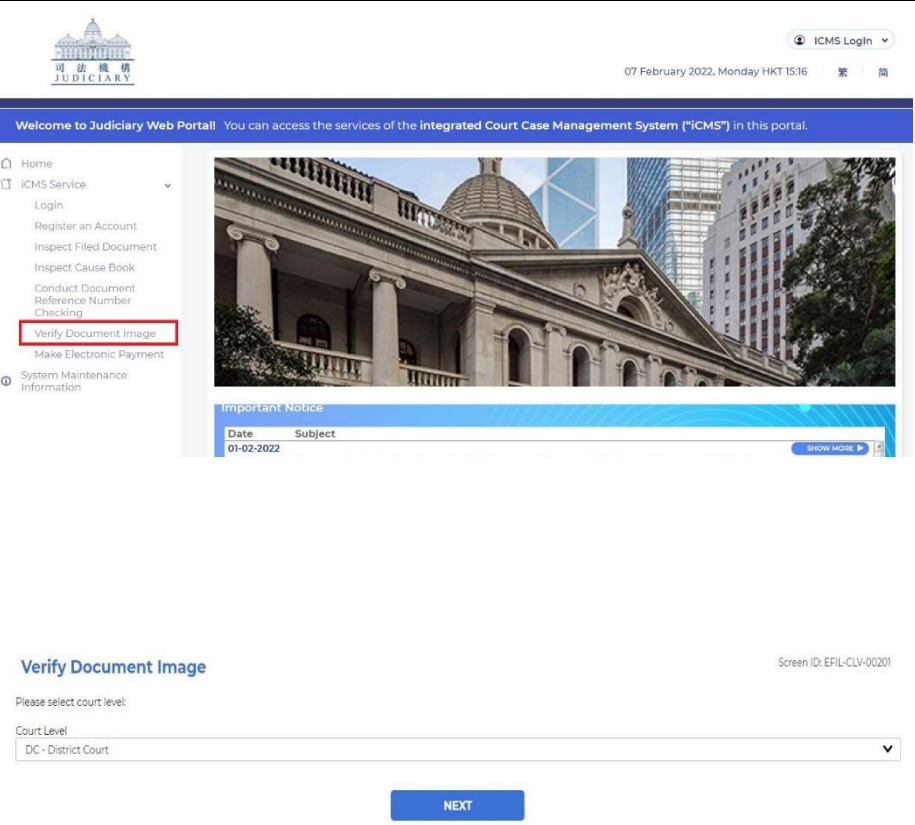
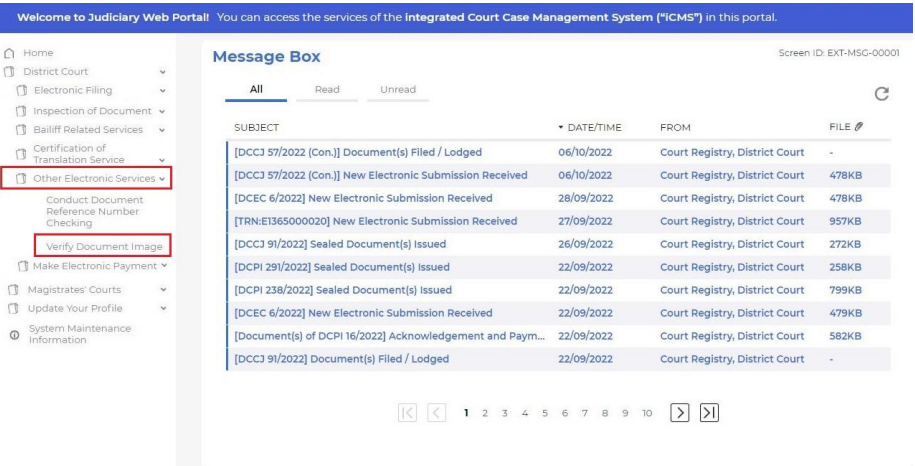
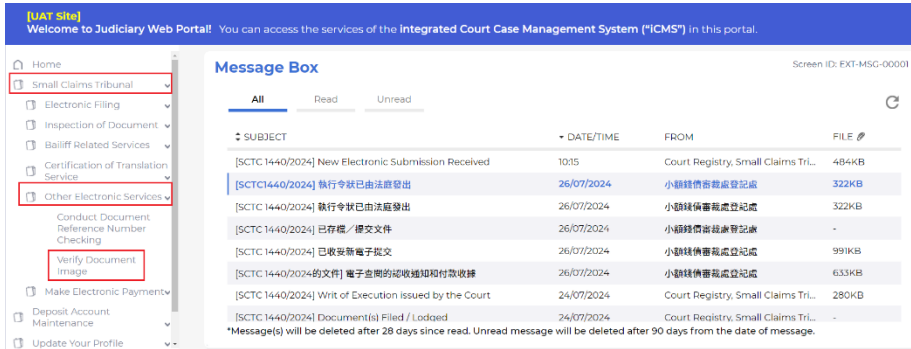
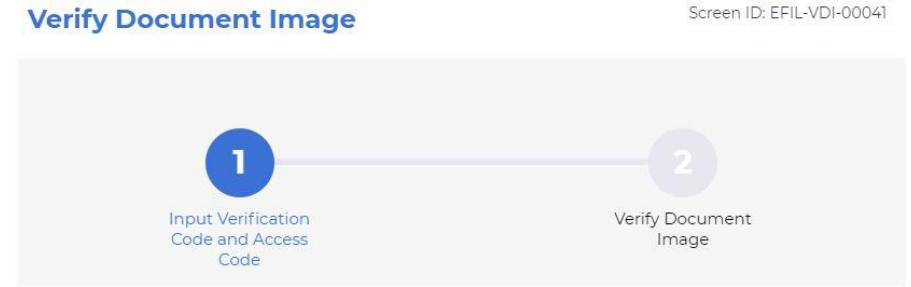


## Verify Document Image


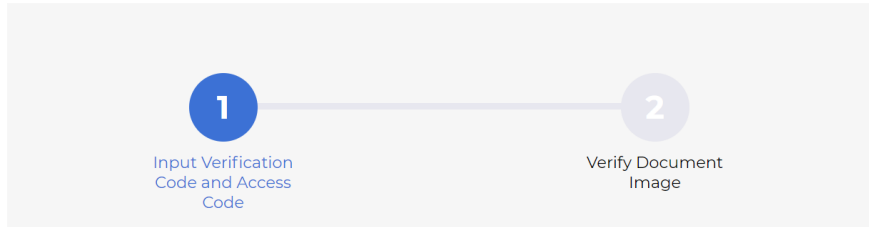
This step-by-step guide outlines the general process required to verify document image using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

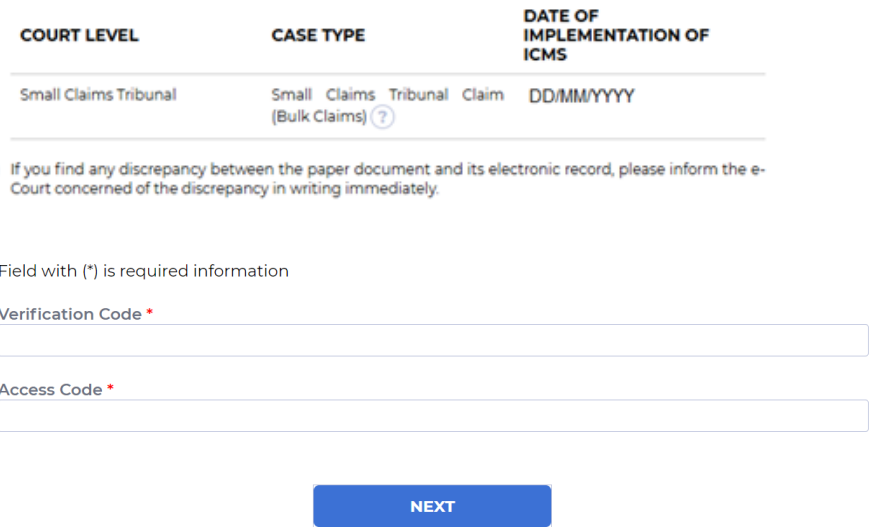
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Access Verify Document Image function</u></b></p> <p>After submission of paper document(s) and the “Application Form for Verify Document Image (“VDI”) Service” at the Registry counters, an “Access Code for Verification of Document Image” email 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>District Court</b></p> 

## 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 sidebar menu lists various services. Under the 'Other Electronic Services' category, the 'Verify Document Image' option is highlighted with a red box. 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 are related to electronic submissions and court proceedings.</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' screen. It features a two-step process diagram. Step 1 is 'Input Verification Code and Access Code' and Step 2 is 'Verify Document Image'. Below the diagram, there is a 'Note' section with four points regarding the service.</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”

Item	Process	Relevant screenshots for reference															
		<p> <table border="1"> <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> </p> <p>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.</p> <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>Small Claims Tribunal</p> <p><b>Verify Document Image</b> <span>Screen ID: EFIL-VDI-00211</span></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 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>	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> 