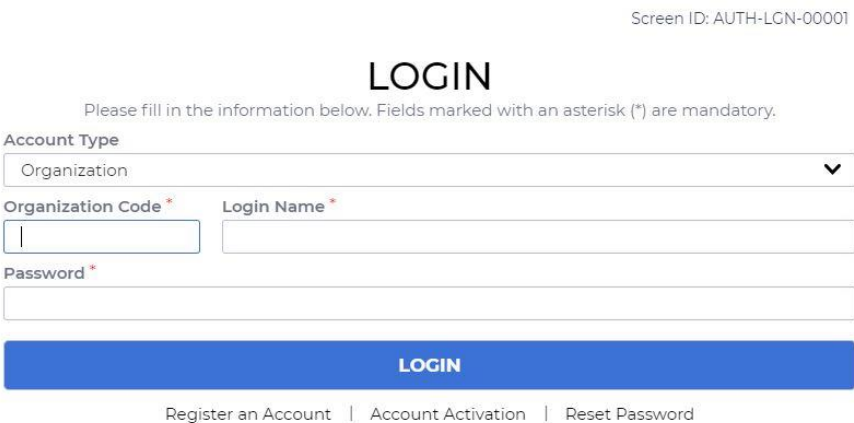
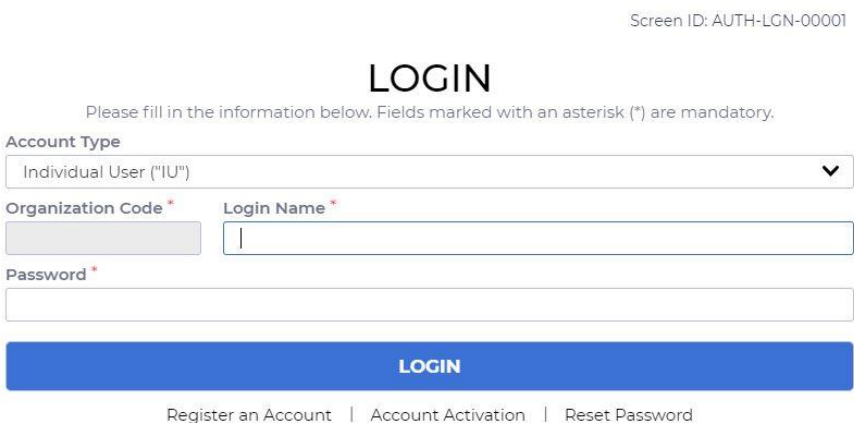
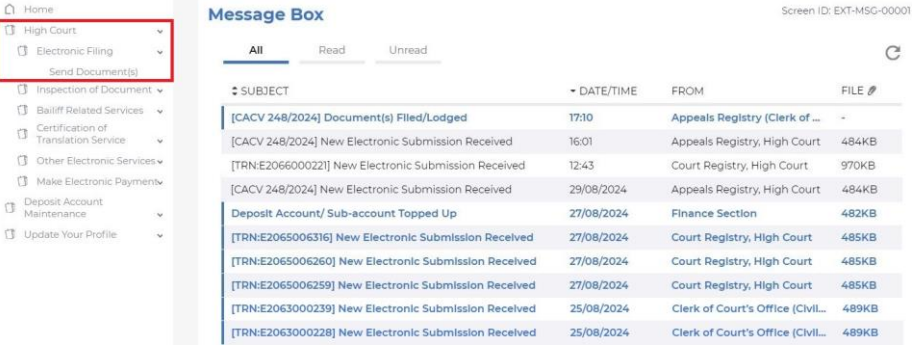
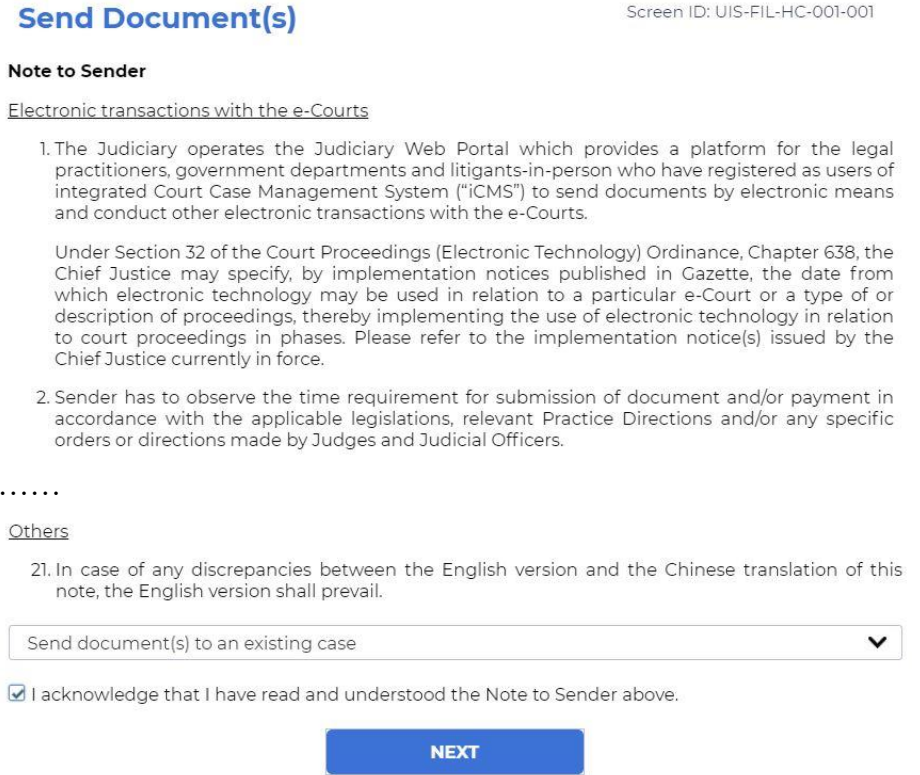
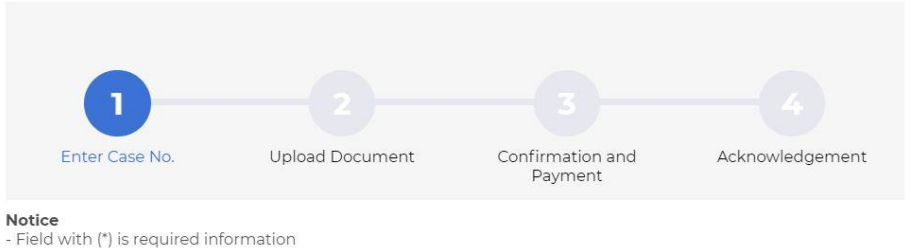


Submit application for refund of payment


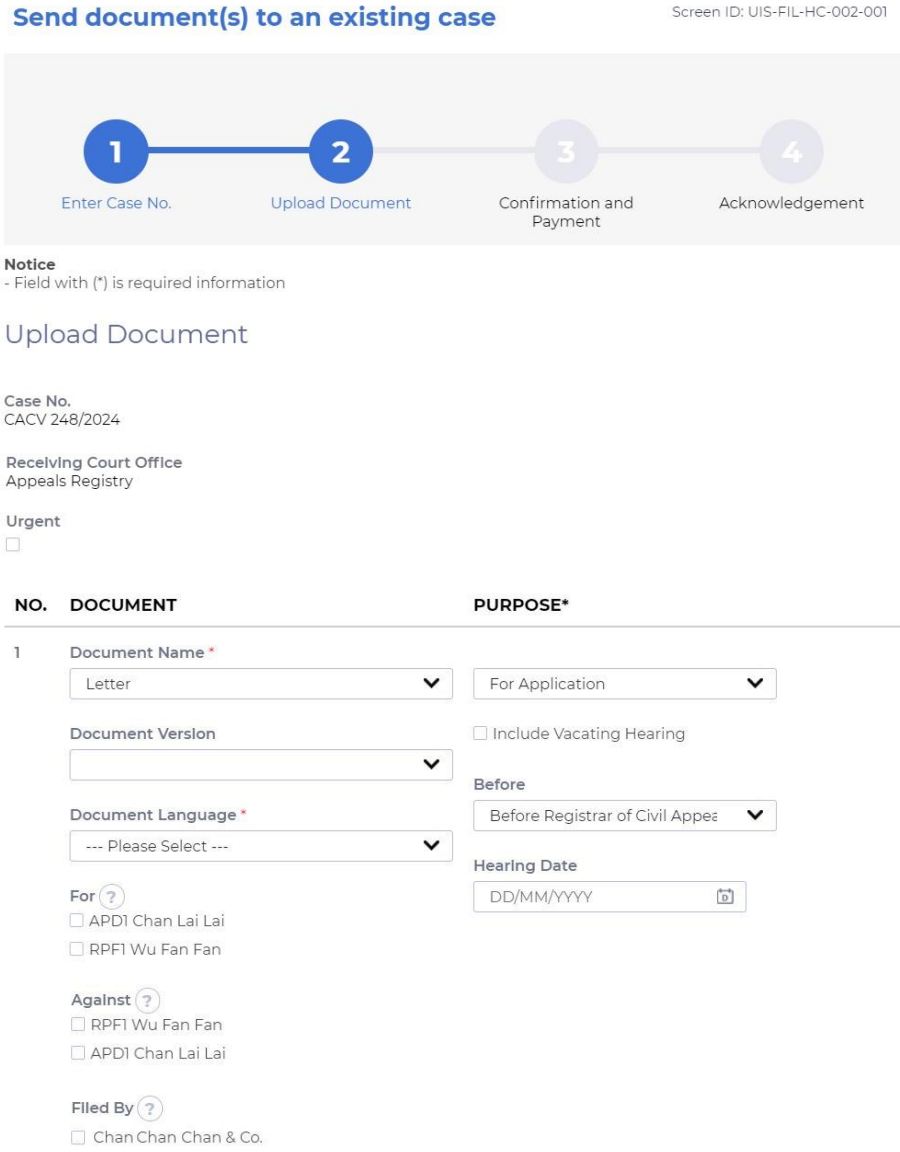
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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


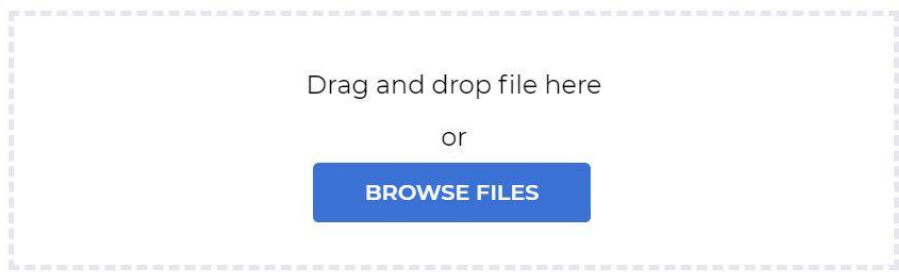

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account 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>Individual User</p> 

Step-by-step guide – “Submit application for refund of payment”

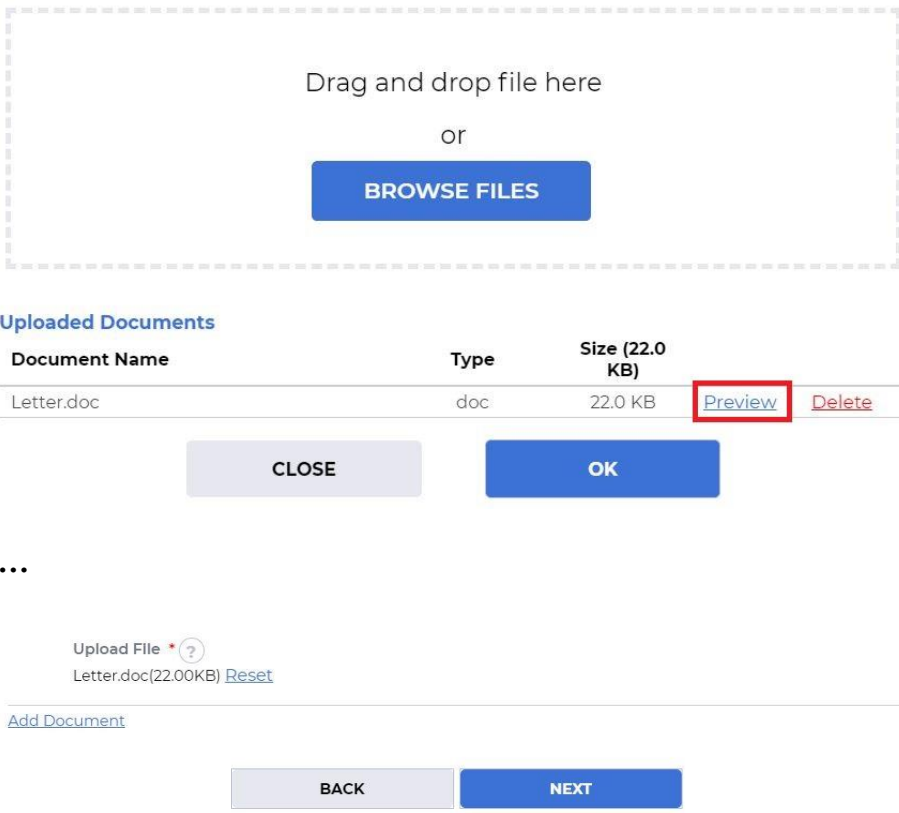
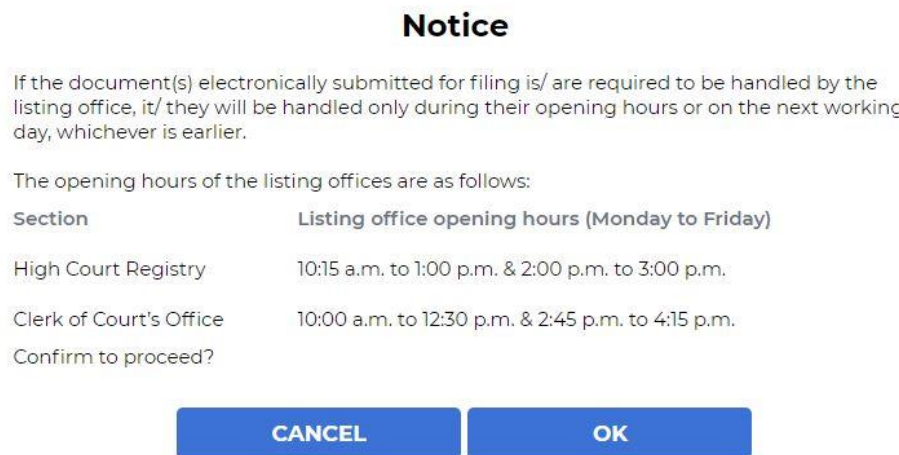
Item	Process	Relevant screenshots for reference
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “High Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>Screen ID: EXT-MSG-00001</p>
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) 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><u>Send document(s) to an existing case</u></p> <p>Screen ID: UIS-FIL-HC-002-001</p>  <p>Notice - Field with (*) is required information</p>

Step-by-step guide – “Submit application for refund of payment”

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 “Letter” in “Document Name*”></p> <p>Select “For Application” in “PURPOSE*”></p> <p>“Before*” is prefilled as “Before Registrar of Civil Appeal”></p> <p>Select “Hearing Date” by clicking the date picker if any></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></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 “To upload document using ‘drag and drop’ feature” for more information.]</i></p>	 <p><i>[Note: Apart from giving details and reasons for the application for refund, the below information should be specifically included in the uploaded document of “Letter”:</i></p> <ul style="list-style-type: none"> - Payment Receipt (a documentary proof showing the subject payment amount applying for refund) - Acknowledgement (a documentary proof showing the subject transaction on document submission/payment) - e-Payment Transaction Reference No. - Case Number - Date & Time of e-Payment - Postal Address and Contact Telephone Number  

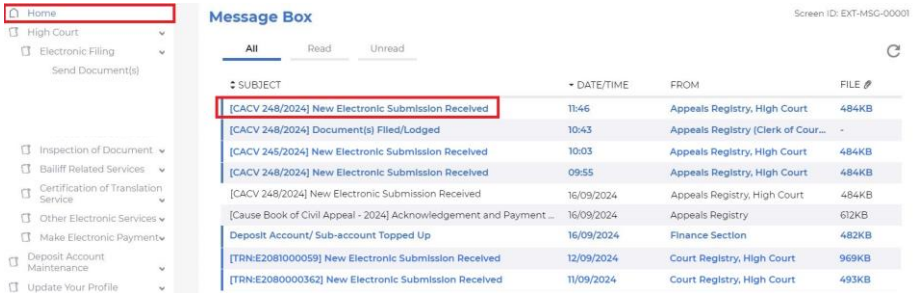
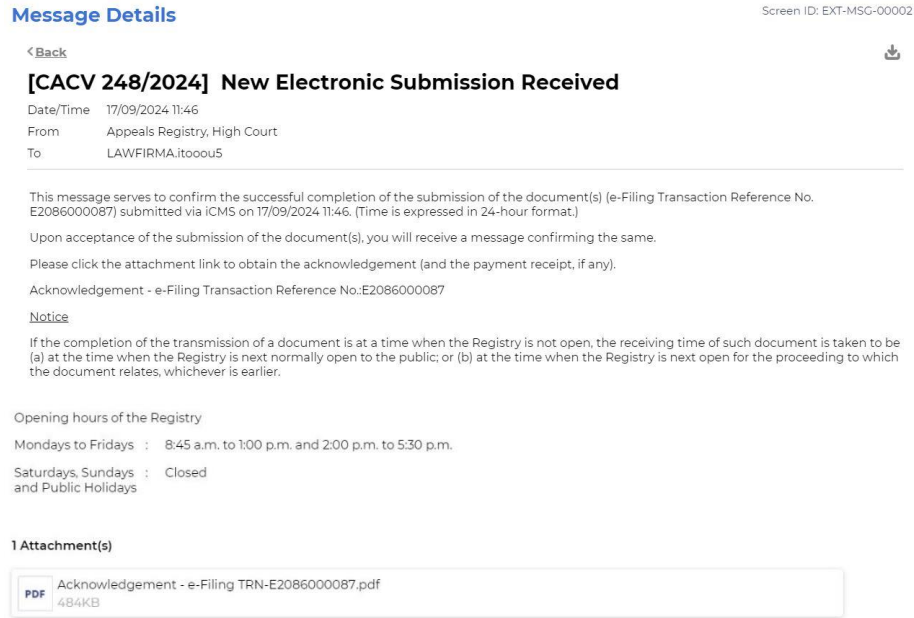
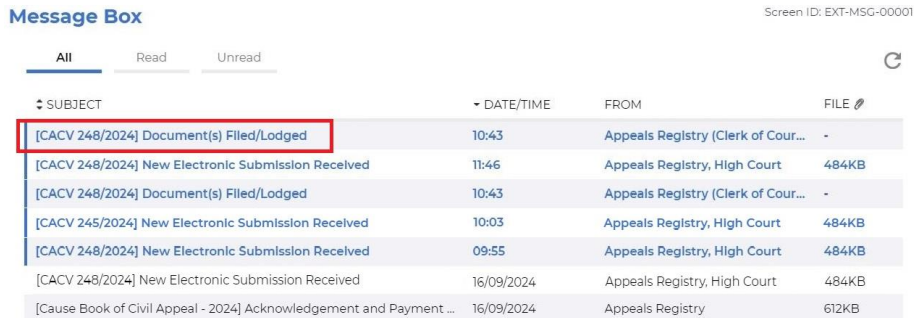
Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
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> <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>	<p>A pop-up notice of opening hours of the listing offices</p> 

Item	Process	Relevant screenshots for reference																				
8.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></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> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></div> <p>Confirm Details of the Filing</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent No</p> <table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Letter</td><td>For Application</td><td>-</td><td></td></tr><tr><td></td><td>Document Version -</td><td>Include Vacating Hearing No</td><td></td><td></td></tr><tr><td></td><td>Document Language English</td><td>Before Before Registrar of Civil Appeals</td><td></td><td></td></tr></tbody></table> <p>...</p> <p>Upload File Letter.doc(22.00KB)</p> <div>Total amount : -</div> <div><div>BACK</div><div>NEXT</div></div> <p>Popup of “Confirm to proceed?”</p> <div><div><div>✓</div></div><div>Confirm to proceed?</div><div><div>CANCEL</div><div>OK</div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Letter	For Application	-			Document Version -	Include Vacating Hearing No				Document Language English	Before Before Registrar of Civil Appeals		
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Item	Process	Relevant screenshots for reference																						
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> <div><div>Send document(s) to an existing case</div><div>Screen ID: UIS-FIL-HC-002-001</div><div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></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>17/09/2024 11:46:23</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 & Co.</div></div><div><div>e-Filing Transaction Reference No.</div><div>E2086000087</div></div><div><div>e-Payment Transaction Reference No.</div><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></div><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 Application</td><td>English</td><td>Letter</td><td>Letter.doc(22.00KB)</td><td>208690002600</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>Acknowledgement -pdf</div><div>Open file</div></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 Application	English	Letter	Letter.doc(22.00KB)	208690002600
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1	For Application	English	Letter	Letter.doc(22.00KB)	208690002600																			

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
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>Click the message header to open and read the content and attachment therein</p> 
11.	<p>Internal process by the Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p>
12.	<p><u>Confirmation 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 therein</p>	<p>Message box with message header(s) appears on the landing page</p> 

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content therein</p> <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 17/09/2024 12:18</div><div>From Appeals Registry (Clerk of Court's Office), High Court</div><div>To LAWFIRMA.itooou5</div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2086000087) submitted via iCMS on 17/09/2024 11:46. (Time is expressed in 24-hour format.)</div><div>- Letter 函件 - DRN:208690002600</div><div>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</div></div>
13.	Internal process by the Judiciary	<p>Sender will receive message in iCMS message box after internal vetting by the Judiciary</p> <p>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</p>
14.	<p><u>Refund application being processed 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 therein</p>	<p>Message box with message header(s) appears on the landing page.</p> <div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div>AllReadUnread</div><div>↓ SUBJECTDATE/TIMEFROMFILE</div><div>[CACV 248/2024] New Electronic Submission Received12:46Appeals Registry, High Court484KB</div><div>[CACV 248/2024] Refund application being processed12:28Accounts Office, High Court-</div><div>[CACV 248/2024] Document(s) Filed/Lodged12:18Appeals Registry (Clerk of Cou...-</div><div>[CACV 248/2024] New Electronic Submission Received11:46Appeals Registry, High Court484KB</div><div>[CACV 248/2024] Document(s) Filed/Lodged10:43Appeals Registry (Clerk of Co...-</div><div>[CACV 248/2024] New Electronic Submission Received09:55Appeals Registry, High Court484KB</div><div>[CACV 248/2024] New Electronic Submission Received16/09/2024Appeals Registry, High Court484KB</div></div> <p>Click the message header to open and read the content therein</p> <div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div>< Back</div><div>[CACV 248/2024] Refund application being processed</div><div>Date/Time 17/09/2024 12:28</div><div>From Accounts Office, High Court</div><div>To LAWFIRMA.itooou5</div><div>This message serves to convey the result on your application of refund (e-Filing Transaction Reference No. E2086000087) submitted via iCMS on 17/09/2024 11:46. (Time is expressed in 24-hour format.)</div><div>Your refund application is being processed. It normally takes 4 weeks for processing. When the refund cheque is ready, it will be posted to you by mail. For enquiries, please contact High Court Accounts Office at 2825 4275.</div></div>

Internal process by the Judiciary