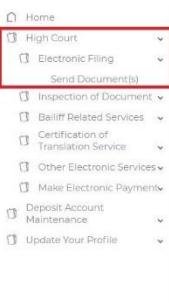


Submit application for transcript

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.	<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>

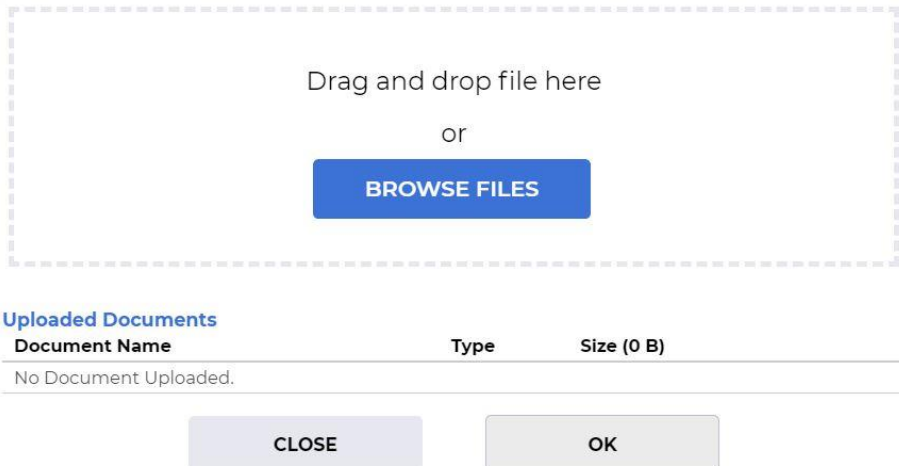
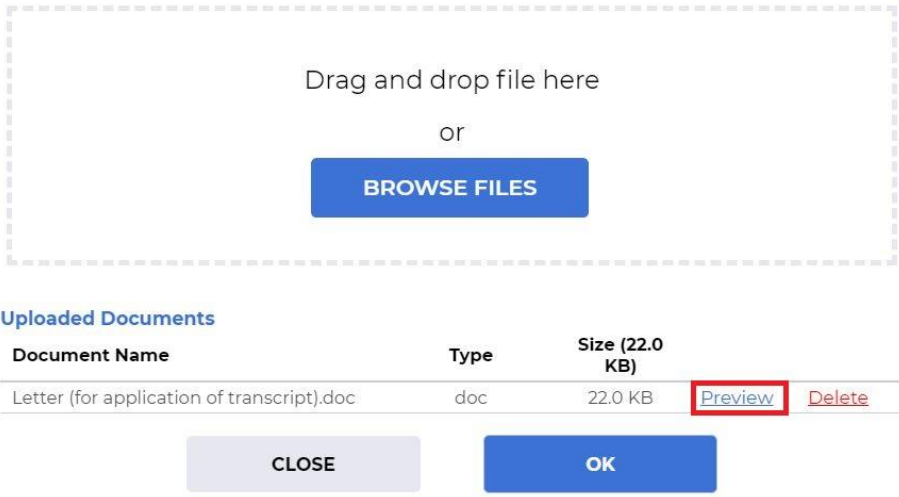
Step-by-step guide – “Submit application for transcript”

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>Message Box</p> <p>Screen ID: EXT-MSG-00001</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: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 (Civl...</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 (Civl...</td><td>489KB</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: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 (Civl...	489KB	[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB
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: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 (Civl...	489KB																																											
[TRN:E2063000228] New Electronic Submission Received	25/08/2024	Clerk of Court's Office (Civl...	489KB																																											
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><u>Send Document(s)</u></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>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?”*.</p> <p>Please change it as appropriate.</p> <p>“Receiving Court Office*” is pre-selected by the system, you may also change it from the drop down menu 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>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Enter Case No.</p> <p>Case No. * (?)</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Related to Application before Judge? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Receiving Court Office *</p> <p>--- Please Select ---</p> <p>BACK NEXT</p>																																												

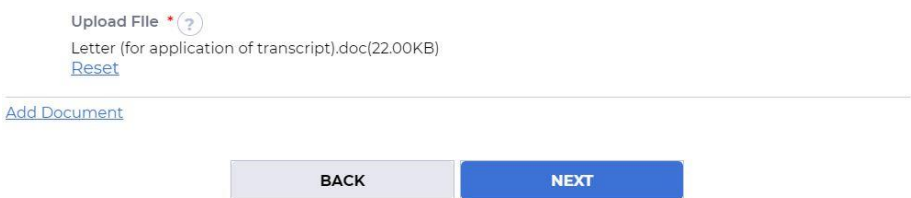
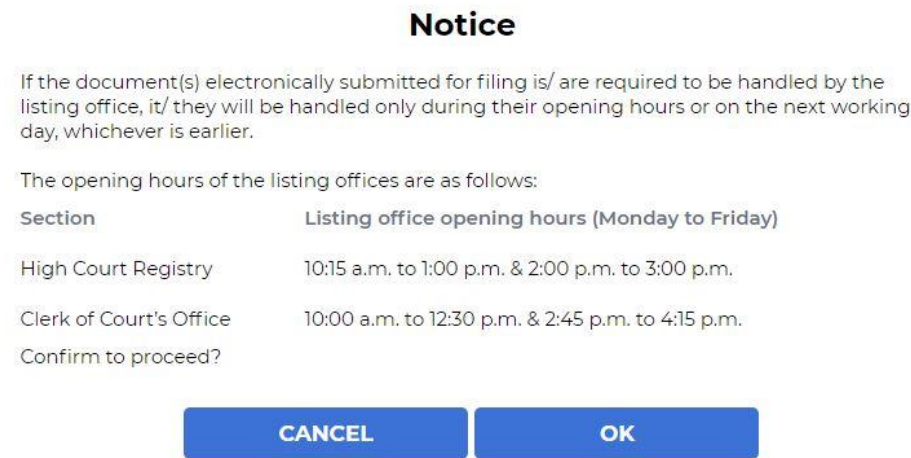

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference						
	Click “NEXT”>							
5.	<p><u>Upload Document</u></p> <p>Select “Letter(for application of transcript)” 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> <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</i></p>	<p>Step 2: Upload Document</p> <p>Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. CACV 248/2024</p> <p>Receiving Court Office Appeals Registry</p> <p>Urgent <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>NO.</th><th>DOCUMENT</th><th>PURPOSE*</th></tr> </thead> <tbody> <tr> <td>1</td><td> <p>Document Name *</p> <p>Letter (for application of transcript) ▼</p> <p>Document Version ▼</p> <p>Document Language *</p> <p>--- Please Select --- ▼</p> <p>For ?</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p>Against ?</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p>Filed By ?</p> <p><input type="checkbox"/> Chan Chan Chan & Co.</p> <p>Upload File * ?</p> <p>Upload Judiciary Cloud</p> </td><td> <p>For Application ▼</p> <p><input type="checkbox"/> Include Vacating Hearing</p> <p>Before</p> <p>Before Registrar of Civil Appeal ▼</p> <p>Hearing Date</p> <p>DD/MM/YYYY</p> </td></tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name *</p> <p>Letter (for application of transcript) ▼</p> <p>Document Version ▼</p> <p>Document Language *</p> <p>--- Please Select --- ▼</p> <p>For ?</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p>Against ?</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p>Filed By ?</p> <p><input type="checkbox"/> Chan Chan Chan & Co.</p> <p>Upload File * ?</p> <p>Upload Judiciary Cloud</p>	<p>For Application ▼</p> <p><input type="checkbox"/> Include Vacating Hearing</p> <p>Before</p> <p>Before Registrar of Civil Appeal ▼</p> <p>Hearing Date</p> <p>DD/MM/YYYY</p>
NO.	DOCUMENT	PURPOSE*						
1	<p>Document Name *</p> <p>Letter (for application of transcript) ▼</p> <p>Document Version ▼</p> <p>Document Language *</p> <p>--- Please Select --- ▼</p> <p>For ?</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p>Against ?</p> <p><input type="checkbox"/> RPFI Wu Fan Fan</p> <p><input type="checkbox"/> APDI Chan Lai Lai</p> <p>Filed By ?</p> <p><input type="checkbox"/> Chan Chan Chan & Co.</p> <p>Upload File * ?</p> <p>Upload Judiciary Cloud</p>	<p>For Application ▼</p> <p><input type="checkbox"/> Include Vacating Hearing</p> <p>Before</p> <p>Before Registrar of Civil Appeal ▼</p> <p>Hearing Date</p> <p>DD/MM/YYYY</p>						

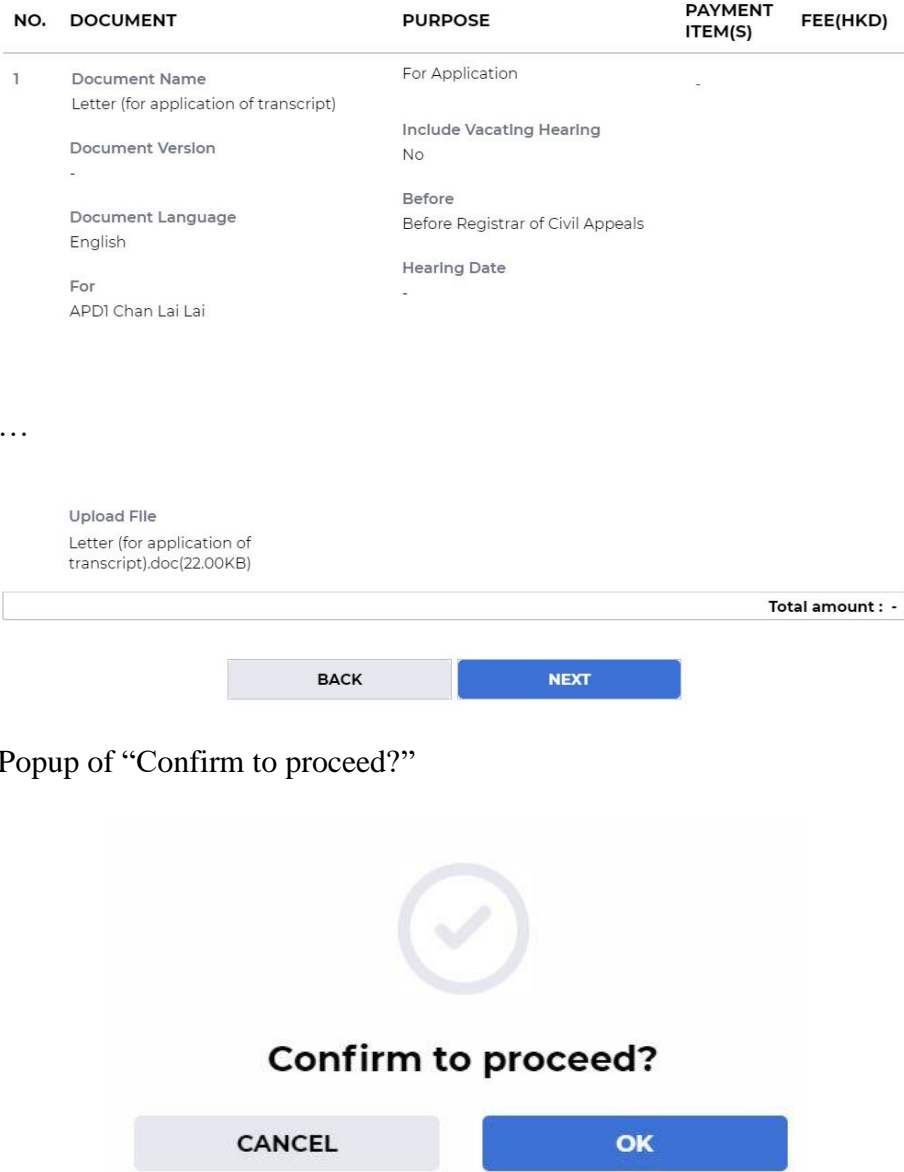

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference
	<p><i>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>	
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>	

Step-by-step guide – “Submit application for transcript”

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> 

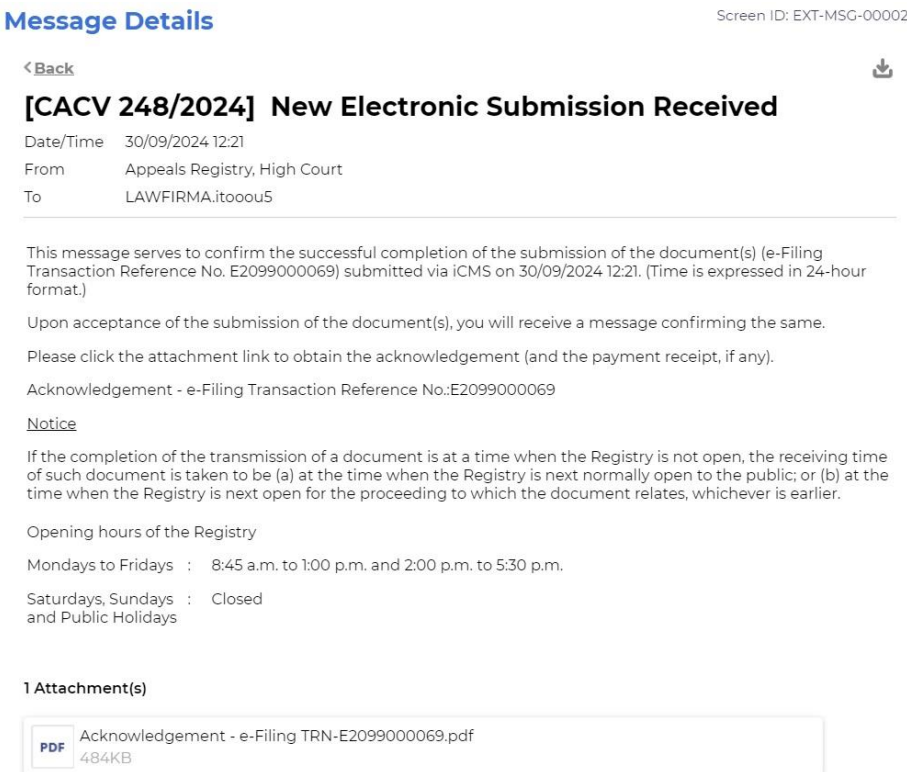
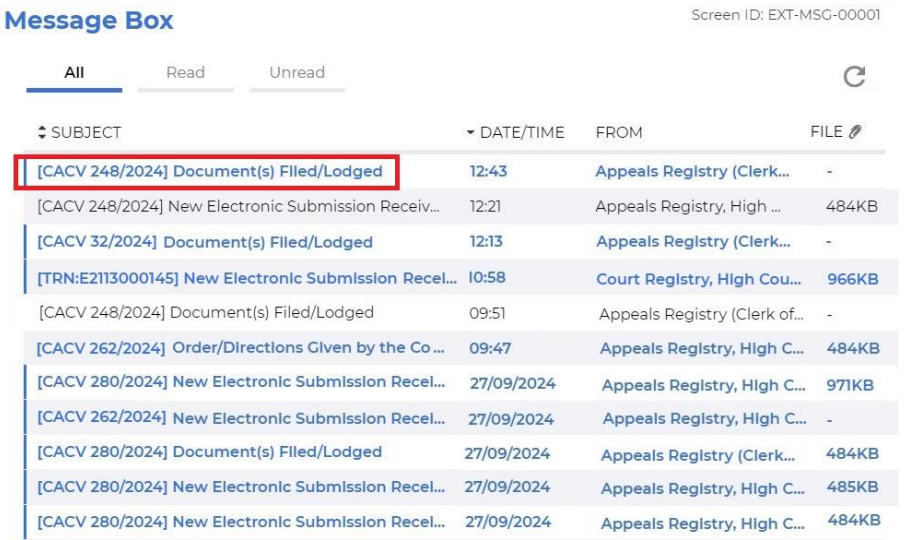
Step-by-step guide – “Submit application for transcript”

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 Letter (for application of transcript) For Application -</p> <p>Document Version Include Vacating Hearing No</p> <p>Document Language Before Before Registrar of Civil Appeals English</p> <p>For Hearing Date - APDI Chan Lai Lai</p> <p>...</p> <p>Upload File Letter (for application of transcript).doc(22.00KB)</p> <p>Total amount : -</p> <p>BACK NEXT</p> <p>Confirm to proceed?</p> <p>CANCEL OK</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>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>

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference																																												
		<div><div>Acknowledgement</div><div><div><div>Submitted By</div><div>Ms. Wong Tai Lick (LAWFIRMA.itooou5)</div></div><div><div>Submitted On</div><div>30/09/2024 12:21:48</div></div><div><div>e-Payment Transaction Date Time</div><div>-</div></div><div><div>e-Payment Method</div><div>-</div></div></div><div><div>Organization</div><div>Chan Chan Chan & Co.</div></div><div><div>e-Filing Transaction Reference No.</div><div>E2099000069</div></div><div><div>e-Payment Transaction Reference No.</div><div>-</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 Application</td><td>English</td><td>Letter (for application of transcript)</td><td>Letter (for application of transcript).doc(22.00KB)</td><td>209990000174</td></tr></tbody></table><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><div>Acknowledgement -pdf</div><div>Open file</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 (for application of transcript)	Letter (for application of transcript).doc(22.00KB)	209990000174																						
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 (for application of transcript)	Letter (for application of transcript).doc(22.00KB)	209990000174																																									
10.	<div><div><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></div><div>Click “Home”></div><div>Access Message Box></div><div>Click the message header to open and read the content and attachment therein</div></div>	<div><div>Message box with message header(s) appears on the landing page</div><div><div><div><div>Home</div><div>High Court</div><div>Electronic Filing</div><div>Send Document(s)</div><div>Inspection of Document</div><div>Bailiff Related Services</div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Make Electronic Payment</div><div>Deposit Account Maintenance</div><div>Update Your Profile</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>12:21</td><td>Appeals Registry, High C...</td><td>484KB</td></tr><tr><td>[CACV 32/2024] Document(s) Filed/Lodged</td><td>12:13</td><td>Appeals Registry (Clerk ...</td><td>-</td></tr><tr><td>[TRN:E2095000101] New Electronic Submission Rece...</td><td>12:03</td><td>Court Registry, High Cou...</td><td>969KB</td></tr><tr><td>[CACV 280/2024] Order/Directions Given by the Court</td><td>10:58</td><td>Appeals Registry (Clerk ...</td><td>81KB</td></tr><tr><td>[CACV 253/2024 & CACV 254/2024 (Consolidated)] New ...</td><td>09:51</td><td>Appeals Registry, High Co...</td><td>484KB</td></tr><tr><td>[CACV 280/2024] New Electronic Submission Received</td><td>09:47</td><td>Appeals Registry, High C...</td><td>484KB</td></tr><tr><td>[TRN:E2095005879] New Electronic Submission Rece...</td><td>27/09/2024</td><td>Court Registry, High Cou...</td><td>971KB</td></tr><tr><td>[CACV 280/2024] Document(s) Filed/Lodged</td><td>27/09/2024</td><td>Appeals Registry (Clerk ...</td><td>-</td></tr><tr><td>[CACV 280/2024] New Electronic Submission Received</td><td>27/09/2024</td><td>High Court Registry, Hig...</td><td>484KB</td></tr><tr><td>[CACV 280/2024] New Electronic Submission Received</td><td>27/09/2024</td><td>High Court Registry, Hig...</td><td>485KB</td></tr></tbody></table></div></div></div></div>	SUBJECT	DATE/TIME	FROM	FILE	[CACV 248/2024] New Electronic Submission Received	12:21	Appeals Registry, High C...	484KB	[CACV 32/2024] Document(s) Filed/Lodged	12:13	Appeals Registry (Clerk ...	-	[TRN:E2095000101] New Electronic Submission Rece...	12:03	Court Registry, High Cou...	969KB	[CACV 280/2024] Order/Directions Given by the Court	10:58	Appeals Registry (Clerk ...	81KB	[CACV 253/2024 & CACV 254/2024 (Consolidated)] New ...	09:51	Appeals Registry, High Co...	484KB	[CACV 280/2024] New Electronic Submission Received	09:47	Appeals Registry, High C...	484KB	[TRN:E2095005879] New Electronic Submission Rece...	27/09/2024	Court Registry, High Cou...	971KB	[CACV 280/2024] Document(s) Filed/Lodged	27/09/2024	Appeals Registry (Clerk ...	-	[CACV 280/2024] New Electronic Submission Received	27/09/2024	High Court Registry, Hig...	484KB	[CACV 280/2024] New Electronic Submission Received	27/09/2024	High Court Registry, Hig...	485KB
SUBJECT	DATE/TIME	FROM	FILE																																											
[CACV 248/2024] New Electronic Submission Received	12:21	Appeals Registry, High C...	484KB																																											
[CACV 32/2024] Document(s) Filed/Lodged	12:13	Appeals Registry (Clerk ...	-																																											
[TRN:E2095000101] New Electronic Submission Rece...	12:03	Court Registry, High Cou...	969KB																																											
[CACV 280/2024] Order/Directions Given by the Court	10:58	Appeals Registry (Clerk ...	81KB																																											
[CACV 253/2024 & CACV 254/2024 (Consolidated)] New ...	09:51	Appeals Registry, High Co...	484KB																																											
[CACV 280/2024] New Electronic Submission Received	09:47	Appeals Registry, High C...	484KB																																											
[TRN:E2095005879] New Electronic Submission Rece...	27/09/2024	Court Registry, High Cou...	971KB																																											
[CACV 280/2024] Document(s) Filed/Lodged	27/09/2024	Appeals Registry (Clerk ...	-																																											
[CACV 280/2024] New Electronic Submission Received	27/09/2024	High Court Registry, Hig...	484KB																																											
[CACV 280/2024] New Electronic Submission Received	27/09/2024	High Court Registry, Hig...	485KB																																											

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to open and read the content and attachment therein</p> 
11.	Internal process by the Judiciary	Sender will receive message in iCMS message box after internal vetting by the Judiciary
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>  <p>Click the message header to open and read the content therein</p>

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div>< Back</div><div>Download</div></div><div><div>[CACV 248/2024] Document(s) Filed/Lodged</div><div>Date/Time 30/09/2024 12:43</div><div>From Appeals Registry (Clerk of Court's Office), High Court</div><div>To LAWFIRMA.itoouu5</div></div><div><div>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2099000069) submitted via iCMS on 30/09/2024 12:21. (Time is expressed in 24-hour format.)</div><div>- Letter (for application of transcript) 函件 (申請法庭謄本) - DRN:209990000174</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><div>Sender will receive message in iCMS message box after the application is processed</div><div>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</div></div>
14.	<div><div><u>Application result sent to the message box of OU/ IU as appropriate</u></div><div>Login and access Message Box></div><div>Click the message header to open and read the content and attachment therein ></div></div>	<div><div>Message box with message header(s) appears on the landing page</div><div>Message Box<div>Screen ID: EXT-MSG-00001</div></div><div><div>AllReadUnread</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 280/2024] Document(s) Filed/Lodged14:03Appeals Registry (Clerk o...-</div><div>[Document(s) of CACV 248/2024] Acknowledgement ...13:54Appeals Registry612KB</div><div>[CACV 248/2024] Approval for application of transcript...12:58Appeals Registry (Clerk o...26KB</div><div>[CACV 248/2024] Document(s) Filed/Lodged12:43Appeals Registry (Clerk of...-</div><div>[CACV 248/2024] New Electronic Submission Received12:21Appeals Registry, High Co...484KB</div><div>[CACV 32/2024] Document(s) Filed/Lodged12:13Appeals Registry (Clerk ...-</div></div></div></div> <div>Click the message header to open and read the content and attachment therein</div>

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details<div>Screen ID: EXT-MSG-00002</div></div><div><div><div>< Back<div>Download</div></div><div><div>[CACV 248/2024] Approval for application of transcript given by the Court</div><div><div>Date/Time30/09/2024 12:58</div><div>FromAppeals Registry (Clerk of Court's Office), High Court</div><div>ToLAWFIRMA.itooou5</div></div></div><div><div>This message serves to convey the order/direction(s) given by the Court on your application for transcript(s) (e-Filing Transaction Reference No. E2066003156) submitted via iCMS on 28/08/2024 16:01. (Time is expressed in 24-hour format.)</div><div>Please click the attachment link to obtain the order/directions.</div><div>CACV 248/2024 - Letter For transcript application dated 30/09/2024 issued by Testing Admin 6 - DRN:062600000124</div><div>Please note that you will be notified further when the transcripts are ready and the amount payable therefor as quoted in the Electronic Payment Advice for the transcript.</div></div><div><div>1 Attachment(s)</div><div>CACV 248-2024 - Letter For transcript application dated 30/09/2024 issued by Testing Admin 6 - DRN-062600000124.pdf26KB</div></div></div></div></div>
15.	Internal process by the Judiciary	Sender will receive message in iCMS message box requesting for electronic payment for the transcript
16.	<div><div><div><div><div><div>Request for Payment</div><div>message sent to the message box of OU/ IU as appropriate</div></div></div><div><div>Login and access Message Box></div><div>Click the message header to open and read the content and attachment therein></div><div>[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.]</div></div></div></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><div><div><div>AllReadUnread</div><div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE</div></div><div><div>[CACV 248/2024] e-Payment Advice Is ready16:13Appeals Registry (Cle...15KB</div><div>[CACV 280/2024] New Electronic Submission R...14:03Appeals Registry, Hig...484KB</div><div>[CACV 280/2024] New Electronic Submission R...13:54Appeals Registry, Hig...484KB</div><div>[CACV 248/2024] Approval for application of tran...12:58Appeals Registry (Cler...26KB</div><div>[CACV 248/2024] Document(s) Filed/Lodged12:43Appeals Registry (Cler...-</div><div>[CACV 248/2024] New Electronic Submission Re...12:21Appeals Registry, Hig...484KB</div><div>[CACV 280/2024] Order/Directions Given by the ...12:13Appeals Registry (Cle...81KB</div><div>[CACV 253/2024 & CACV 254/2024 (Consolidated...09:51Appeals Registry, Hig...484KB</div><div>[CACV 280/2024] New Electronic Submission R...09:47Appeals Registry, Hig...484KB</div></div></div></div></div><div>Click the message header to open and read the content and attachment therein</div></div></div>

Step-by-step guide – “Submit application for transcript”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div>< Back</div><div><div><div><div></div></div><div>[CACV 248/2024] Provide Document(s) Upon Your Request</div></div><div><div>Date/Time20/09/2024 12:08</div><div>FromAppeals Registry (Clerk of Court's Office), High Court</div><div>ToLAWFIRMA.itoou5</div></div><div><div>This message serves to provide the document(s) you have requested in respect of your application (e-Filing Transaction Reference No. E2086000098) submitted via iCMS on 17/09/2024 12:46. (Time is expressed in 24-hour format.)</div><div>Please click the attachment link to obtain the requested document(s).</div><div>CACV 248/2024 - Transcript of Summons 傳票的證本 - DRN:061600000123</div></div><div><div>1 Attachment(s)</div><div><div>PDF</div><div>CACV 248-2024 - Transcript of Summons - DRN-061600000123.pdf</div><div>29KB</div></div></div></div></div>

Internal process by the Judiciary