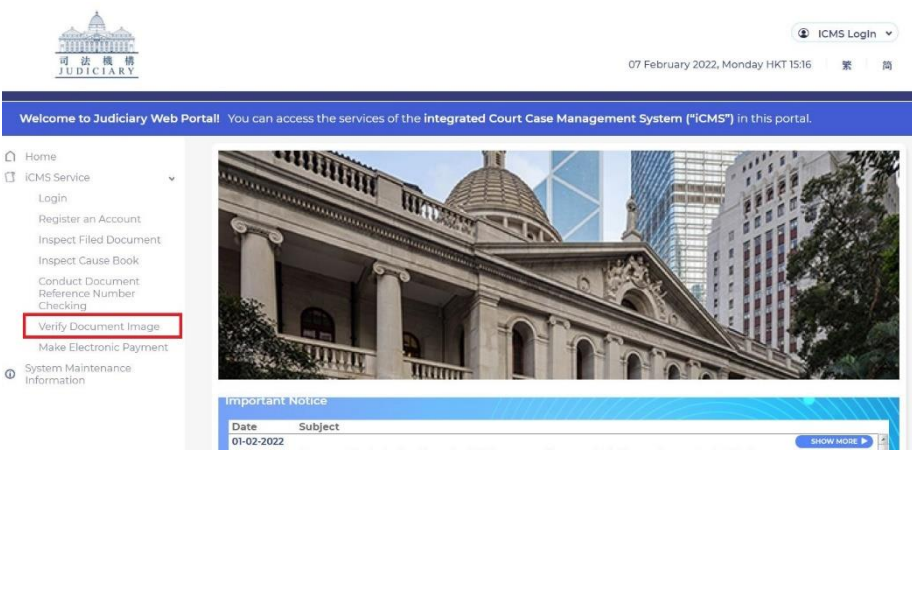
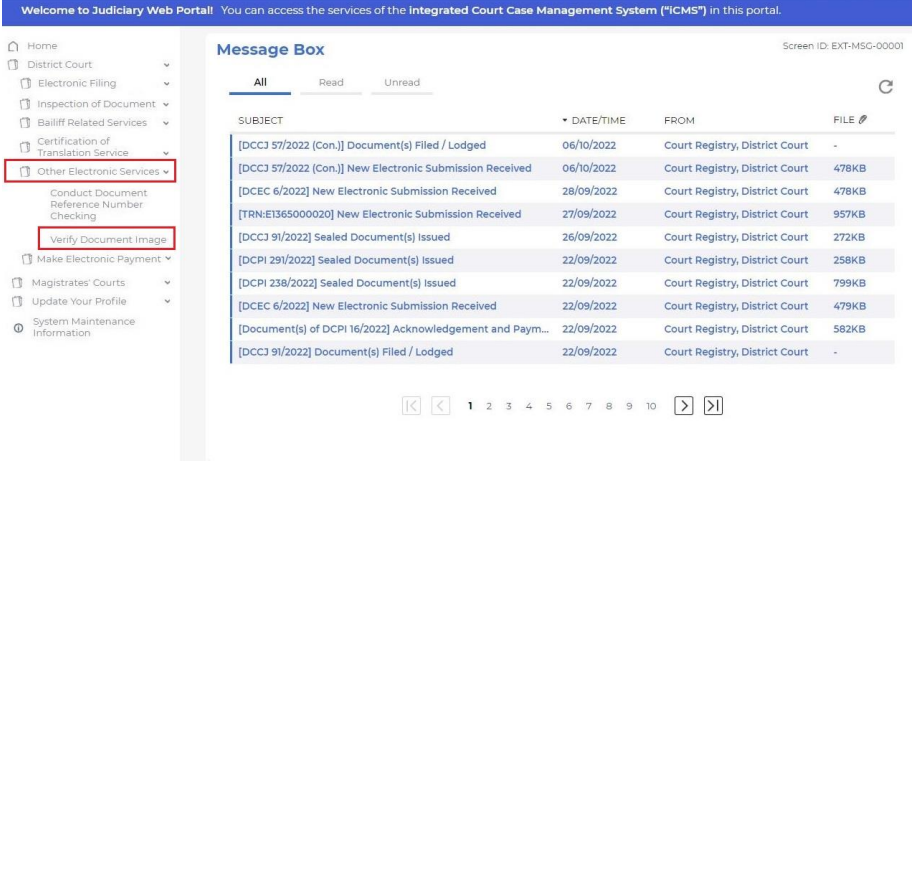
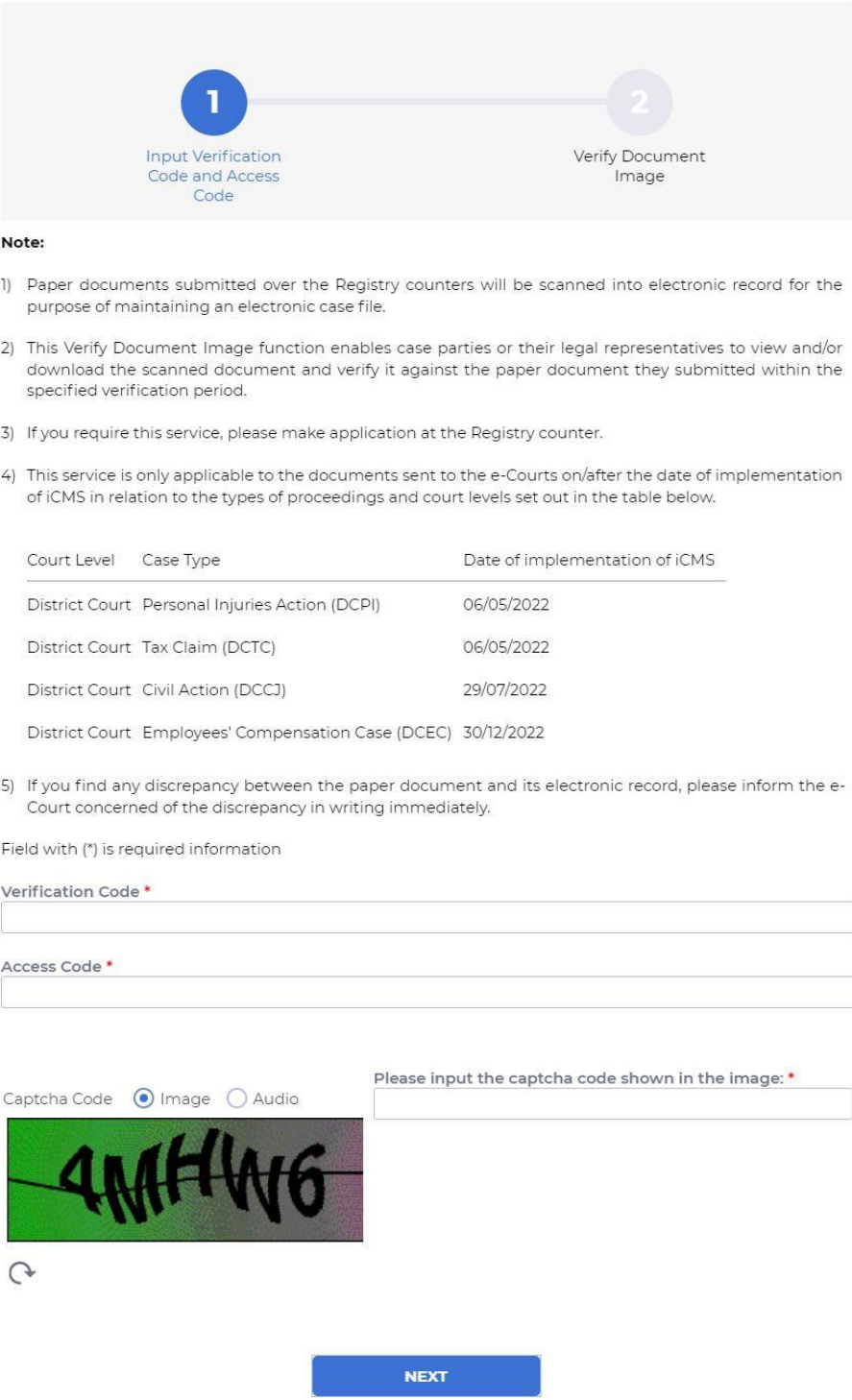
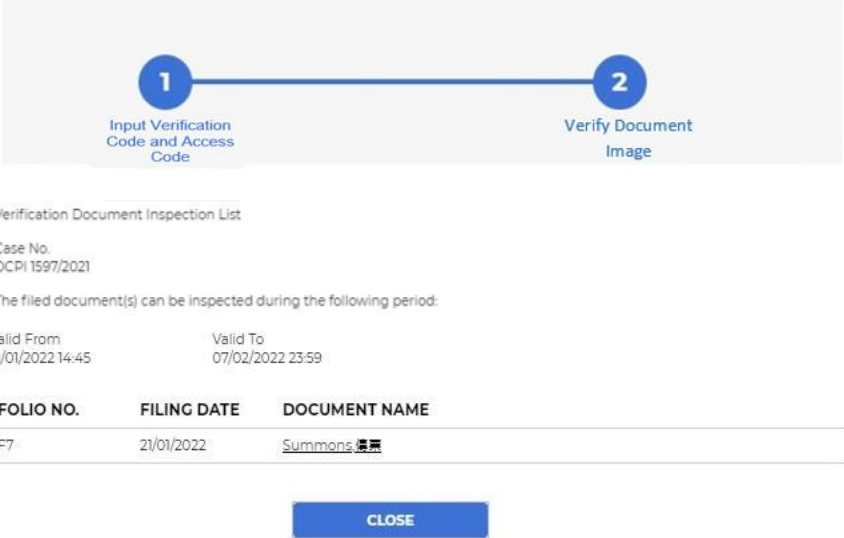


## Verify Document Image

This step-by-step guide outlines the general process required to verify document image using iCMS. 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.

Item	Process	Relevant screenshots for reference																																																
1.	<p><b><u>Access Verify Document Image function</u></b></p> <p>After submission of paper document(s) and the “Application Form for Verify Document Image (“VDI”) Service” at the Registry counters, an “Access Code for Verification of Document Image” email will be sent to you via the email address provided.</p> <p>Select “Verify Document Image” &gt;</p> <p><i>[Note: Organization User or Individual User account holder can also access the function after login. After login, select court level, e.g. “District Court”, click “Other Electronic Services”&gt; select “Verify Document Image”.]</i></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“iCMS”) in this portal.</p> <ul style="list-style-type: none"> <li>Home</li> <li>iCMS Service             <ul style="list-style-type: none"> <li>Login</li> <li>Register an Account</li> <li>Inspect Filed Document</li> <li>Inspect Cause Book</li> <li>Conduct Document Reference Number Checking</li> <li><b>Verify Document Image</b></li> <li>Make Electronic Payment</li> </ul> </li> <li>System Maintenance Information</li> </ul> <p>Important Notice</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>01-02-2022</td> <td></td> </tr> </tbody> </table>  <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“iCMS”) in this portal.</p> <p>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 57/2022 (Con.)) New Electronic Submission Received</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>28/09/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[TRN:E1365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 91/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 291/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPJ 238/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paym...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 91/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table> <p>Navigation: 1 2 3 4 5 6 7 8 9 10</p>	Date	Subject	01-02-2022		SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)) New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN:E1365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB	[DCPJ 238/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	799KB	[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	[Document(s) of DCPI 16/2022] Acknowledgement and Paym...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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2.	<p><b><u>Input verification code and access code</u></b></p> <p>Input “Verification Code*”&gt;</p> <p>Input “Access Code*”&gt;</p> <p>Input the captcha code*&gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Step 1: Input Verification Code and Access Code</b></p> <p style="text-align: right;">Screen ID: EFIL-VDI-00041</p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) Paper documents submitted over the Registry counters will be scanned into electronic record for the purpose of maintaining an electronic case file.</li> <li>2) This Verify Document Image function enables case parties or their legal representatives to view and/or download the scanned document and verify it against the paper document they submitted within the specified verification period.</li> <li>3) If you require this service, please make application at the Registry counter.</li> <li>4) This service is only applicable to the documents sent to the e-Courts on/after the date of implementation of iCMS in relation to the types of proceedings and court levels set out in the table below.</li> </ol> <table border="1" data-bbox="643 863 1369 1066"> <thead> <tr> <th>Court Level</th> <th>Case Type</th> <th>Date of implementation of iCMS</th> </tr> </thead> <tbody> <tr> <td>District Court</td> <td>Personal Injuries Action (DCPI)</td> <td>06/05/2022</td> </tr> <tr> <td>District Court</td> <td>Tax Claim (DCTC)</td> <td>06/05/2022</td> </tr> <tr> <td>District Court</td> <td>Civil Action (DCCJ)</td> <td>29/07/2022</td> </tr> <tr> <td>District Court</td> <td>Employees' Compensation Case (DCEC)</td> <td>30/12/2022</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>5) If you find any discrepancy between the paper document and its electronic record, please inform the e-Court concerned of the discrepancy in writing immediately.</li> </ol> <p>Field with (*) is required information</p> <p>Verification Code *</p> <p>Access Code *</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please input the captcha code shown in the image: *</p> <p>4MHW6</p> <p>NEXT</p>	Court Level	Case Type	Date of implementation of iCMS	District Court	Personal Injuries Action (DCPI)	06/05/2022	District Court	Tax Claim (DCTC)	06/05/2022	District Court	Civil Action (DCCJ)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
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3.	<p><b><u>Verify document image</u></b></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document&gt;</p>	<p>Step 2: Verify Document Image</p>  <p>Verification Document Inspection List</p> <p>Case No. DCPI 1597/2021</p> <p>The filed document(s) can be inspected during the following period:</p> <p>Valid From: 31/01/2022 14:45      Valid To: 07/02/2022 23:59</p> <table border="1"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> </tr> </thead> <tbody> <tr> <td>F7</td> <td>21/01/2022</td> <td>Summons </td> </tr> </tbody> </table> <p>CLOSE</p>	FOLIO NO.	FILING DATE	DOCUMENT NAME	F7	21/01/2022	Summons
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