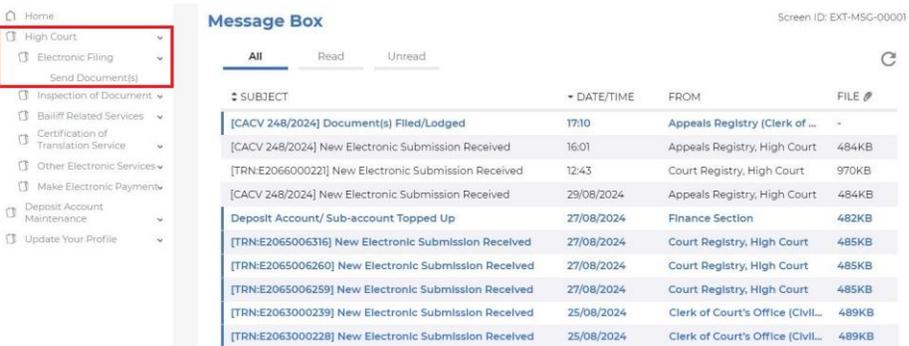
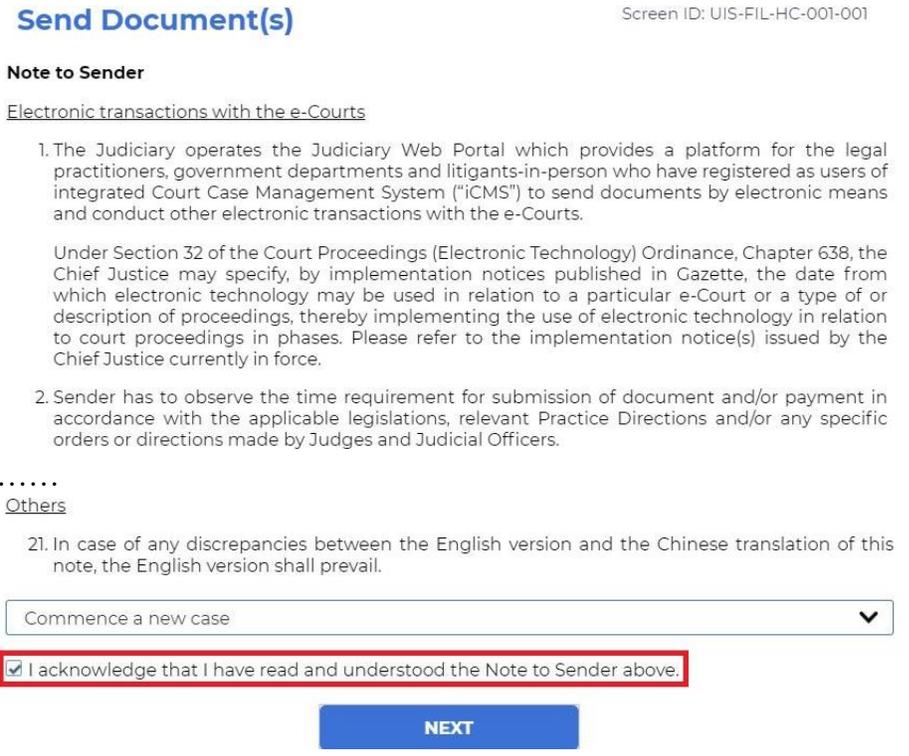


Save (and retrieve) a draft submission before commencing a new case

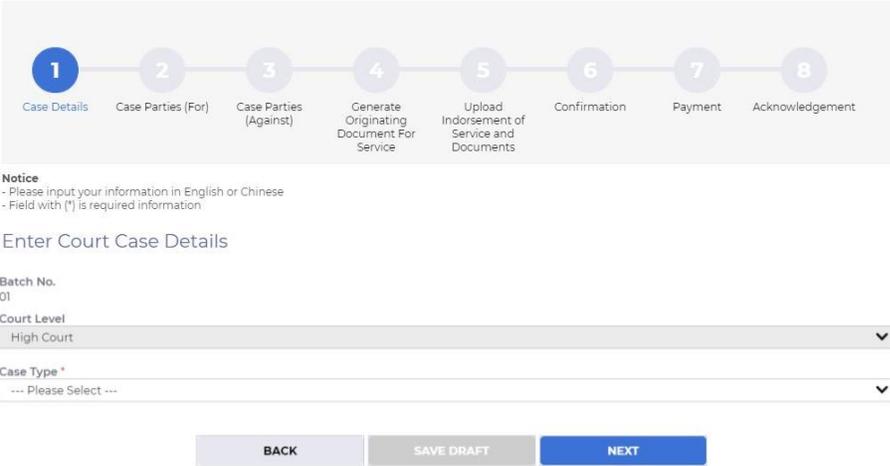
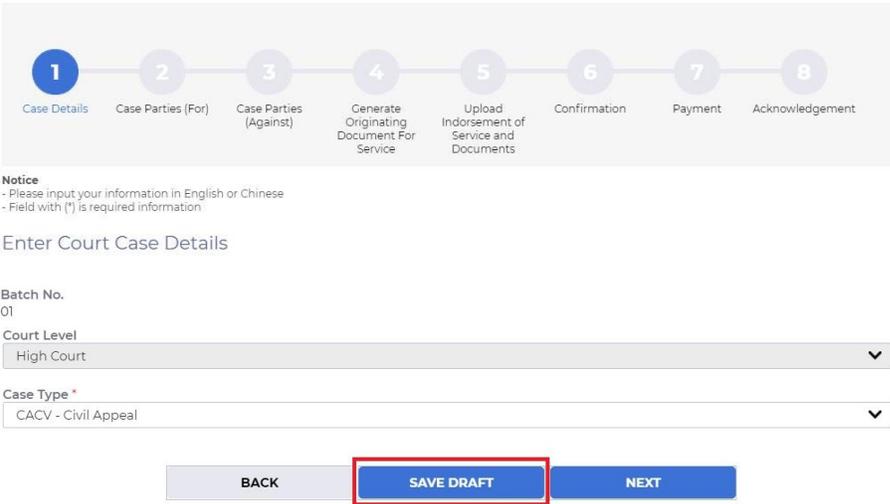
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

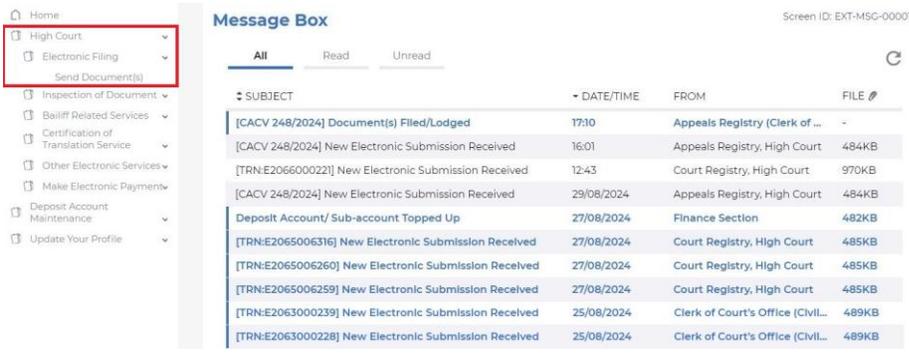
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account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

Step-by-step guide – “Save (and retrieve) a draft submission before commencing a new case”

Item	Process	Relevant screenshots for reference																																												
2.	<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>	 <p>Home</p> <p>High Court</p> <p>Electronic Filing</p> <p>Send Document(s)</p> <p>Message Box</p> <p>Screen ID: EXT-MSG-0001</p> <table border="1"> <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>17:30</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-E2066000221] 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 (CIVIL...</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 (CIVIL...</td> <td>489KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[CACV 248/2024] Document(s) Filed/Lodged	17:30	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Court	484KB	[TRN-E2066000221] 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 (CIVIL...	489KB	[TRN-E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (CIVIL...	489KB
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3.	<p><u>Select the required function</u></p> <p>Select “Commence a new 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)</p> <p>Screen ID: UIS-FIL-HC-001-001</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</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>Others</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>Commence a new case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												

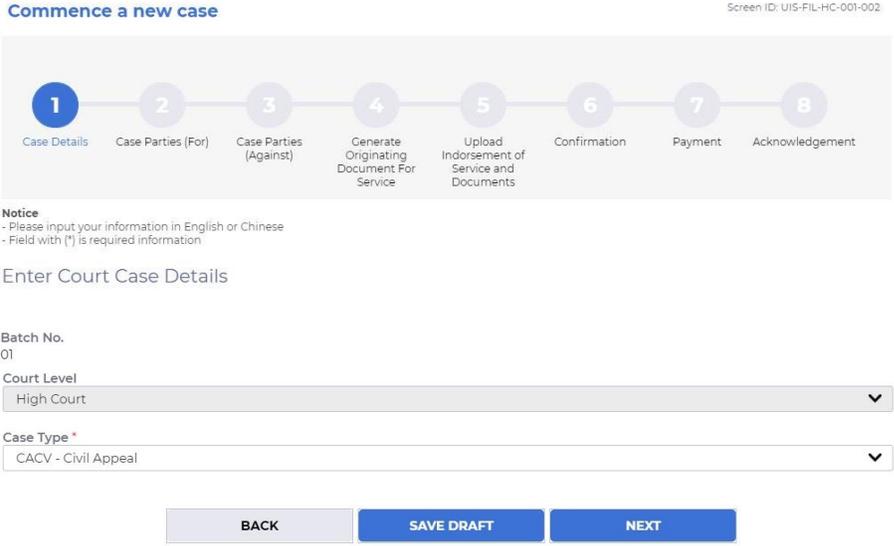
Step-by-step guide – “Save (and retrieve) a draft submission before commencing a new case”

Item	Process	Relevant screenshots for reference
4.	<p><u>Input case details</u></p> <p>Input the case information as required</p> <p><i>[Note: Please refer to “How to commence a new case?” video clip, and/or the step-by-step guide “Commence a new case” for more information if necessary.]</i></p>	<p>Step 1: Enter Court Case Details</p> <p>Commence a new case Screen ID: UIS-FIL-HC-001-002</p>  <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level High Court</p> <p>Case Type * --- Please Select ---</p> <p>BACK SAVE DRAFT NEXT</p>
5.	<p><u>Save draft</u></p> <p>Click “SAVE DRAFT” before making a formal submission to commence a new case></p>	<p>Commence a new case Screen ID: UIS-FIL-HC-001-002</p>  <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level High Court</p> <p>Case Type * CACV - Civil Appeal</p> <p>BACK SAVE DRAFT NEXT</p>

Item	Process	Relevant screenshots for reference
6.	<p><u>Save draft (cont'd)</u></p> <p>Input a password consisting of 6 to 15 characters with at least one letter for the draft submission></p> <p>Click “OK”></p> <p><i>[Note: The data saved in the draft will not include the uploaded documents/ selected hearing date (for HCPI only). The draft will be retained for 5 days except for civil appeal (CACV) from the date of saving the first draft version</i></p>	
7.	<p><u>Retrieve draft</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	
8.	<p><u>Retrieve draft (cont'd)</u></p> <p>Select “Load draft filing”></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> <ol style="list-style-type: none"> 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>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> <ol style="list-style-type: none"> 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>

Step-by-step guide – “Save (and retrieve) a draft submission before commencing a new case”

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		<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>Load draft filing ▼</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p style="text-align: center;">NEXT</p>												
<p>9.</p> <p><u>Retrieve draft (cont'd)</u></p> <p>The OU may select “Show Own Items” to retrieve the draft submission of the same OU Account or “Show All Items” to retrieve the draft submissions saved under the whole Organization Account></p> <p><u>To edit a draft</u></p> <p>Click “Edit” of a saved draft></p> <p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>		<p>Manage Draft Case Screen ID: UIS-FIL-HC-003-001</p> <p>Select one of the following transactions to continue.</p> <p>Show Own Items ▼</p> <hr/> <p>Number of Record(s) : 1</p> <p style="text-align: center;"> ⏪ ⏴ 1 ⏵ ⏩ </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">NO.</th> <th style="text-align: left;">CREATION DATE/ TIME</th> <th style="text-align: left;">CASE TYPE</th> <th style="text-align: left;">USER NAME</th> <th style="text-align: right;">Edit</th> <th style="text-align: right;">Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>24/09/2024 11:02</td> <td>CACV</td> <td>Ms. Wong Tai Lick (LAWFIRMA.itoouu 5)</td> <td style="text-align: right;">Edit</td> <td style="text-align: right;">Delete</td> </tr> </tbody> </table> <p style="text-align: center;"> ⏪ ⏴ 1 ⏵ ⏩ </p> <p style="text-align: center;">BACK</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%; background-color: #f0f0f0;"> <p style="text-align: center;">Enter Password</p> <p style="text-align: center;">Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for HCPI only).</p> <p>Password</p> <p style="text-align: center;"> <input type="password" value="....."/> </p> <p style="text-align: center;"> CANCEL OK </p> </div> <p style="text-align: center;">BACK</p>	NO.	CREATION DATE/ TIME	CASE TYPE	USER NAME	Edit	Delete	1	24/09/2024 11:02	CACV	Ms. Wong Tai Lick (LAWFIRMA.itoouu 5)	Edit	Delete
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Item	Process	Relevant screenshots for reference										
10.	<p><u>Retrieve draft (cont'd)</u></p> <p>Draft submission is retrieved. You may continue to work on the draft and complete the submission.</p> <p><i>[Note: Please refer to “How to commence a new case?” video clip, and/ or the step-by-step guide “Commence a new case” for more information if necessary.]</i></p>	<p>Step 1: Enter Court Case Details</p>  <p>Commence a new case Screen ID: UIS-FIL-HC-001-002</p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Generate Originating Document For Service 5 Upload Indorsement of Service and Documents 6 Confirmation 7 Payment 8 Acknowledgement</p> <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level High Court</p> <p>Case Type * CACV - Civil Appeal</p> <p>BACK SAVE DRAFT NEXT</p>										
11.	<p><u>Retrieve draft (cont'd)</u></p> <p><u>To delete draft</u></p> <p>Click “Delete” of a saved draft></p>	<p>Manage Draft Case Screen ID: UIS-FIL-HC-003-001</p> <p>Select one of the following transactions to continue.</p> <p>Show Own Items</p> <p>Number of Record(s) : 1</p> <p>Navigation: [Home] [Left] 1 [Right] [End]</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CREATION DATE/ TIME</th> <th>CASE TYPE</th> <th>USER NAME</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>24/09/2024 11:02</td> <td>CACV</td> <td>Ms. Wong Tai Lick (LAWFIRMA.itooou5)</td> <td> Edit Delete </td> </tr> </tbody> </table> <p>Navigation: [Home] [Left] 1 [Right] [End]</p> <p>BACK</p>	NO.	CREATION DATE/ TIME	CASE TYPE	USER NAME		1	24/09/2024 11:02	CACV	Ms. Wong Tai Lick (LAWFIRMA.itooou5)	Edit Delete
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	<p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>	