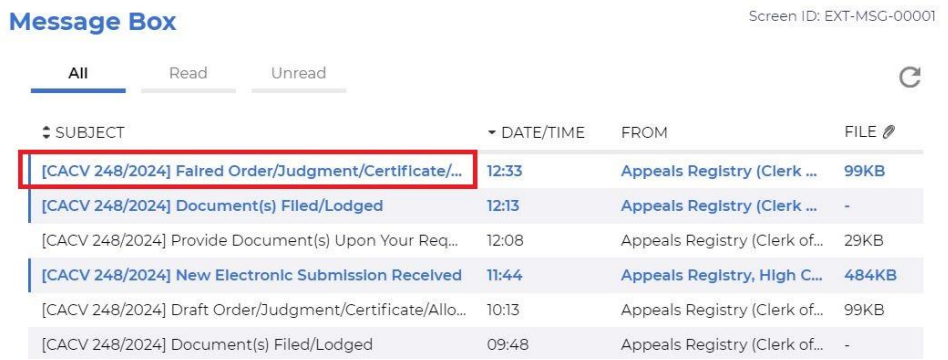
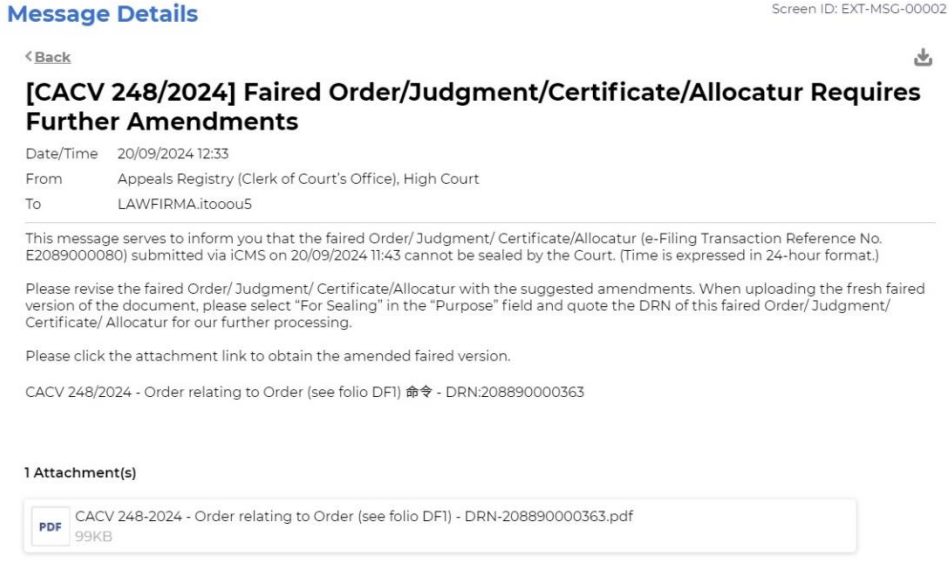
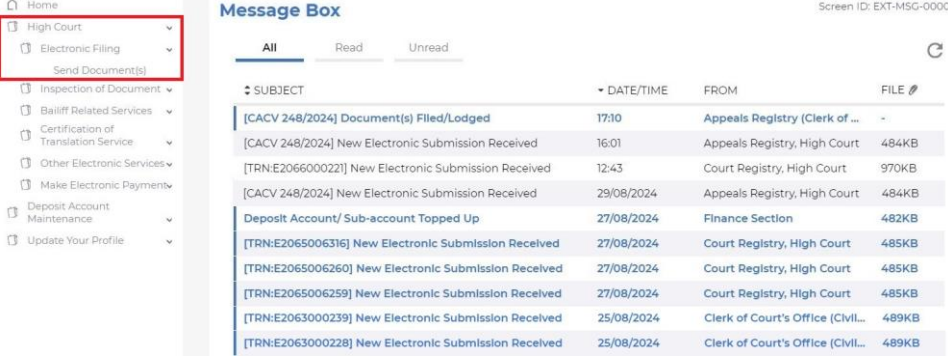


## Resubmit Faired Order / Judgment for sealing

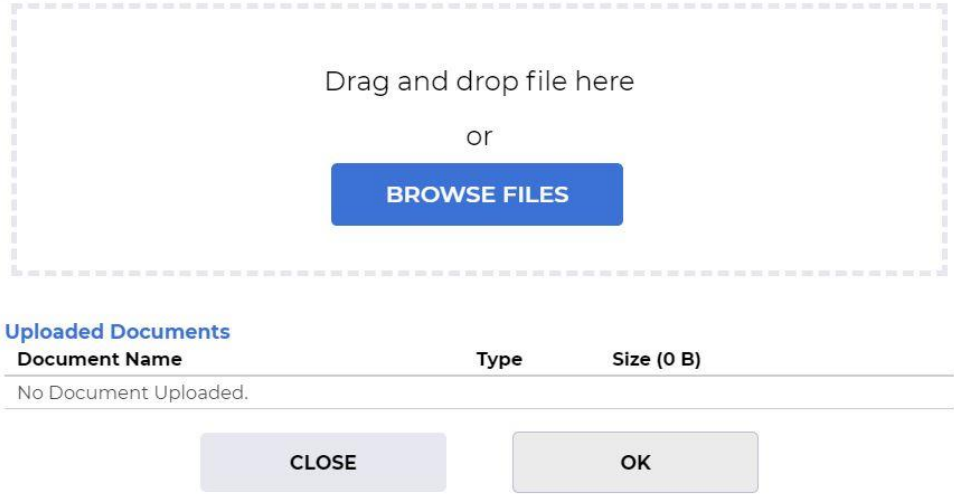
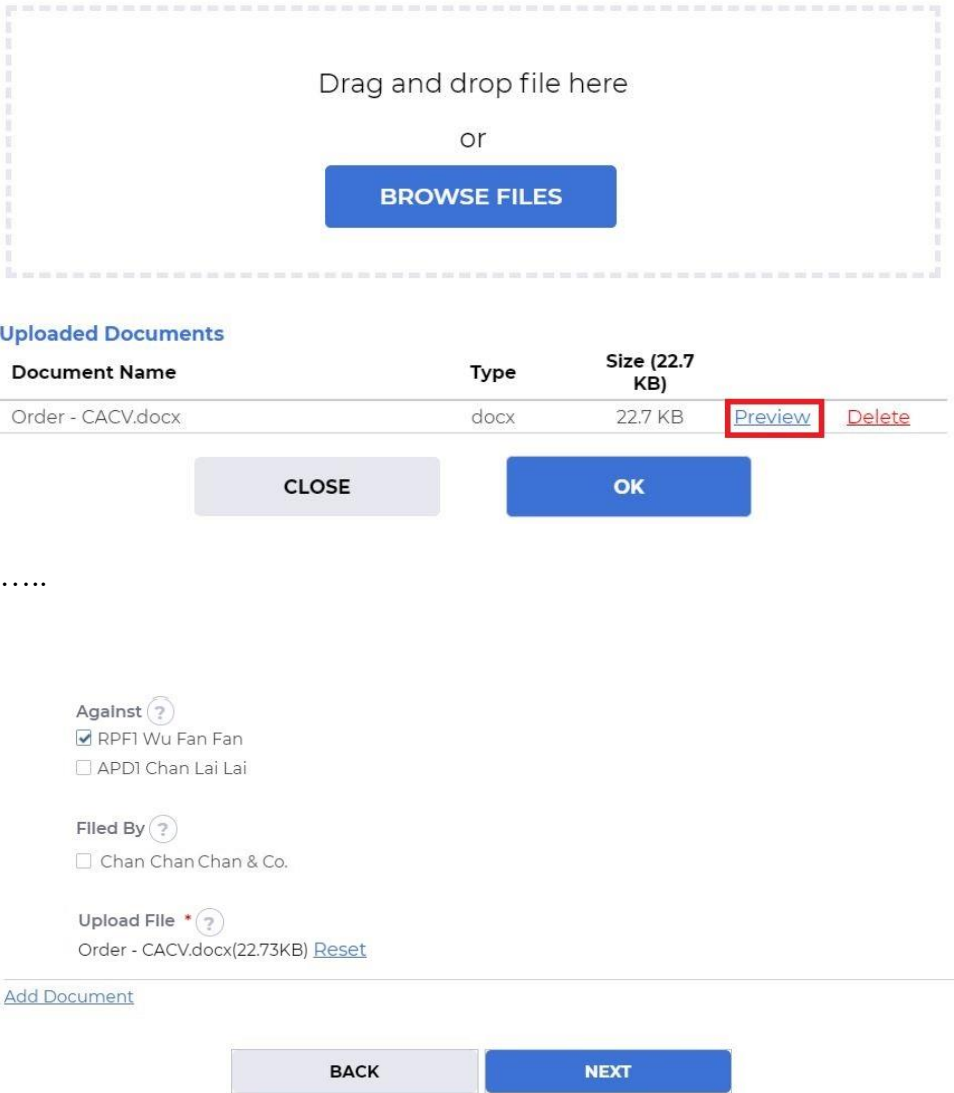
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now 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”) 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><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> <p>Individual 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 Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p><b>LOGIN</b></p> <p>Register an Account   Account Activation   Reset Password</p>

Item	Process	Relevant screenshots for reference
2.	<p><b><u>Faired order requires further amendments message sent to the message box of OU/IU as appropriate</u></b></p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein</p> <p><i>[Note: Message is sent by the Court after vetting that faired Order/Judgement submitted for sealing requires further amendments.]</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 attachment therein</p> 
3.	<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>	

Item	Process	Relevant screenshots for reference
4.	<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> <span style="float: right;">Screen ID: UIS-FIL-HC-001-001</span></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> <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><b>NEXT</b></p>
5.	<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><b>Step 1: Enter Case No.</b></p> <p><b>Send document(s) to an existing case</b> <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><b>Enter Case No.</b></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><b>BACK</b> <b>NEXT</b></p>

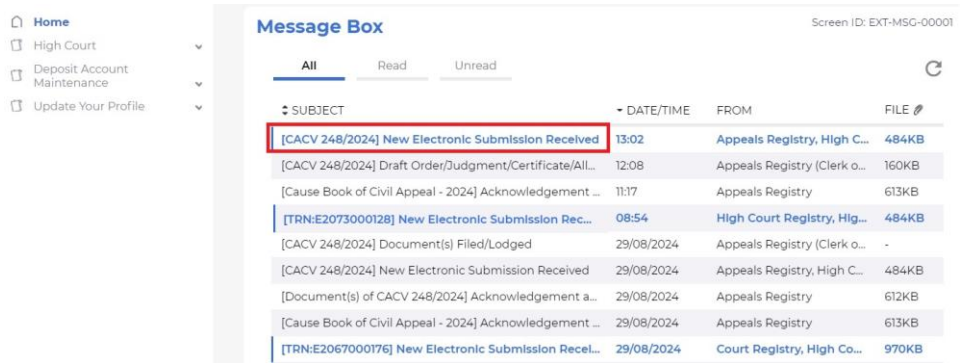
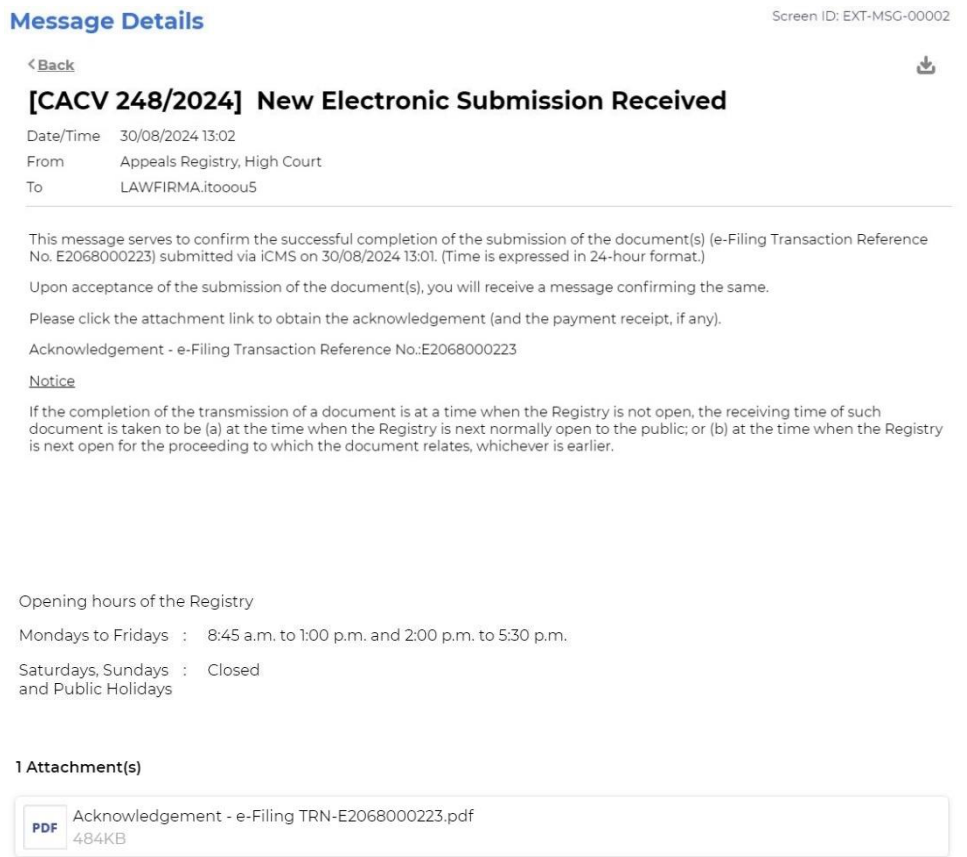
Item	Process	Relevant screenshots for reference						
6.	<p><b><u>Upload document</u></b></p> <p>Select “Order” / “Judgment” in “Document Name*”&gt;</p> <p>Select “For Sealing” in “PURPOSE*”&gt;</p> <p>Input “DRN of approved draft*”&gt;</p> <p><i>[Note: DRN of approved draft can be found in the draft approved by the Court.]</i></p> <p>Select language in “Document Language*”&gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&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>Step 2: Upload Document</p> <p><b>Send document(s) to an existing case</b> <span>Screen ID: UIS-FIL-HC-002-001</span></p> <p><b>Notice</b> - Field with (*) is required information</p> <p>Upload Document</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>Order</p> <p>Document Version</p> <p>Document Language *</p> <p>--- Please Select ---</p> </td><td> <p>For Sealing</p> <p>DRN of approved draft *</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"/> Chan Chan Chan &amp; Co.</p> <p>Upload File * ?</p> <p><b>Upload Judiciary Cloud</b></p> </td></tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name *</p> <p>Order</p> <p>Document Version</p> <p>Document Language *</p> <p>--- Please Select ---</p>	<p>For Sealing</p> <p>DRN of approved draft *</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"/> Chan Chan Chan &amp; Co.</p> <p>Upload File * ?</p> <p><b>Upload Judiciary Cloud</b></p>
NO.	DOCUMENT	PURPOSE*						
1	<p>Document Name *</p> <p>Order</p> <p>Document Version</p> <p>Document Language *</p> <p>--- Please Select ---</p>	<p>For Sealing</p> <p>DRN of approved draft *</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"/> Chan Chan Chan &amp; Co.</p> <p>Upload File * ?</p> <p><b>Upload Judiciary Cloud</b></p>						

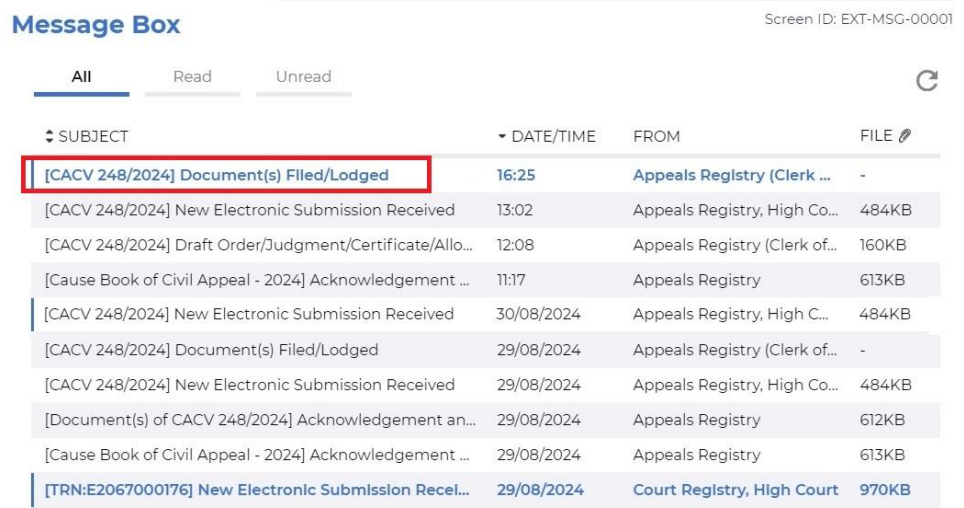

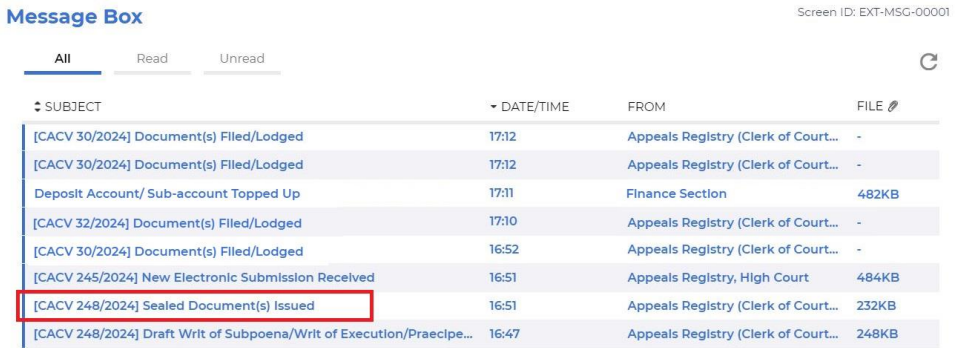
Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	
7.	<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>.....</p> <p>After the document is successfully uploaded, click “NEXT”&gt;</p>	

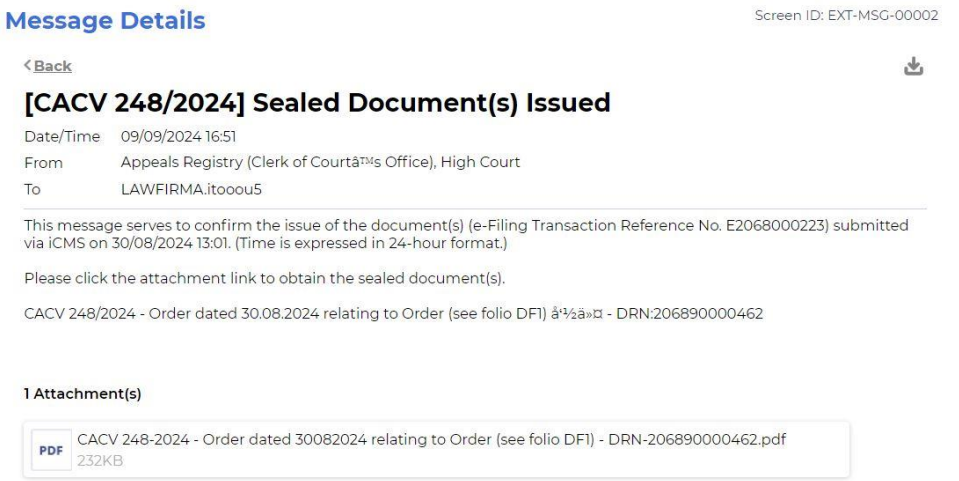
Item	Process	Relevant screenshots for reference						
8.	<p><b><u>Notice of opening hours of the listing offices</u></b></p> <p>Click “OK” in the pop-up notice of opening hours of the listing offices&gt;</p>	<div><p><b>Notice</b></p><p>If the document(s) electronically submitted for filing is/ are required 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.</p><p>The opening hours of the listing offices are as follows:</p><table><thead><tr><th>Section</th><th>Listing office opening hours (Monday to Friday)</th></tr></thead><tbody><tr><td>High Court Registry</td><td>10:15 a.m. to 1:00 p.m. &amp; 2:00 p.m. to 3:00 p.m.</td></tr><tr><td>Clerk of Court’s Office</td><td>10:00 a.m. to 12:30 p.m. &amp; 2:45 p.m. to 4:15 p.m.</td></tr></tbody></table><p>Confirm to proceed?</p><div><div>CANCEL</div><div>OK</div></div></div>	Section	Listing office opening 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.
Section	Listing office opening 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.							



Item	Process	Relevant screenshots for reference																						
10.	<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> <div><p>Send document(s) to an existing case</p><p>Screen ID: UIS-FIL-HC-002-001</p><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Enter Case No.</div><div>Upload Document</div><div>Confirmation and Payment</div><div>Acknowledgement</div></div><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><p>Acknowledgement</p><div><div><div>Submitted By</div><div>Ms. Wong Tai Lick (LAWFIRMA;itooou5)</div></div><div><div>Submitted On</div><div>30/08/2024 13:01:52</div></div><div><div>e-Payment Transaction Date Time</div><div>-</div></div><div><div>e-Payment Method</div><div>-</div></div><div><div>Organization</div><div>Chan Chan Chan &amp; Co.</div></div><div><div>e-Filing Transaction Reference No.</div><div>E2068000223</div></div><div><div>e-Payment Transaction Reference No.</div><div>-</div></div></div><p>Transaction Summary</p><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><p>The Following Document(s) Have Been Uploaded</p><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 Sealing</td><td>English</td><td>Order</td><td>Order - CACV.docx(22.73KB)</td><td>206890000462</td></tr></tbody></table><p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p><div>SAVE ACKNOWLEDGEMENT</div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>Acknowledgement - ....pdf</div><div>Open file</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 Sealing	English	Order	Order - CACV.docx(22.73KB)	206890000462
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 Sealing	English	Order	Order - CACV.docx(22.73KB)	206890000462																			

Item	Process	Relevant screenshots for reference
11.	<p><b><u>Acknowledgement 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 content and attachment therein</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 attachment therein</p> 
12.	<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>

Item	Process	Relevant screenshots for reference
13.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to open and read the content therein</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 therein</p> 
14.	<p><b>Internal process by the Judiciary</b></p>	<p>Sender will receive message in iCMS message box with sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>
15.	<p><b><u>Sealed document(s) issued message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment herein</p>	<p>Message box with message header(s) appears on the landing page</p> 

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content and attachment therein</p> 

Internal process by the Judiciary