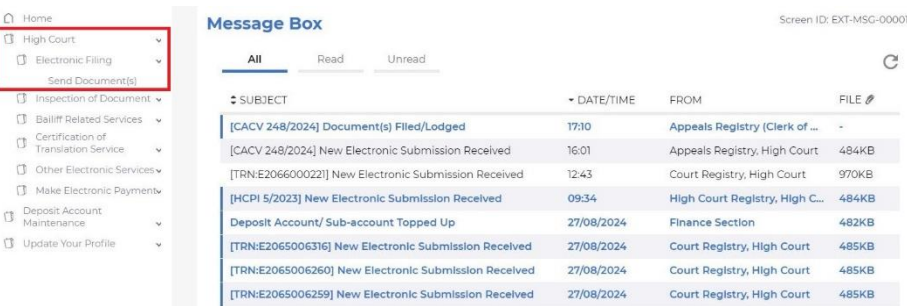
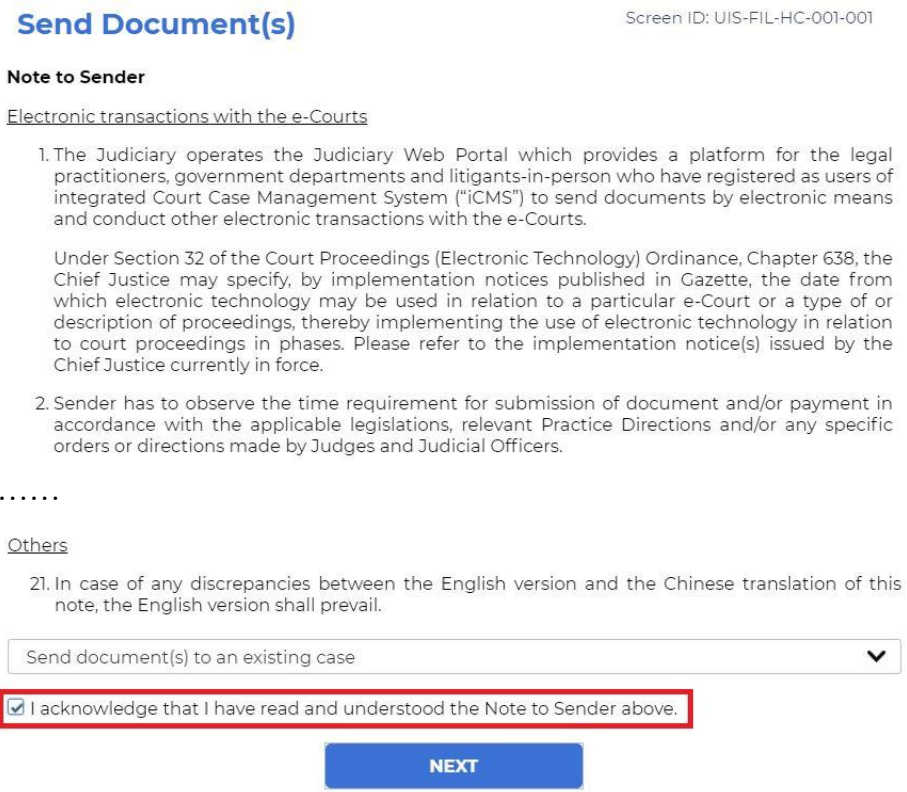



Submit draft Order / Judgment for approval


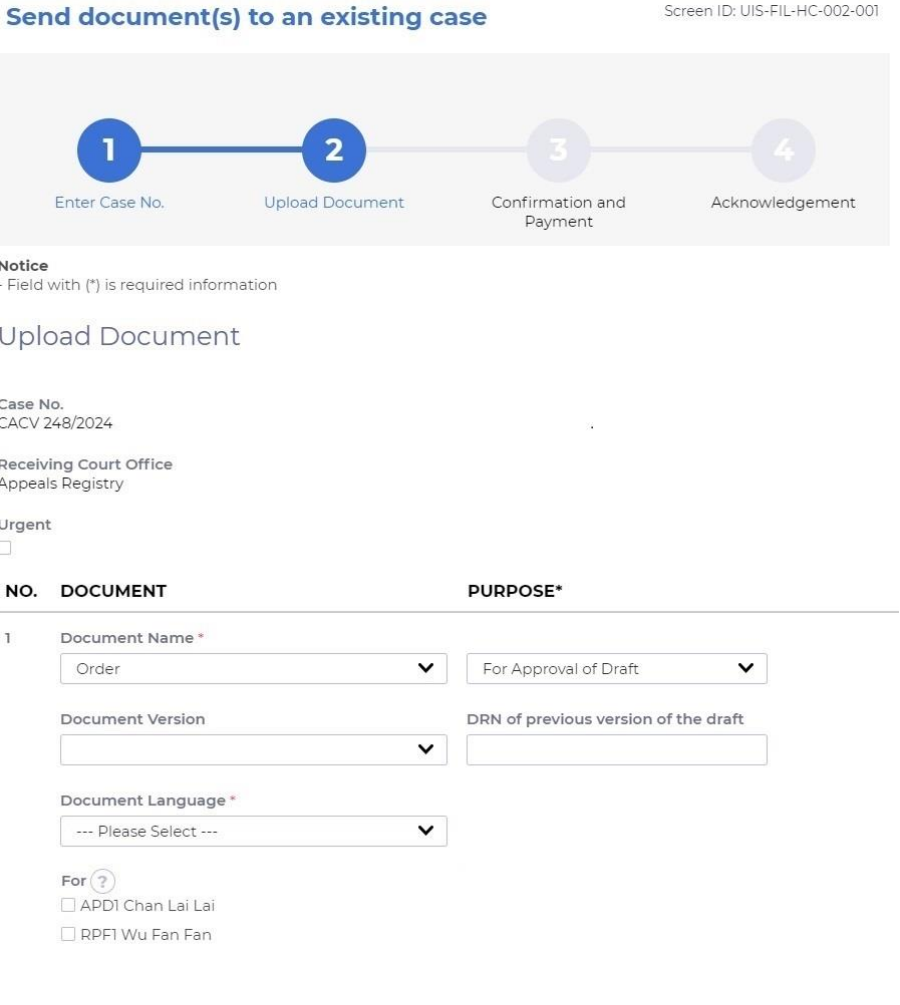
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now 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>

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

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>Screen ID: EXT-MSG-00001</p>
3.	<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>Screen ID: UIS-FIL-HC-001-001</p>
4.	<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>Step 1: Enter Case No.</p>  <p>Screen ID: UIS-FIL-HC-002-001</p>


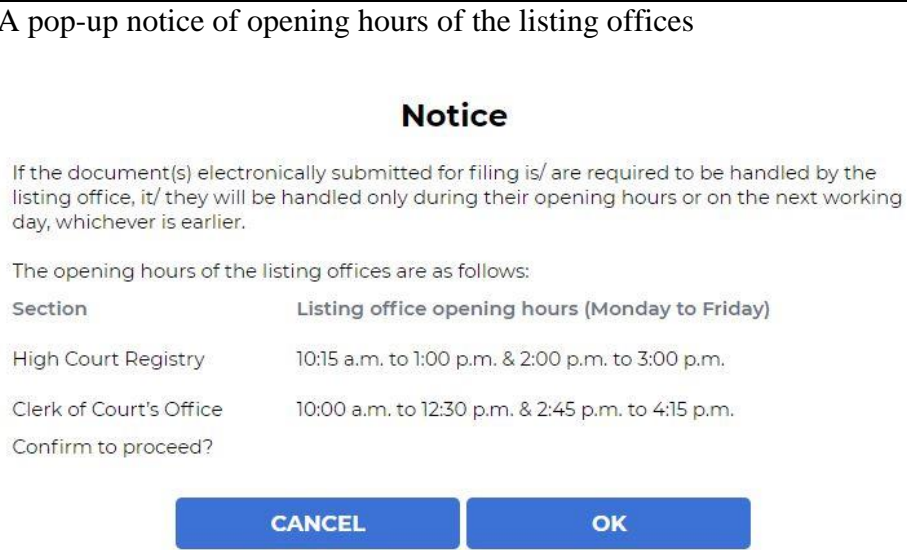
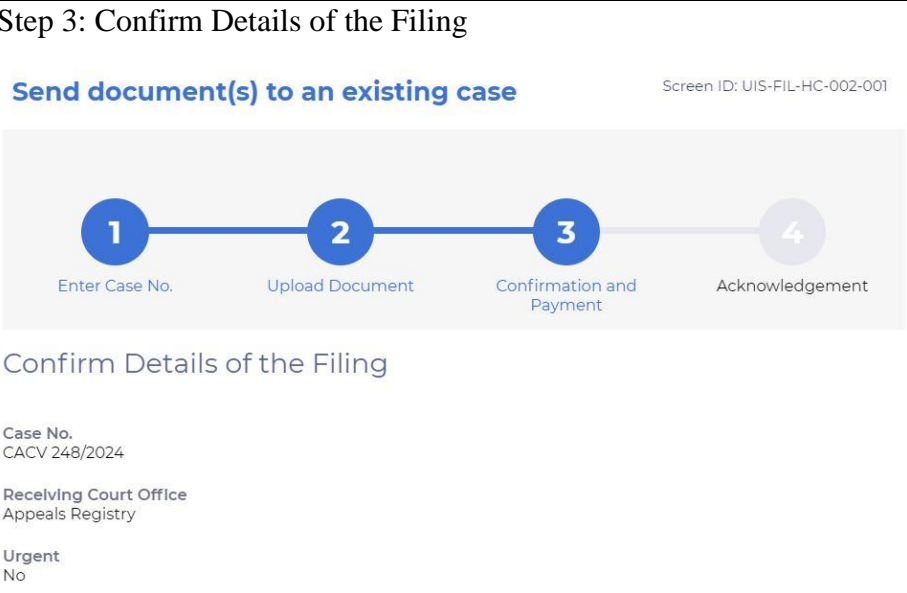
Step-by-step guide– “Submit draft Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
	<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>Enter Case No.</p> 
5.	<p><u>Upload document</u></p> <p>Select “Order”/“Judgment” in “Document Name*”></p> <p>Select “For Approval of Draft” in “PURPOSE*”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p>	<p>Step 2: Upload Document</p> 

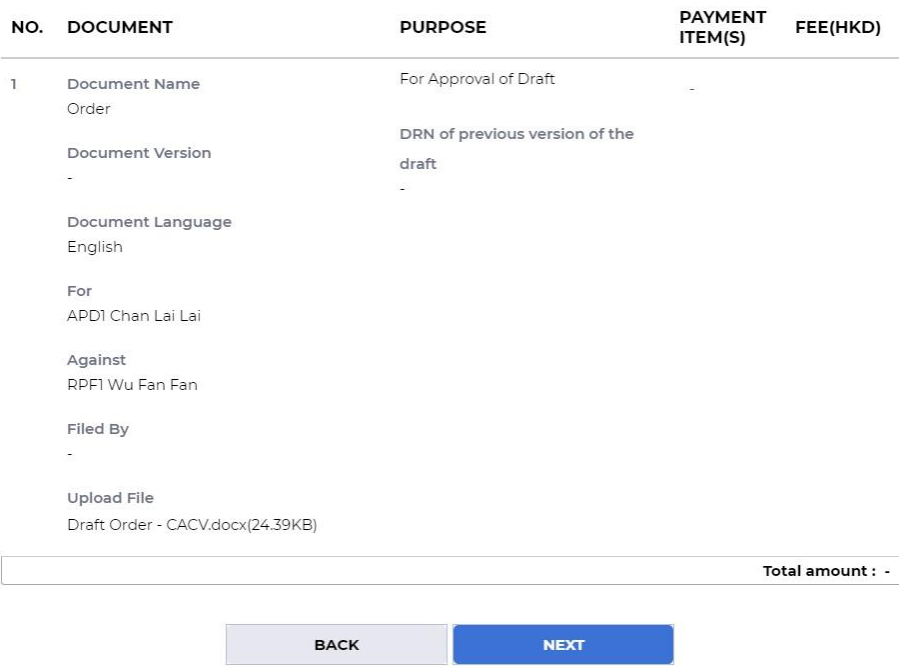
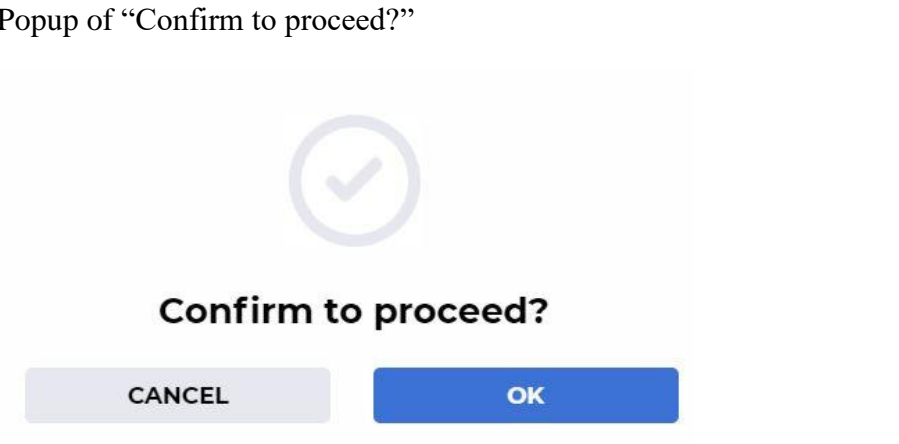
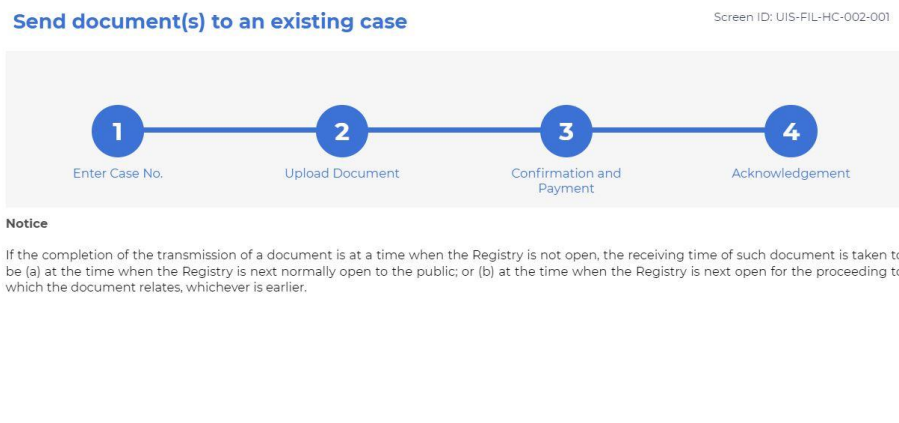
Step-by-step guide– “Submit draft Order / Judgment for approval”

Item	Process	Relevant screenshots for reference								
	<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>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>	<div><div>Against ? <input type="checkbox"/> RPF1 Wu Fan Fan <input type="checkbox"/> APD1 Chan Lai Lai</div><div>Filed By ? <input type="checkbox"/> Chan Chan Chan & Co.</div><div>Upload File * ? <div>Upload Judiciary Cloud</div></div><div>Add Document</div><div><div>BACK</div><div>NEXT</div></div><div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div><div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (0 B)</th></tr></thead><tbody><tr><td colspan="3">No Document Uploaded.</td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div></div>	Document Name	Type	Size (0 B)	No Document Uploaded.				
Document Name	Type	Size (0 B)								
No Document Uploaded.										
6.	<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>	<div><div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div><div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (24.4 KB)</th><th></th></tr></thead><tbody><tr><td>Draft Order - CACV.docx</td><td>docx</td><td>24.4 KB</td><td><div>PreviewDelete</div></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div><div>....</div></div>	Document Name	Type	Size (24.4 KB)		Draft Order - CACV.docx	docx	24.4 KB	<div>PreviewDelete</div>
Document Name	Type	Size (24.4 KB)								
Draft Order - CACV.docx	docx	24.4 KB	<div>PreviewDelete</div>							

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

Item	Process	Relevant screenshots for reference
	After the document is successfully uploaded, click “NEXT”>	
7.	<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> 
8.	<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– “Submit draft Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	 <p>Popup of “Confirm to proceed?”</p> 
9.	<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– “Submit draft Order / Judgment for approval”

Item	Process	Relevant screenshots for reference																																
		<div><div>Acknowledgement</div><div><div><div>Submitted By Ms. Wong Tai Lick (LAWFIRMA:itooou5)</div><div>Submitted On 29/08/2024 16:17:42</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. E2067000301</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>206790006939</td></tr></tbody></table></div><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><div></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>	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)	206790006939										
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10.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></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> <div><div><div>Home</div><div>High Court</div><div>Electronic Filing</div><div>Send Document(s)</div><div>Inspection of Document</div><div>Inspect Filed Document</div><div>Inspect Cause Book</div><div>Bailiff Related Services</div><div>Certification of Translation</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>16:17</td><td>Appeals Registry, High Court</td><td>484KB</td></tr><tr><td>[Document(s) of CACV 248/2024] Acknowledgement and Pa...</td><td>15:06</td><td>Appeals Registry</td><td>612KB</td></tr><tr><td>[Cause Book of Civil Appeal - 2024] Acknowledgement and ...</td><td>14:30</td><td>Appeals Registry</td><td>613KB</td></tr><tr><td>[TRN:E2067000176] New Electronic Submission Received</td><td>12:22</td><td>Court Registry, High Court</td><td>970KB</td></tr><tr><td>[HCPI 5/2023] New Electronic Submission Received</td><td>09:39</td><td>High Court Registry, High ...</td><td>484KB</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>28/08/2024</td><td>Appeals Registry (Clerk of C...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>28/08/2024</td><td>Appeals Registry, High Court</td><td>484KB</td></tr></tbody></table></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	16:17	Appeals Registry, High Court	484KB	[Document(s) of CACV 248/2024] Acknowledgement and Pa...	15:06	Appeals Registry	612KB	[Cause Book of Civil Appeal - 2024] Acknowledgement and ...	14:30	Appeals Registry	613KB	[TRN:E2067000176] New Electronic Submission Received	12:22	Court Registry, High Court	970KB	[HCPI 5/2023] New Electronic Submission Received	09:39	High Court Registry, High ...	484KB	[CACV 248/2024] Document(s) Filed/Lodged	28/08/2024	Appeals Registry (Clerk of C...	-	[CACV 248/2024] New Electronic Submission Received	28/08/2024	Appeals Registry, High Court	484KB
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Step-by-step guide– “Submit draft 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></div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div><div>Date/Time29/08/2024 16:17</div><div><div>FromAppeals Registry, High Court</div><div>ToLAWFIRMA.itooou5</div></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. E2067000301) submitted via iCMS on 29/08/2024 16:17. (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.:E2067000301</div><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><div><div>Opening hours of the Registry</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><div>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2067000301.pdf</div><div>484KB</div></div></div></div></div></div>
11.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary
12.	<div><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><div>Message Box<div>Screen ID: EXT-MSG-00001</div></div><div><div><div>AllReadUnread</div><div></div></div><div><div><div>↓ SUBJECT</div><div>[CACV 248/2024] Document(s) Filed/Lodged</div></div><div><div>↕ DATE/TIME</div><div>16:33</div></div><div><div>FROM</div><div>Appeals Registry (Clerk ...</div></div><div><div>FILE</div><div>-</div></div></div><div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>16:17</div><div>Appeals Registry, High C...</div><div>484KB</div></div><div><div><div>[Document(s) of CACV 248/2024] Acknowledgement a...</div><div>15:06</div><div>Appeals Registry</div><div>612KB</div></div><div><div><div>[Cause Book of Civil Appeal - 2024] Acknowledgement ...</div><div>14:30</div><div>Appeals Registry</div><div>613KB</div></div><div><div><div>[TRN:E2067000176] New Electronic Submission Recel...</div><div>12:22</div><div>Court Registry, High Cou...</div><div>970KB</div></div><div><div><div>[HCPI 5/2023] New Electronic Submission Received</div><div>09:39</div><div>High Court Registry, Hig...</div><div>484KB</div></div><div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>28/08/2024</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>28/08/2024</div><div>Appeals Registry, High C...</div><div>484KB</div></div></div></div></div></div></div></div></div></div></div>

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

Item	Process	Relevant screenshots for reference																																
		<p>Click the message header to open and read the content therein</p> <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back Download</p> <p>[CACV 248/2024] Document(s) Filed/Lodged</p> <p>Date/Time 29/08/2024 16:33</p> <p>From Appeals Registry (Clerk of Court's Office), High Court</p> <p>To LAWFIRMA.itoooo5</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2067000301) submitted via iCMS on 29/08/2024 16:17. (Time is expressed in 24-hour format.)</p> <p>- Order 命 - DRN:206790006939</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p>																																
13.	Internal process by the Judiciary	<p>Sender will receive message in iCMS message box after approval on the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>																																
14.	<p><u>Draft approved message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></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>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread Refresh</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] Draft Order/Judgment/Certificate/...</td><td>12:08</td><td>Appeals Registry (Clerk ...</td><td>160KB</td></tr><tr><td>[Cause Book of Civil Appeal - 2024] Acknowledgement...</td><td>11:17</td><td>Appeals Registry</td><td>613KB</td></tr><tr><td>[HCPI 5/2023] New Electronic Submission Received</td><td>08:54</td><td>High Court Registry, Hig...</td><td>484KB</td></tr><tr><td>[CACV 248/2024] Document(s) Filed/Lodged</td><td>29/08/2024</td><td>Appeals Registry (Clerk o...</td><td>-</td></tr><tr><td>[CACV 248/2024] New Electronic Submission Received</td><td>29/08/2024</td><td>Appeals Registry, High C...</td><td>484KB</td></tr><tr><td>[Document(s) of CACV 248/2024] Acknowledgement a...</td><td>29/08/2024</td><td>Appeals Registry</td><td>612KB</td></tr><tr><td>[Cause Book of Civil Appeal - 2024] Acknowledgement...</td><td>29/08/2024</td><td>Appeals Registry</td><td>613KB</td></tr></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE	[CACV 248/2024] Draft Order/Judgment/Certificate/...	12:08	Appeals Registry (Clerk ...	160KB	[Cause Book of Civil Appeal - 2024] Acknowledgement...	11:17	Appeals Registry	613KB	[HCPI 5/2023] New Electronic Submission Received	08:54	High Court Registry, Hig...	484KB	[CACV 248/2024] Document(s) Filed/Lodged	29/08/2024	Appeals Registry (Clerk o...	-	[CACV 248/2024] New Electronic Submission Received	29/08/2024	Appeals Registry, High C...	484KB	[Document(s) of CACV 248/2024] Acknowledgement a...	29/08/2024	Appeals Registry	612KB	[Cause Book of Civil Appeal - 2024] Acknowledgement...	29/08/2024	Appeals Registry	613KB
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Step-by-step guide– “Submit draft Order / Judgment for approval”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content and attachment therein</p> <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back Download</p> <p>[CACV 248/2024] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</p> <p>Date/Time 30/08/2024 12:08 From Appeals Registry (Clerk of Court's Office), High Court To LAWFIRMA.itoou5</p> <hr/> <p>This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E2067000301) submitted via iCMS on 29/08/2024 16:17 has/ have been approved by the Court. (Time is expressed in 24-hour format.)</p> <p>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.</p> <p>Please click the attachment link to obtain the approved draft.</p> <p>CACV 248/2024 - Order 命 - DRN:206790006939</p> <p>1 Attachment(s)</p> <div>  CACV 248-2024 - Order - DRN-206790006939.pdf 160KB </div>

Internal process by the Judiciary