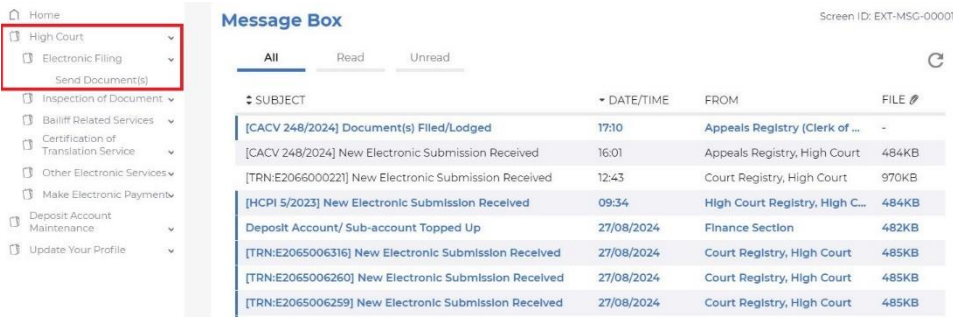
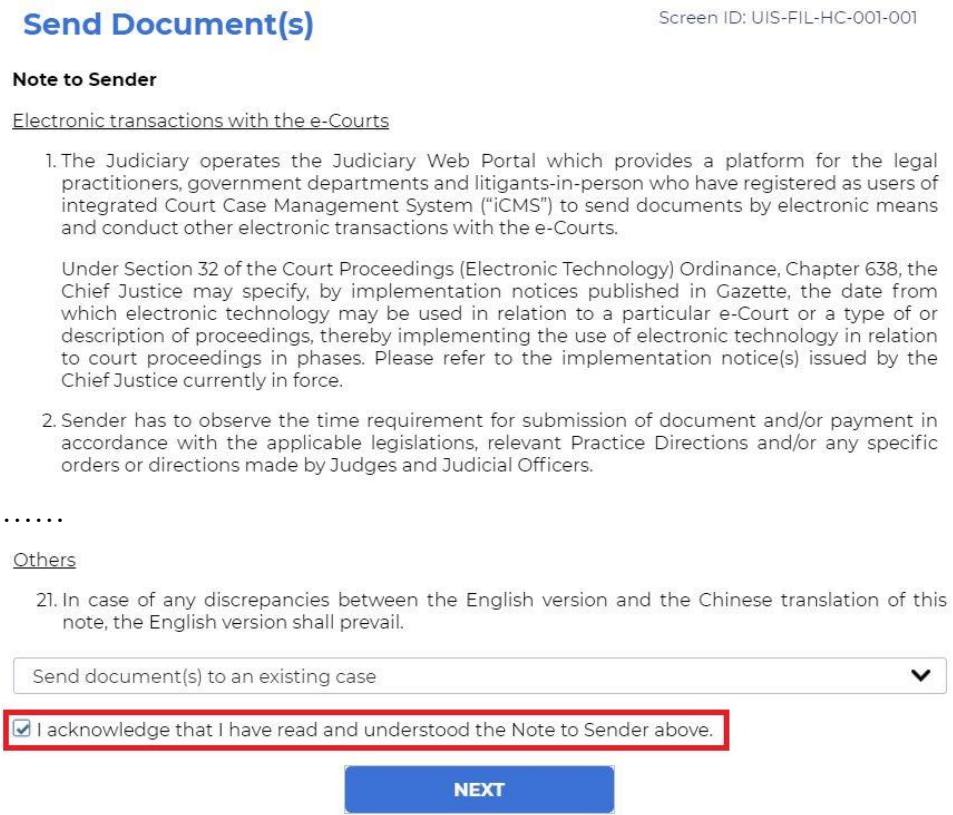

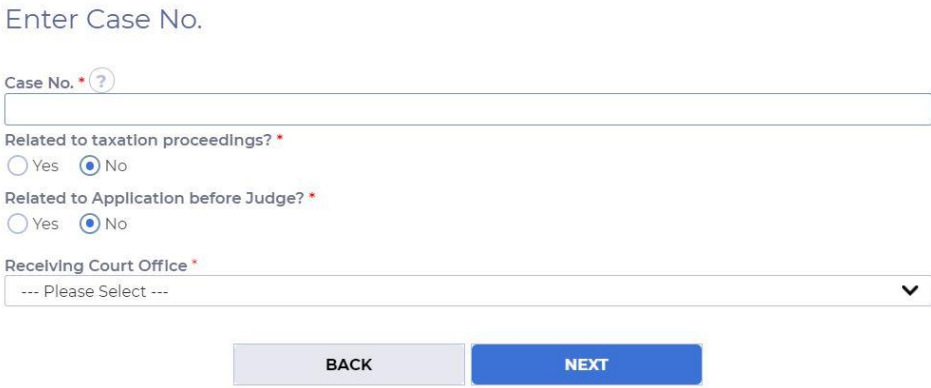
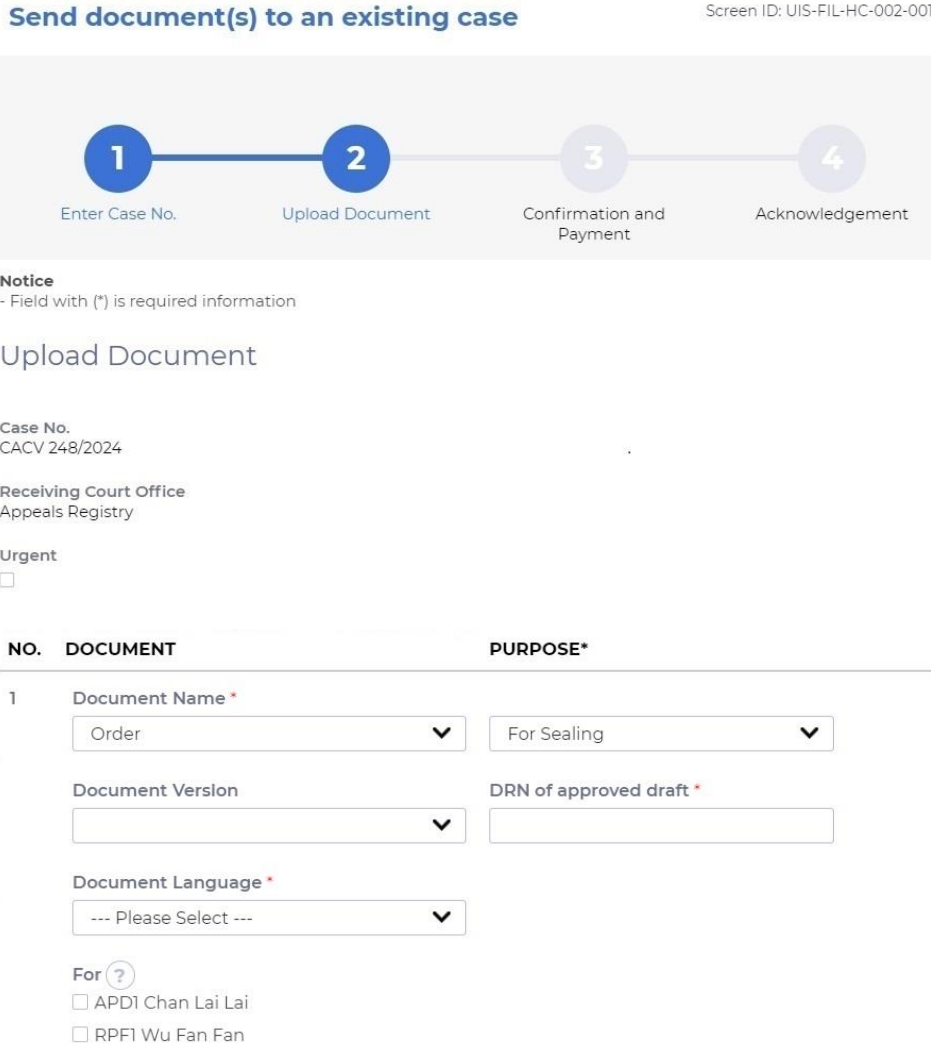


Submit faired Order / Judgment for sealing

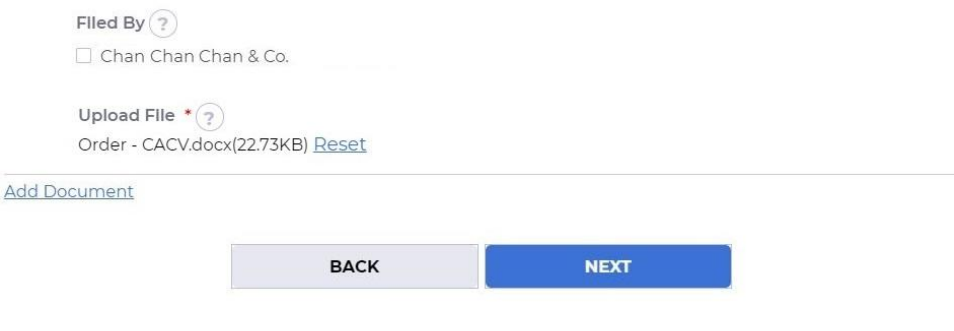
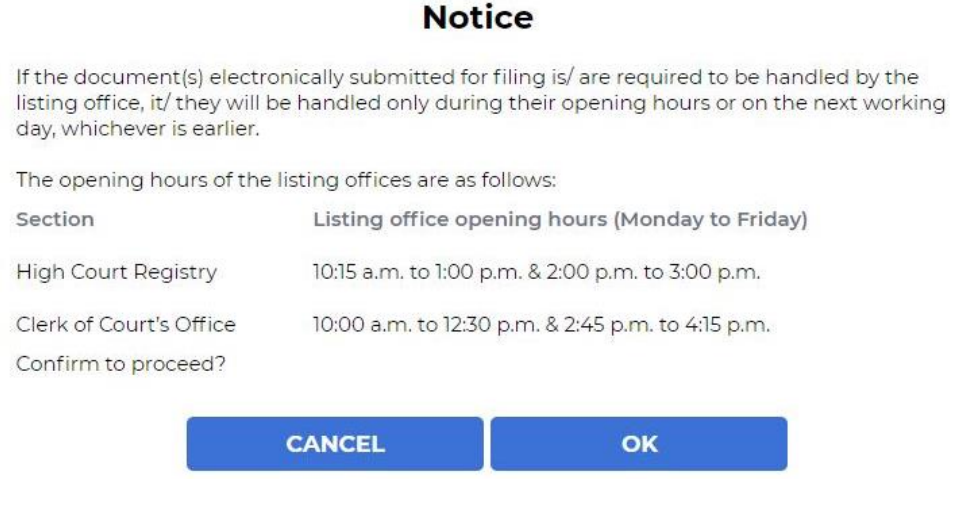
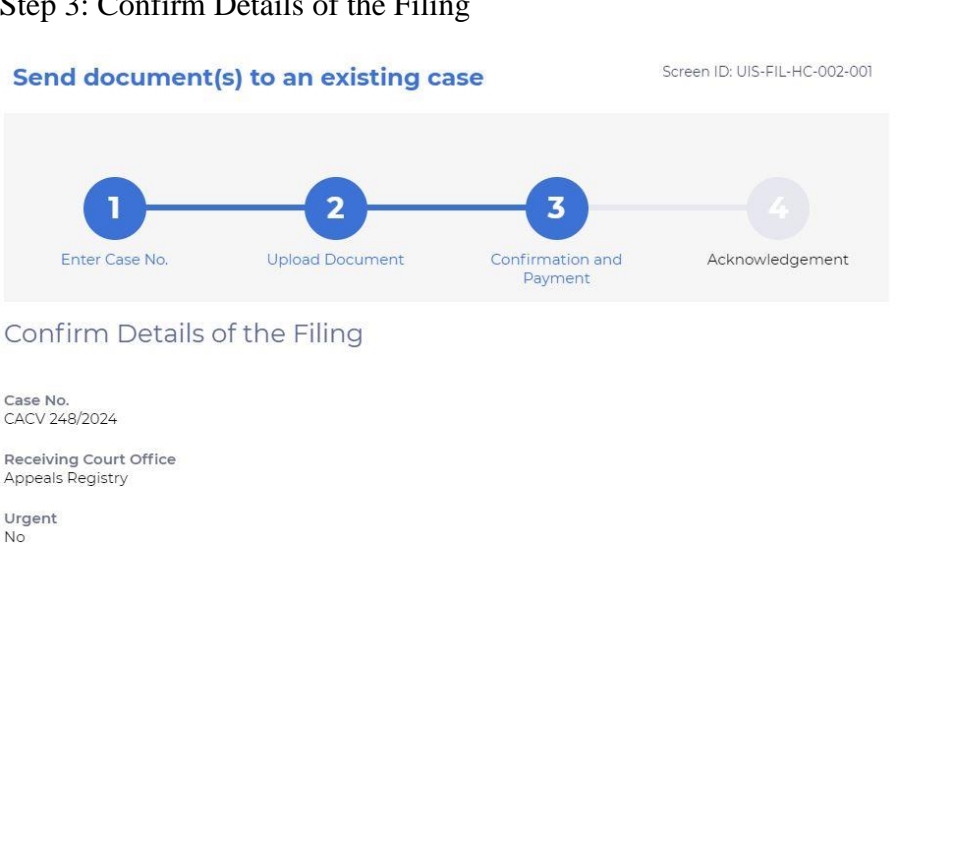
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

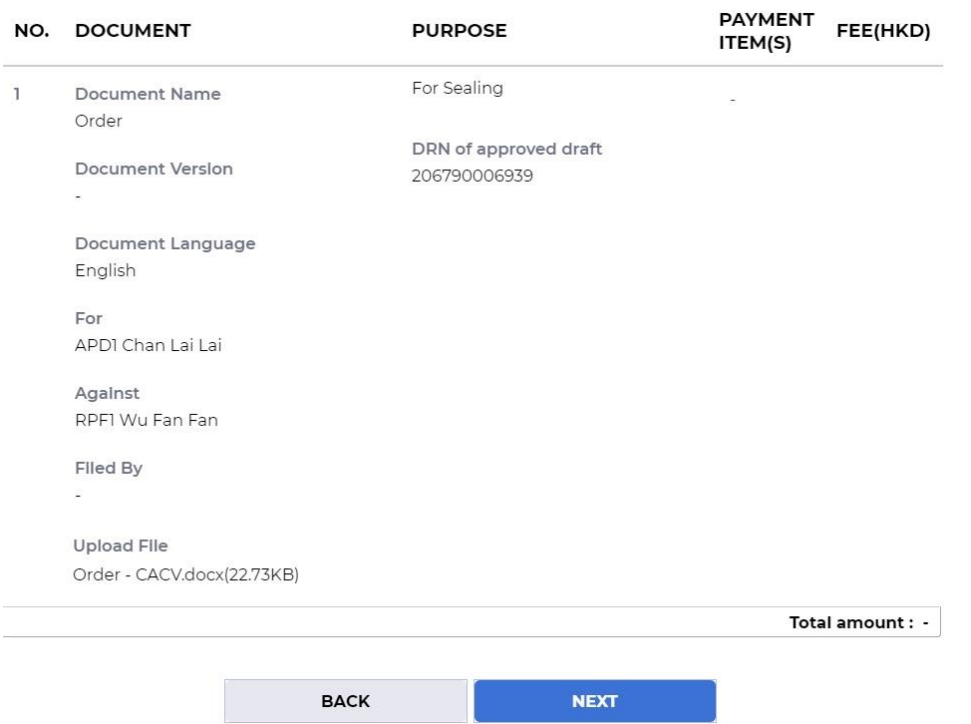
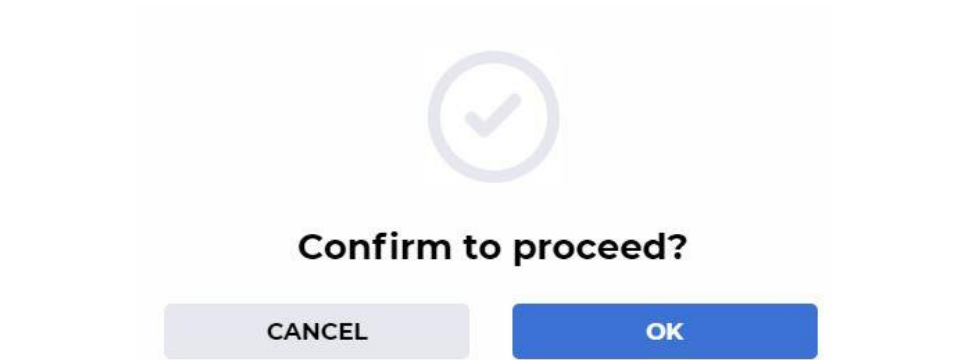

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account 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 “Assign court case(s) to OU Account(s) by SA of the same branch, after assignment by PA (by case number)” 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>

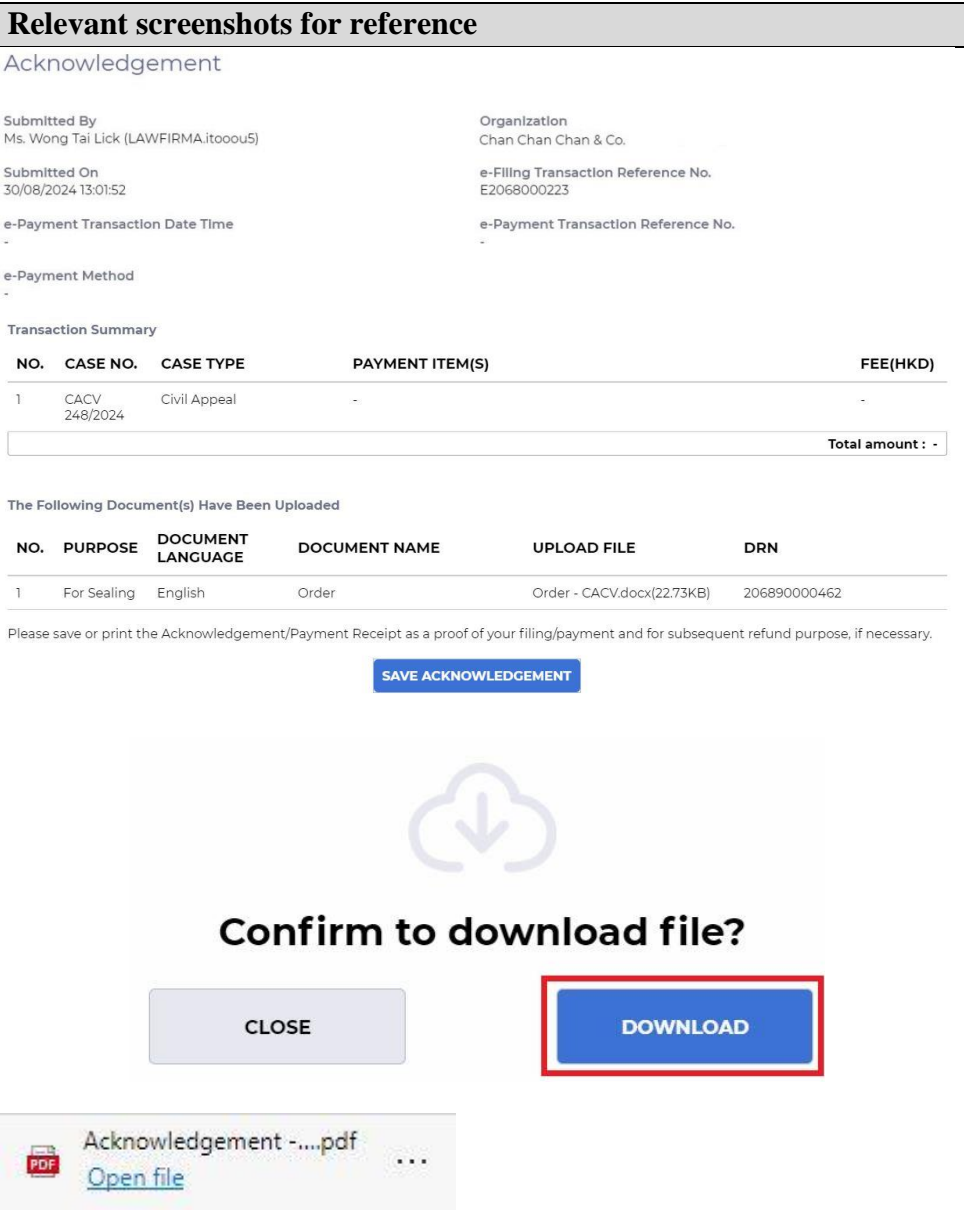

Item	Process	Relevant screenshots for reference																																				
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>The screenshot shows the e-Filing interface. On the left, a sidebar contains a list of services. The 'High Court' and 'Electronic Filing' options are highlighted with a red box. The 'Message Box' on the right displays a table of recent submissions.</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] Document(s) Filed/Lodged</td><td>17:10</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:E2065000221] New Electronic Submission Received</td><td>12:43</td><td>Court Registry, High Court</td><td>970KB</td></tr><tr><td>[HCPI 5/2023] New Electronic Submission Received</td><td>09:34</td><td>High Court Registry, High C...</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></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE	[CACV 248/2024] Document(s) Filed/Lodged	17:10	Appeals Registry (Clerk of ...	-	[CACV 248/2024] New Electronic Submission Received	16:01	Appeals Registry, High Court	484KB	[TRN:E2065000221] New Electronic Submission Received	12:43	Court Registry, High Court	970KB	[HCPI 5/2023] New Electronic Submission Received	09:34	High Court Registry, High C...	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
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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>The screenshot shows the 'Send Document(s)' page. It includes a 'Note to Sender' section with text about electronic transactions and a 'Send document(s) to an existing case' dropdown menu. The checkbox 'I acknowledge that I have read and understood the Note to Sender above.' is checked and highlighted with a red box. A blue 'NEXT' button is at the bottom.</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>																																				
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>The screenshot shows the 'Send document(s) to an existing case' page. It features a 4-step process flow: 1. Enter Case No., 2. Upload Document, 3. Confirmation and Payment, 4. Acknowledgement. A 'Notice' section at the bottom states: 'Field with (*) is required information'.</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>																																				

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>	
5.	<p><u>Upload document</u></p> <p>Select “Order” / “Judgment” in “Document Name*”></p> <p>Select “For Sealing” in “PURPOSE*”></p> <p>Input “DRN of approved draft*”></p> <p><i>[Note: DRN of approved draft can be found at the draft approved by the Court.]</i></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p>	<p>Step 2: Upload Document</p> 

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>	<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 (22.7 KB)</th><th></th></tr></thead><tbody><tr><td>Order - CACV.docx</td><td>docx</td><td>22.7 KB</td><td><div>PreviewDelete</div></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div><div>.....</div></div>	Document Name	Type	Size (22.7 KB)		Order - CACV.docx	docx	22.7 KB	<div>PreviewDelete</div>
Document Name	Type	Size (22.7 KB)								
Order - CACV.docx	docx	22.7 KB	<div>PreviewDelete</div>							

Item	Process	Relevant screenshots for reference
	<p>Or, click “Delete” if the uploaded document is not in order></p> <p>After the document is successfully uploaded, click “NEXT”></p>	
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>	
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>	

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to “Confirm to proceed?”></p>	 <p>NO. DOCUMENT PURPOSE PAYMENT ITEM(S) FEE(HKD)</p> <p>1 Document Name Order For Sealing -</p> <p>Document Version DRN of approved draft 206790006939 -</p> <p>Document Language English</p> <p>For APD1 Chan Lai Lai</p> <p>Against RPF1 Wu Fan Fan</p> <p>Filed By -</p> <p>Upload File Order - CACV.docx(22.73KB)</p> <p>Total amount : -</p> <p>BACK NEXT</p> <p>Popup of “Confirm to proceed?”</p>  <p>Confirm to proceed?</p> <p>CANCEL OK</p>
9.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p>  <p>1 2 3 4</p> <p>Enter Case No. Upload Document Confirmation and Payment Acknowledgement</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>

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	 <p>The screenshot shows the 'Acknowledgement' page with details for a submission by Ms. Wong Tai Lick. It includes a table for the Transaction Summary and a list of uploaded documents. A 'Confirm to download file?' popup is displayed with 'CLOSE' and 'DOWNLOAD' buttons. Below the popup, a file named 'Acknowledgement -pdf' is shown with an 'Open file' link.</p>
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>  <p>The screenshot shows the 'Message Box' interface with a sidebar containing links like 'Home', 'High Court', 'Deposit Account Maintenance', and 'Update Your Profile'. The main area displays a list of messages with columns for SUBJECT, DATE/TIME, FROM, and FILE. The first message, '[CACV 248/2024] New Electronic Submission Received', is highlighted with a red box.</p> <p>Click the message header to open and read the content and attachment therein</p>

Item	Process	Relevant screenshots for reference
		<div><div>Screen ID: EXT-MSG-00002</div><div><div>Message Details</div><div><div>< Back</div><div>Download</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div><div>Date/Time30/08/2024 13:02</div><div><div>FromAppeals Registry, High Court</div><div>ToLAWFIRMA:itooou5</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. E2068000223) submitted via iCMS on 30/08/2024 13:01. (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.:E2068000223</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</div><div>: 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</div></div><div><div>Saturdays, Sundays</div><div>: Closed</div><div>and Public Holidays</div></div></div><div><div>1 Attachment(s)</div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2068000223.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>Screen ID: EXT-MSG-00001</div><div><div>Message Box</div><div><div>AllReadUnread</div><div>Refresh</div></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>16:25</div><div>Appeals Registry (Clerk ...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>13:02</div><div>Appeals Registry, High Co...</div><div>484KB</div></div><div><div>[CACV 248/2024] Draft Order/Judgment/Certificate/Allo...</div><div>12:08</div><div>Appeals Registry (Clerk of...</div><div>160KB</div></div><div><div>[Cause Book of Civil Appeal - 2024] Acknowledgement ...</div><div>11:17</div><div>Appeals Registry</div><div>613KB</div></div><div><div>[HCPI 5/2023] New Electronic Submission Received</div><div>08:54</div><div>High Court Registry, Hig...</div><div>484KB</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>29/08/2024</div><div>Appeals Registry (Clerk of...</div><div>-</div></div><div><div>[CACV 248/2024] New Electronic Submission Received</div><div>29/08/2024</div><div>Appeals Registry, High Co...</div><div>484KB</div></div><div><div>[Document(s) of CACV 248/2024] Acknowledgement an...</div><div>29/08/2024</div><div>Appeals Registry</div><div>612KB</div></div><div><div>[Cause Book of Civil Appeal - 2024] Acknowledgement ...</div><div>29/08/2024</div><div>Appeals Registry</div><div>613KB</div></div></div></div>

Item	Process	Relevant screenshots for reference
		<div>Click the message header to open and read the content therein</div> <div><div>Message Details<div>Screen ID: EXT-MSG-00002</div><div>< Back<div>Download</div></div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div><div>Date/Time30/08/2024 16:25</div><div>FromAppeals Registry (Clerk of Court's Office), High Court</div><div>ToLAWFIRMA.itooou5</div></div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2068000223) submitted via iCMS on 30/08/2024 13:01. (Time is expressed in 24-hour format.)</div><div>- Order dated 30.08.2024 relating to Order (see folio DF1) 命令 - DRN:206890000462</div><div>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</div></div></div>
13.	Internal process by the Judiciary	<div>Sender will receive message in iCMS message box with sealed document issued</div> <div>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</div>
14.	<div><div><div>Sealed document(s) issued 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 herein</div></div></div>	<div>Message box with message header(s) appears on the landing page</div> <div><div>Message Box<div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread<div>Refresh</div></div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] Sealed Document(s) Issued16:51Appeals Registry (Clerk of Court...232KB</div><div>[CACV 248/2024] Draft Writ of Subpoena/Writ of Execution/Praecipe...16:47Appeals Registry (Clerk of Court...248KB</div><div>[HCCL 83/2023] New Electronic Submission Received16:43Clerk of Court's Office (Civil and ...484KB</div></div></div></div> <div>Click the message header to open and read the content and attachment therein</div> <div><div>Message Details<div>Screen ID: EXT-MSG-00002</div><div>< Back<div>Download</div></div><div>[CACV 248/2024] Sealed Document(s) Issued</div><div><div>Date/Time09/09/2024 16:51</div><div>FromAppeals Registry (Clerk of Court's Office), High Court</div><div>ToLAWFIRMA.itooou5</div></div><div>This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E2068000223) submitted via iCMS on 30/08/2024 13:01. (Time is expressed in 24-hour format.)</div><div>Please click the attachment link to obtain the sealed document(s).</div><div>CACV 248/2024 - Order dated 30.08.2024 relating to Order (see folio DF1) 命令 - DRN:206890000462</div><div>1 Attachment(s)</div><div><div>PDF</div><div>CACV 248-2024 - Order dated 30082024 relating to Order (see folio DF1) - DRN-206890000462.pdf232KB</div></div></div></div>

Internal process by the Judiciary