of Court's...</td><td>26KB</td></tr><tr><td>[CACV 248/2024] Refund application being processed</td><td>17/09/2024</td><td>Accounts Office, High Court</td><td>-</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>17/09/2024</td><td>Appeals Registry (Clerk of Court's ...</td><td>-</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>17/09/2024</td><td>Appeals Registry (Clerk of Court's...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>17/09/2024</td><td>Appeals Registry, High Court</td><td>484KB</td></tr></tbody></table></div></div></div> <div>Click the message header to open and read the content and attachment therein</div>	SUBJECT	DATE/TIME	FROM	FILE #	[CACV 248/2024] New Electronic Submission Received	17:12	Appeals Registry, High Court	484KB	[TRN:E2088000135] New Electronic Submission Received	17:08	Court Registry, High Court	966KB	[CACV 248/2024] Request for Payment	17:08	Appeals Registry (Clerk of Court...	897KB	[CACV 248/2024] New Electronic Submission Received	17:01	Appeals Registry, High Court	484KB	[CACV 248/2024] Approval for application of transcript given by the Co...	17/09/2024	Appeals Registry (Clerk of Court's...	26KB	[CACV 248/2024] Refund application being processed	17/09/2024	Accounts Office, High Court	-	[CACV 248/2024] Document(s) Filed/Lodged	17/09/2024	Appeals Registry (Clerk of Court's ...	-	[CACV 248/2024] Document(s) Filed/Lodged	17/09/2024	Appeals Registry (Clerk of Court's...	-	[CACV 248/2024] New Electronic Submission Received	17/09/2024	Appeals Registry, High Court	484KB
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Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div><div>Screen ID: EXT-MSG-00002</div><div><div>< Back</div><div>Download</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div><div>Date/Time19/09/2024 17:12</div><div><div>FromAppeals Registry, High Court</div><div>ToLAWFIRMA,itoouu5</div></div></div><div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2088000146) submitted via iCMS on 19/09/2024 17:12. (Time is expressed in 24-hour format.)</div><div>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</div><div>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</div><div>Acknowledgement - e-Filing Transaction Reference No:E2088000146</div><div>Notice</div><div>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to 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 proceeding to which the document relates, whichever is earlier.</div><div>Opening hours of the Registry</div><div><div>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</div><div>Saturdays, Sundays : Closed and Public Holidays</div></div><div>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2088000146.pdf</div><div>484KB</div></div></div></div></div></div>
12.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary
13.	<div><div>Confirmation message sent to the message box of OU/ IU as appropriate</div><div>Login and access Message Box></div><div>Click the message header to open and read the content therein</div></div>	<div><div>Message box with message header(s) appears on the landing page</div><div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>AllReadUnread</div><div>Refresh</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>09:48</div><div>Appeals Registry (Cle...</div><div>-</div></div><div><div>Deposit Account/ Sub-account Topped Up</div><div>09:03</div><div>Finance Section</div><div>-</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>09:00</div><div>Appeals Registry (Cle...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Rec...</div><div>19/09/2024</div><div>Appeals Registry, High...</div><div>484KB</div></div><div><div>[TRN:E2088000135] New Electronic Submission ...</div><div>19/09/2024</div><div>Court Registry, High ...</div><div>966KB</div></div><div><div>[CACV 248/2024] Request for Payment</div><div>19/09/2024</div><div>Appeals Registry (Cler...</div><div>897KB</div></div><div><div>[CACV 248/2024] New Electronic Submission Re...</div><div>19/09/2024</div><div>Appeals Registry, Hig...</div><div>484KB</div></div><div><div>[CACV 248/2024] Approval for application of trans...</div><div>17/09/2024</div><div>Appeals Registry (Cler...</div><div>26KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>17/09/2024</div><div>Appeals Registry (Cler...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Rec...</div><div>17/09/2024</div><div>Appeals Registry, High...</div><div>484KB</div></div></div></div></div> <div>Click the message header to open and read the content therein</div>

Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div>< Back</div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>Date/Time 20/09/2024 09:48</div><div>From Appeals Registry (Clerk of Court's Office), High Court</div><div>To LAWFIRMA.itoouu5</div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2088000146) submitted via iCMS on 19/09/2024 17:12. (Time is expressed in 24-hour format.)</div><div>- Order relating to Order (see folio DF1) 命令 - DRN:208890000363</div><div>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</div></div>
14.	Internal process by the Judiciary	<div>Sender will receive message in iCMS message box after approval on the draft</div> <div>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</div>
15.	<div><div>Draft approved message sent to the message box of OU/ IU as appropriate</div><div>Login and access Message Box></div><div>Click the message header to open and read the content and attachment therein</div></div>	<div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Draft Order/Judgment/Certificate/...</div><div>10:13</div><div>Appeals Registry (Clerk ...</div><div>99KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>09:48</div><div>Appeals Registry (Clerk ...</div><div>-</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>09:03</div><div>Appeals Registry (Clerk ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Recel...</div><div>09:00</div><div>Appeals Registry (Clerk ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>19/09/2024</div><div>Appeals Registry, High C...</div><div>484KB</div></div><div><div>[TRN:E2088000135] New Electronic Submission Rec...</div><div>19/09/2024</div><div>Court Registry, High Co...</div><div>966KB</div></div><div><div>[CACV 248/2024] Request for Payment</div><div>19/09/2024</div><div>Appeals Registry (Clerk ...</div><div>897KB</div></div><div><div>[CACV 248/2024] New Electronic Submission Recel...</div><div>19/09/2024</div><div>Appeals Registry, High ...</div><div>484KB</div></div><div><div>[CACV 248/2024] Approval for application of transcrip...</div><div>17/09/2024</div><div>Appeals Registry (Clerk ...</div><div>26KB</div></div></div> <div>Click the message header to open and read the content and attachment therein</div>

Step-by-step guide– “Resubmit Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div><div>< Back</div><div>Download</div></div><div><div>[CACV 248/2024] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</div><div><div>Date/Time20/09/2024 10:13</div><div><div>FromAppeals Registry (Clerk of Court's Office), High Court</div><div>ToLAWFIRMA.itooou5</div></div></div></div><div><div>This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2088000146) submitted via iCMS on 19/09/2024 17:12 has/ have been approved by the Court. (Time is expressed in 24-hour format.)</div><div>Approved draft was attached. When uploading the faired version of the document, please select "For Sealing" in the "Purpose" field and quote the DRN of this approved draft for our further processing.</div><div>Please click the attachment link to obtain the approved draft.</div><div>CACV 248/2024 - Order relating to Order (see folio DF1) 命令 - DRN:208890000363</div></div><div><div>1 Attachment(s)</div><div><div>PDF</div><div>CACV 248-2024 - Order relating to Order (see folio DF1) - DRN-208890000363.pdf</div><div>99KB</div></div></div></div></div>

Internal process by the Judiciary