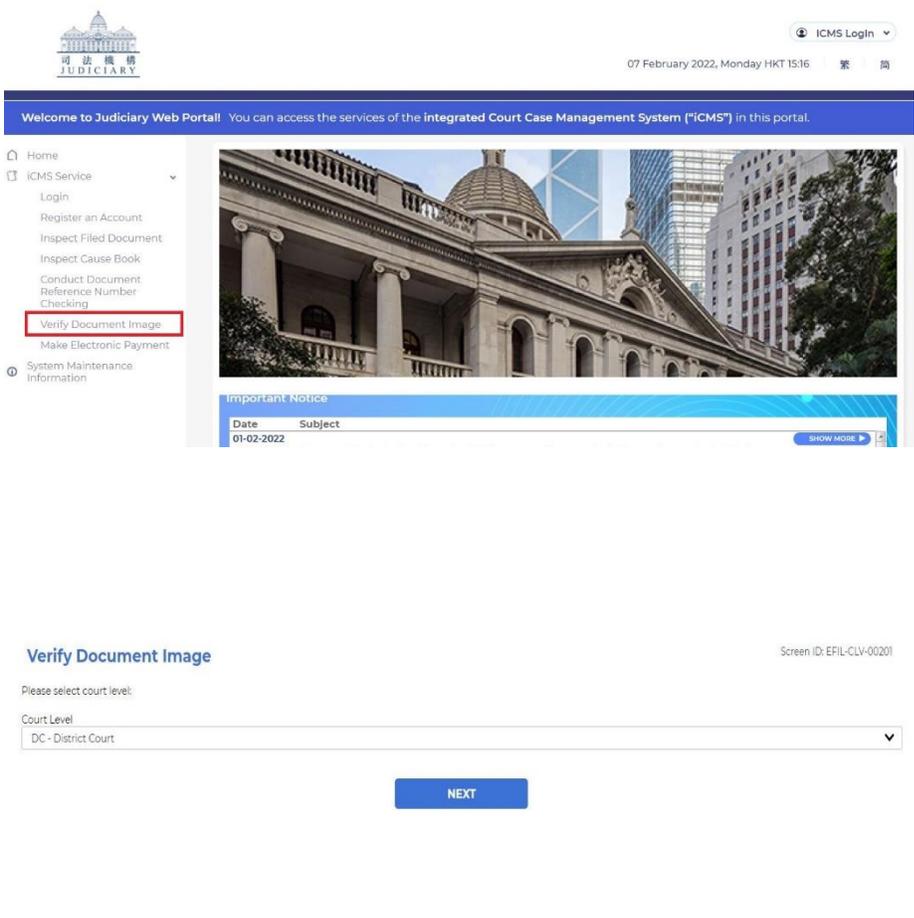
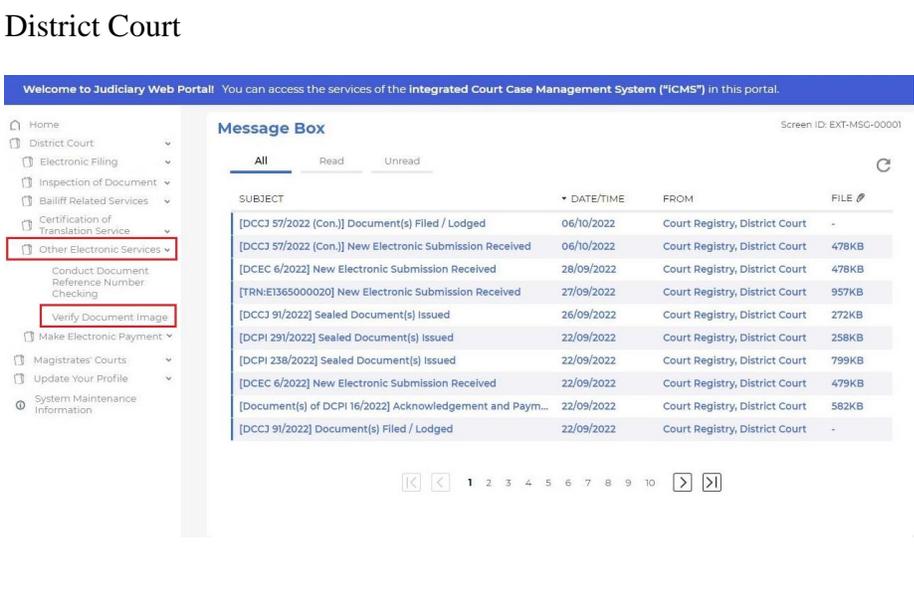


## Verify Document Image

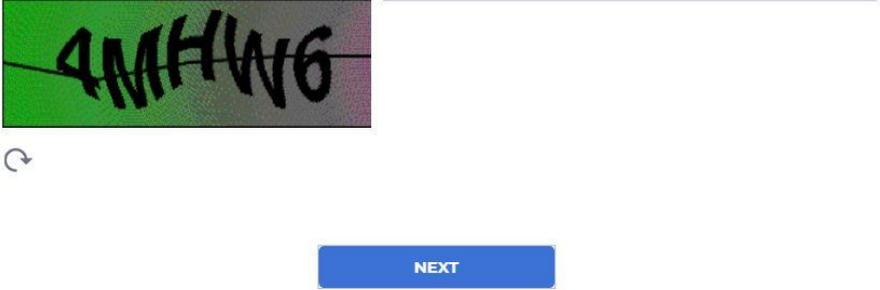
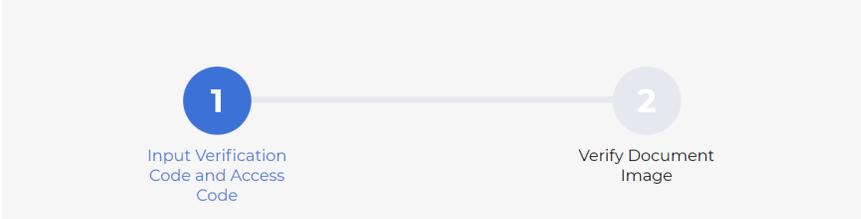
This step-by-step guide outlines the general process required to verify document image using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

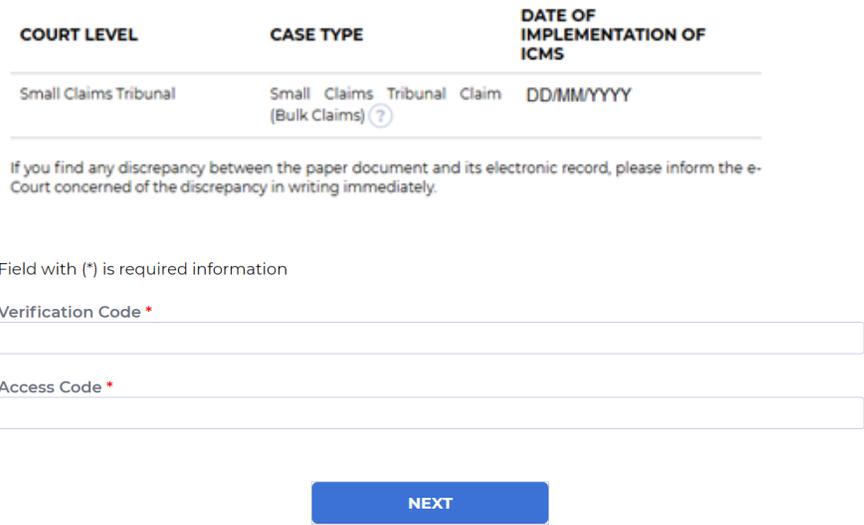
Item	Process	Relevant screenshots for reference																																												
1.	<p><b><u>Access Verify Document Image function</u></b></p> <p>After submission of paper document(s) and the “Application Form for Verify Document Image (“VDI”) Service” at the Registry counters, an “Access 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>Select “Court Level”&gt;</p> <p>Click “NEXT”&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” or “Small Claims Tribunal”, click “Other Electronic Services”&gt; select “Verify Document Image”.]</i></p>	 <p><b>Verify Document Image</b> <span style="float: right;">Screen ID: EFIL-CLV-00201</span></p> <p>Please select court level:</p> <p>Court Level  <input type="text" value="DC - District Court"/></p> <p style="text-align: center;"><b>NEXT</b></p>																																												
		<p><b>District Court</b></p>  <p><b>Message Box</b> <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-EI1365000020] 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>[DCPI 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>	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-EI1365000020] 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	[DCPI 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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Step-by-step guide – “Verify Document Image”

Item	Process	Relevant screenshots for reference
		<p><b>Small Claims Tribunal</b></p>  <p>The screenshot shows the Judiciary Web Portal interface. On the left, a navigation menu is visible with 'Verify Document Image' highlighted under 'Other Electronic Services'. The main content area displays a 'Message Box' with a table of messages. The table has columns for SUBJECT, DATE/TIME, FROM, and FILE. The messages include notifications about electronic submissions, writs of execution, and document filings.</p>
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><b>District Court</b></p>  <p>The screenshot shows the 'Verify Document Image' process flow. It consists of two steps: 1. Input Verification Code and Access Code, and 2. Verify Document Image. The flow is indicated by a horizontal line with numbered circles above each step.</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>

Step-by-step guide – “Verify Document Image”

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<p>3.</p>	<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> 