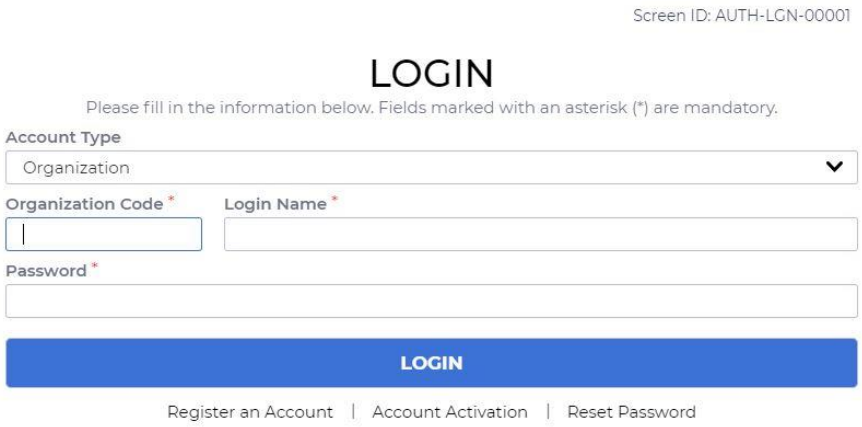
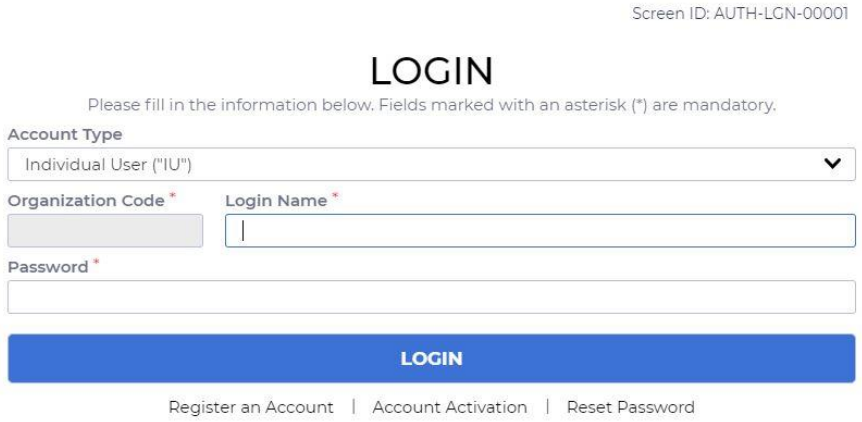
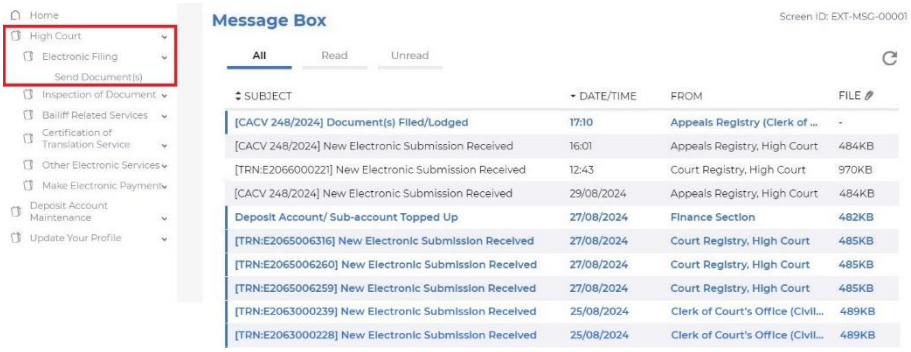
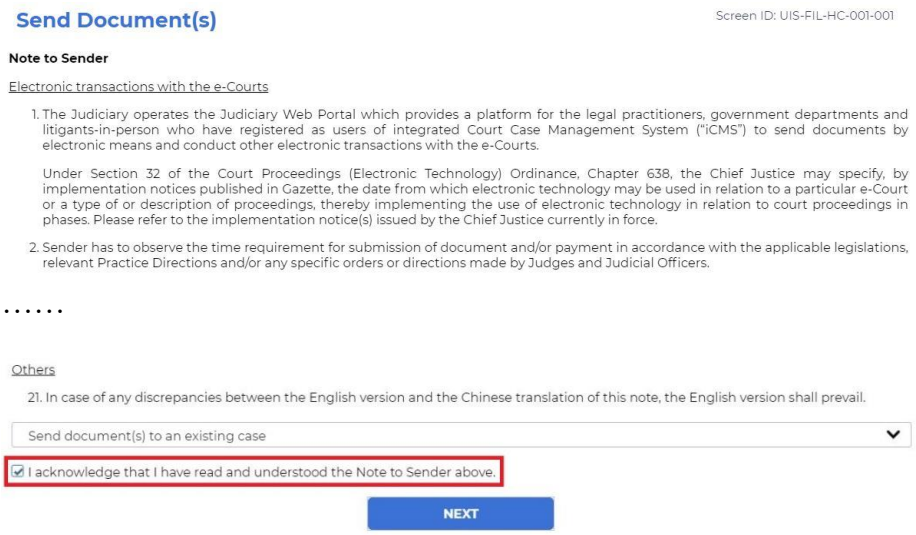
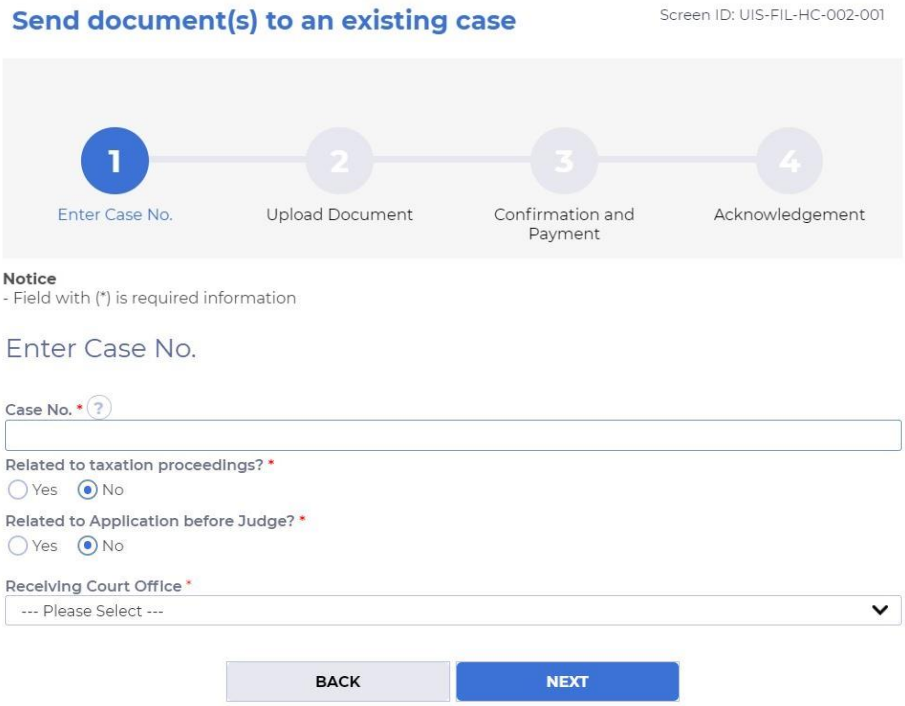
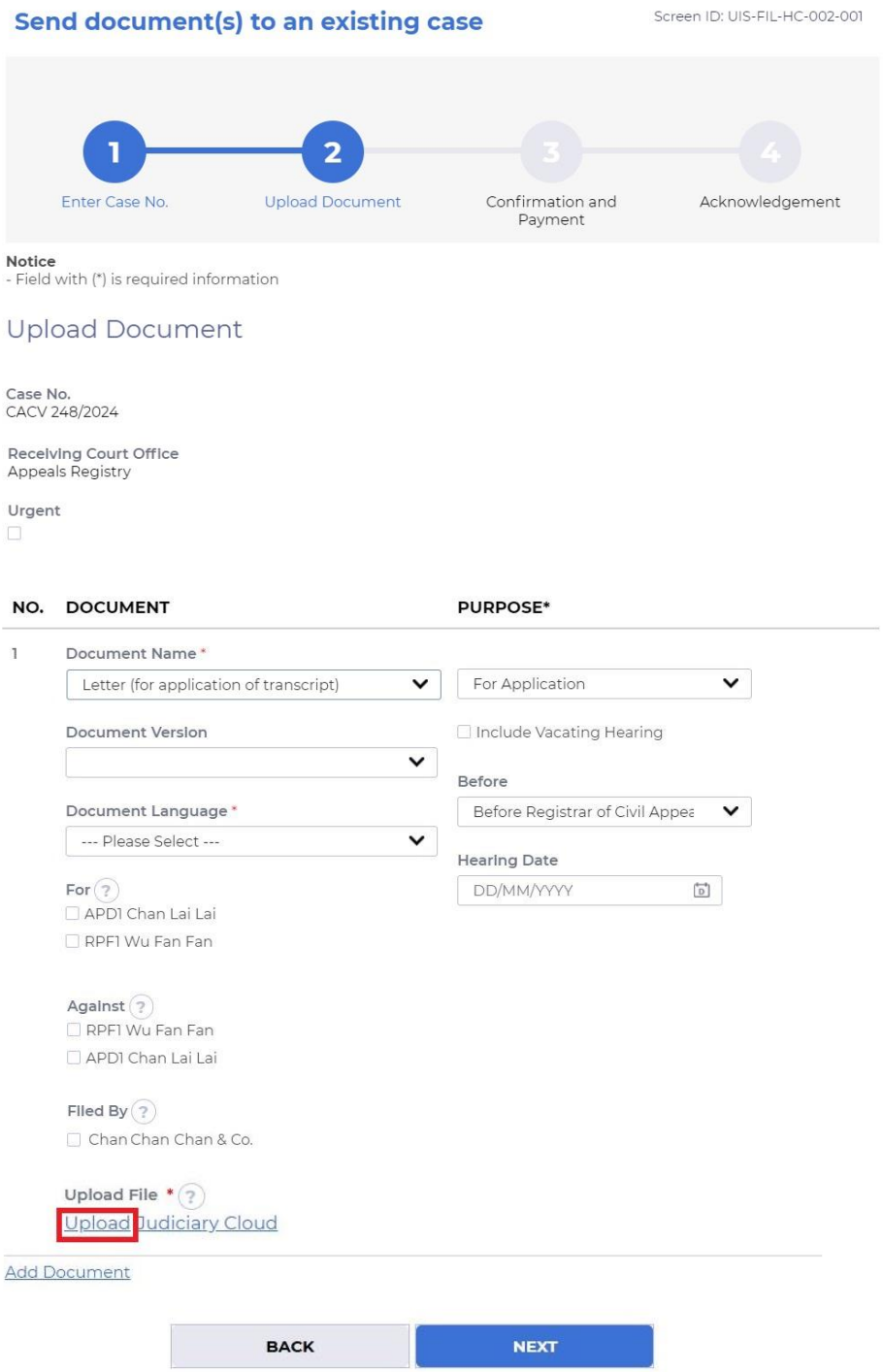
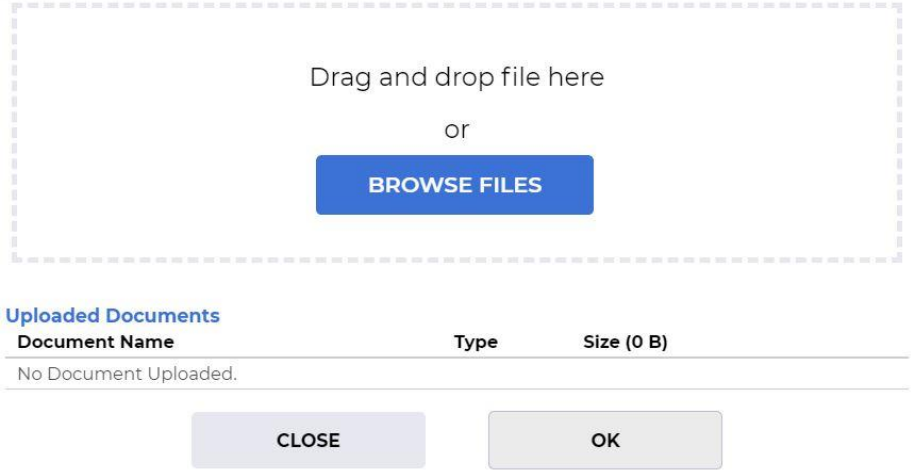
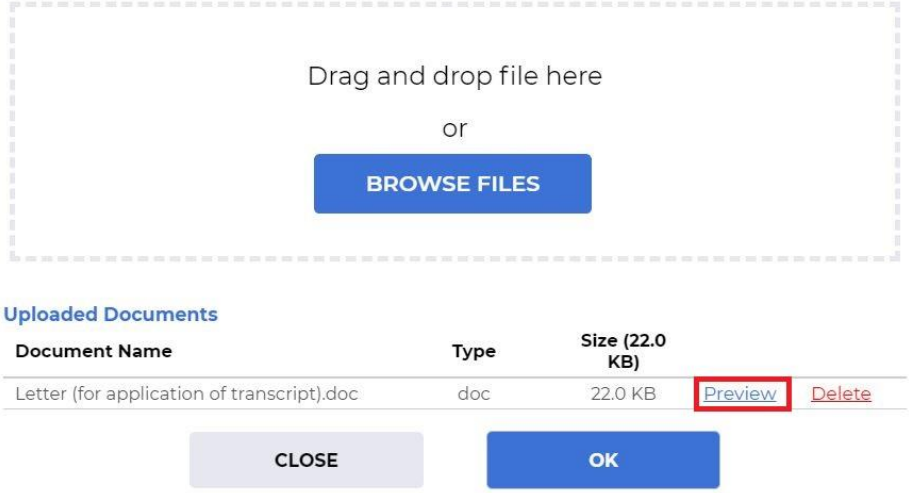
Submit application for transcript

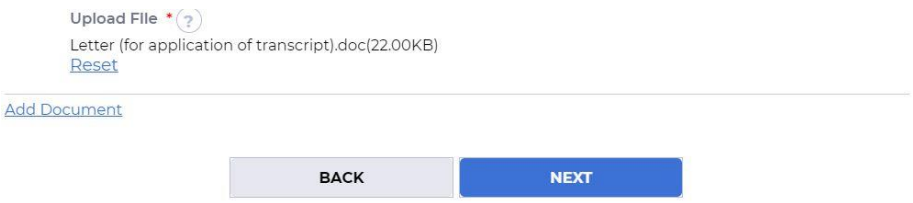
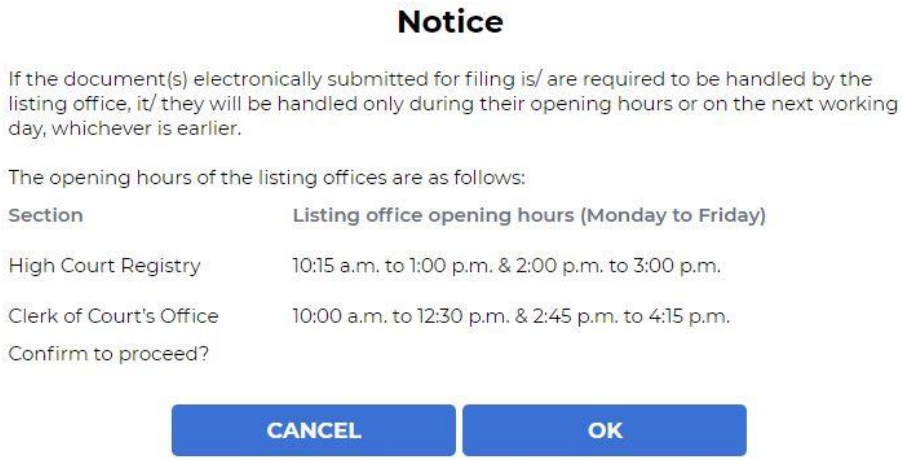
This step-by-step guide outlines the general process required to send documents using iCMS for the High Court selected case types. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned. We are now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

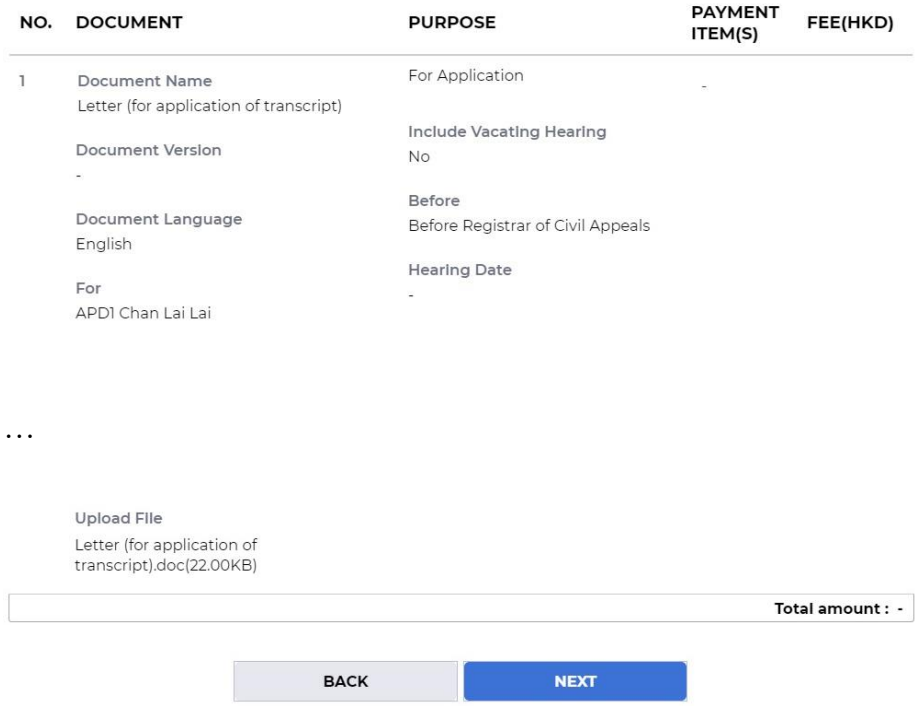
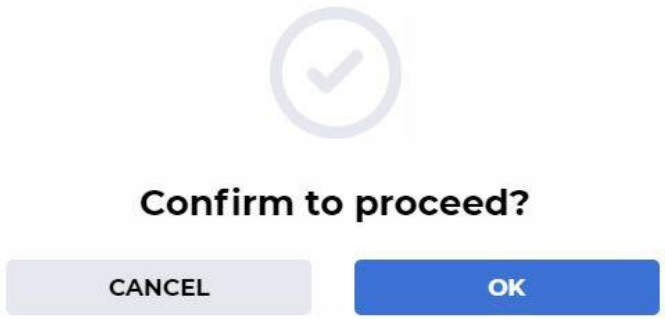
Item	Process	Relevant screenshots for reference
1.	**<u>Login user account</u>** By Organization User ("OU") or Individual User ("IU") account holder *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[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.]*	Organization User  Individual User 

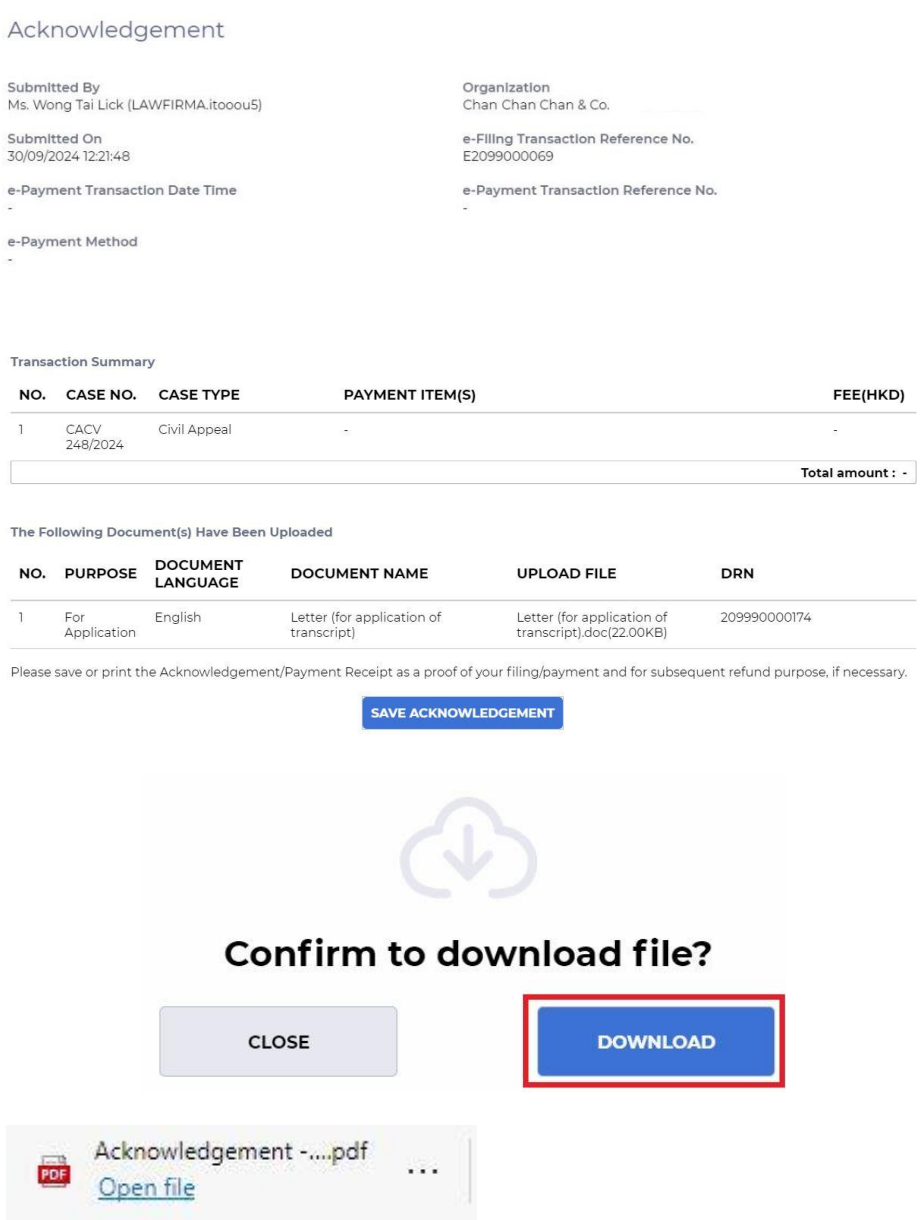
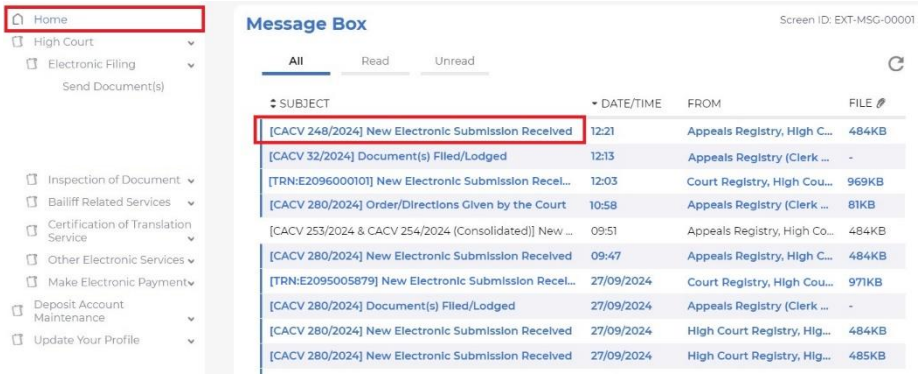
Item	Process	Relevant screenshots for reference
2.	**<u>Access e-Filing function</u>** Select court level, e.g. “High Court”> Click “Electronic Filing”> Select “Send Document(s)”>	
3.	**<u>Select the required function</u>** Select “Send document(s) to an existing case” > Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” > Click “NEXT”>	
4.	**<u>Enter case number</u>** Input “Case No.*”> Radio button “No” is pre-selected in “Related to taxation proceedings?”*. Radio button “No” is pre-selected in “Related to Application before Judge?”*. Please change it as appropriate. “Receiving Court Office*” is pre-selected by the system, you may also change it from the drop down menu as appropriate.>	Step 1: Enter Case No. 

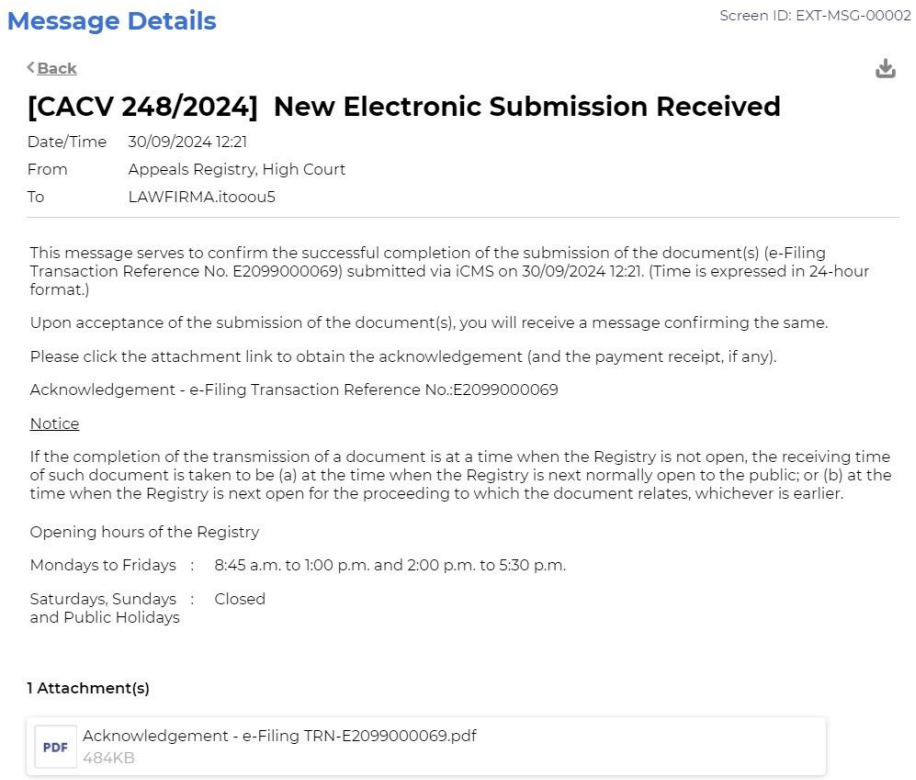
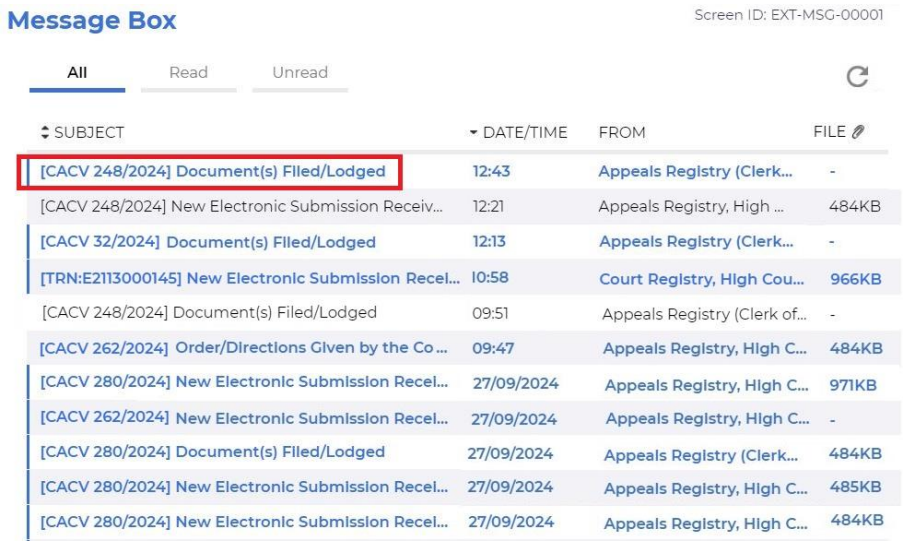
Item	Process	Relevant screenshots for reference
	Click “NEXT”>	
5.	**<u>Upload Document</u>** Select “Letter(for application of transcript)” in “Document Name*”> Select “For Application” in “PURPOSE*”> “Before*” is prefilled as “Before Registrar of Civil Appeal”> Select “Hearing Date” by clicking the date picker if any> Select language in “Document Language*” > Tick the checkboxes under “For*” /and “Against”> Click “Upload”> *[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*	Step 2: Upload Document 

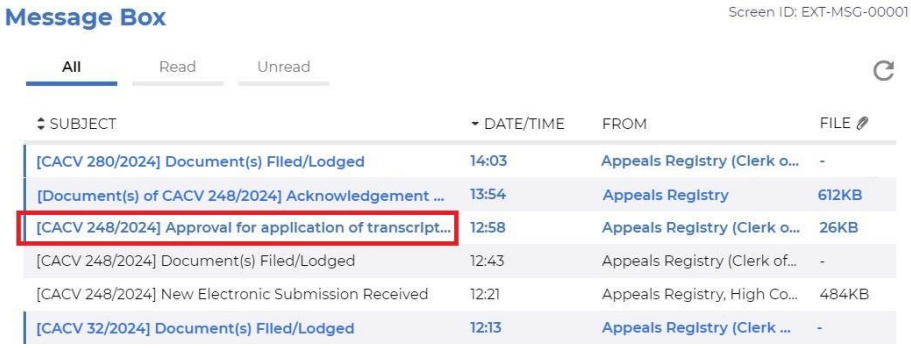
Item	Process	Relevant screenshots for reference
	more information if necessary.] Click “BROWSE FILES” and select document> *[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “To upload document using ‘drag and drop’ feature” for more information.]*	
6.	**<u>Preview uploaded document</u>** Document name is displayed under “Uploaded Documents” Click “Preview” to view the image of the document> Click “OK” if the uploaded document is in order> Or, click “Delete” if the uploaded document is not in order>	

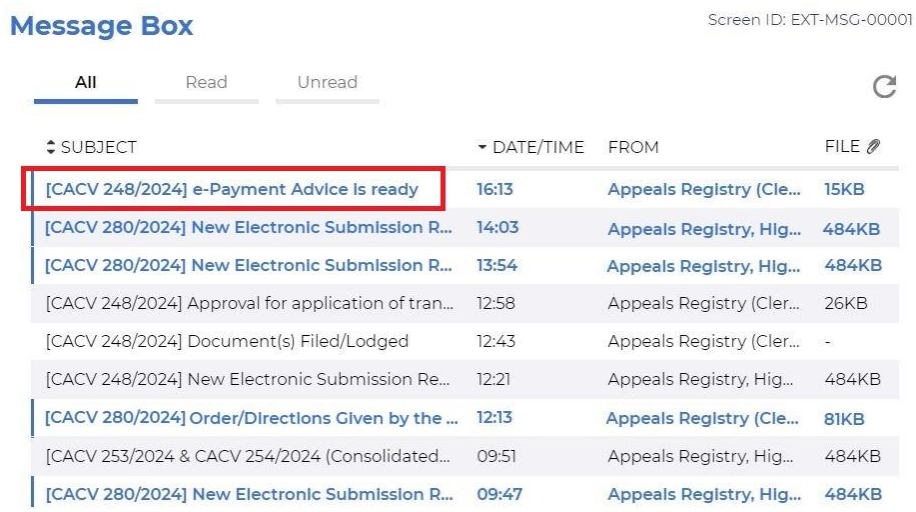
Item	Process	Relevant screenshots for reference
	After the document is successfully uploaded, click “NEXT” >	
7.	**<u>Notice of opening hours of the listing offices</u>** Click “OK” in the pop-up notice of opening hours of the listing offices >	A pop-up notice of opening hours of the listing offices 
8.	**<u>Confirm details of the filing</u>** If filing details are in order, click “NEXT”> Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data>	Step 3: Confirm Details of the Filing

Item	Process	Relevant screenshots for reference
	Click “OK” to “Confirm to proceed?”>	 Popup of “Confirm to proceed?” 
9.	**<u>Acknowledgement</u>** Click “SAVE ACKNOWLEDGEMENT”> Click “DOWNLOAD” in the popup of “Confirm to download file?”> Click “Open file” to retrieve the Acknowledgement>	Step 4: Acknowledgement

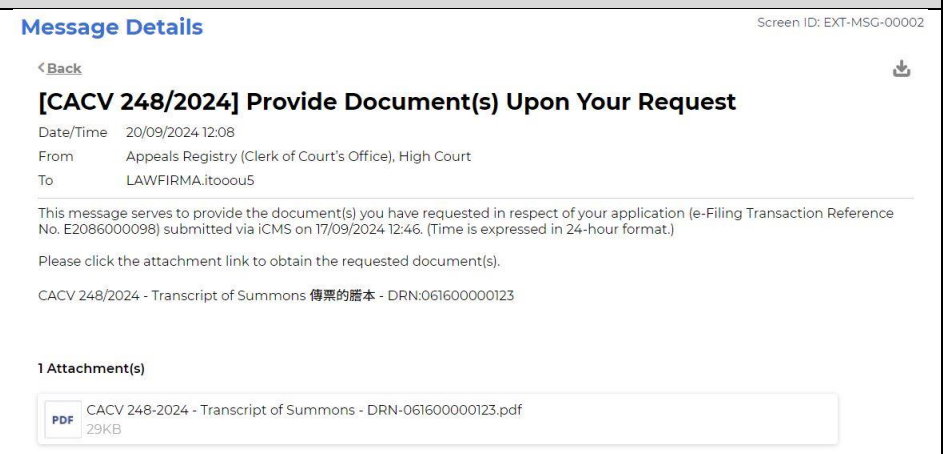
Item	Process	Relevant screenshots for reference
		
10.	**<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u>** Click “Home”> Access Message Box> Click the message header to open and read the content and attachment therein	Message box with message header(s) appears on the landing page 

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

Item	Process	Relevant screenshots for reference
13.	**Internal process by the Judiciary**	Sender will receive message in iCMS message box after the application is processed *[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]*
14.	**<u>Application result sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content and attachment therein >	Message box with message header(s) appears on the landing page  Click the message header to open and read the content and attachment therein

Item	Process	Relevant screenshots for reference
15.	**Internal process by the Judiciary**	Sender will receive message in iCMS message box requesting for electronic payment for the transcript
16.	**<u>Request for Payment message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content and attachment therein> *[Note: Please refer to relevant step-by-step guide “Make Electronic Payment” for payment made electronically. The transcript will be sent to the message box upon successful payment.]*	Message box with message header(s) appears on the landing page  Click the message header to open and read the content and attachment therein

Item	Process	Relevant screenshots for reference
17.	Internal process by the Judiciary	Sender will receive message in iCMS message box with requested transcript
18.	**<u>Provide document(s) upon your request message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to open and read the content and attachment therein> *[Note: If the transcript is not sent to the message box upon successful payment, please seek technical assistance or you may contact the judge's clerk]*	Message box with message header(s) appears on the landing page Click the message header to open and read the content and attachment therein

Item	Process	Relevant screenshots for reference
		

Internal process by the Judiciary