Assign court case(s) to OU Account(s) by PA/SA (by case number)

Whenever an Organization opts to transact with the e-Courts electronically for a specific court case (i.e. linking up of an Organization Account with that specific court case), the PA, or SA, is required to assign that specific court case to OU Account(s) before the account holder(s) can carry out further electronic transactions with the e-Courts by means of iCMS¹.

There are two types of case link-up, namely -

(1) Assign case(s) by <u>**Profile**</u> to OU(s) – If PA/SA decides to assign court cases according to case profile (e.g. Personal Injuries Action of the District Court) to designated OU(s), no further link-up of such type of cases individually will be required.

(2) Assign case by <u>**Case No.**</u> to OU(s) – If PA/SA opts to assign individual cases to designated OUs one by one, the OUs can only access to those particular cases that PA/SA entitles them to access.

This step-by-step guide outlines the general process required

- to link-up court case to an OU Account by a PA, and the SA assigned with iCMS Role "To link-up case to OU Accounts (all branches)", by Case Number ²; and
- to remove case(s) assigned to OU **by Case Number**.

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.

¹ When assigning court case to OU Account, PA and SA should be cautious to avoid conflict of interest.

² For assignment of cases to OUs by profile, please refer to the step-by-step guide on **Assign court case(s) to OU Account(s) by PA/SA (by profile)** for more information.

Item	Process	Related screenshots for reference
1.	Login user account	The landing page after logged-in is displayed
	[Note: Please refer to the step- by-step guide Account Login and Logout for information if necessary.]	Webcome to Subdicity Web Notal You can access the services of the integrated court Case Management System (SASY) in this points. In Home Organization Accounts Organization Accounts Account Market encode Account Market encode C Account Market encode C Dependent encode C Before has Public C
2.	Assign default OU Account(s) and court case(s) Under Main Menu > Assign default OU Account(s) and court case(s) > Select Assign court case(s) to OU Account(s) >	Welcome to Studicary Web Petral: You can account this sum (call of this integrated Court Case Management System (*CMS*) in this portal. Image: Control of Courts Scient ID: DCHMSC-00001 Open calls of Courts C Mage: Control of Courts </td
Add C	ase(s) to OU (by case number)	
3.	Assign court case(s) to OU Account(s) Scroll to the bottom of the page, click "ADD NEW RECORD" for case association type selection > [Note: Please refer to items 13 to 17 for procedure on removal of assigned case(s) (by case number) from OU(s).]	The "Assign court case(s) to OU Account(s)" screen is displayed SSIGN COURT CASE(5) TO OU ACCOUNT(5) Search and Add/Remove case(s) to/from OU Organization Name (for) Therefore The Property of the prepared detable of OU as search extents to feelitate the removal of uses from OU howers. Therefore The Property of the prepared detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents to feelitate the removal of uses from OU howers. The detable of OU as search extents. The detable of OU as search extents. The mass feelet. The mass feelet.

Item	Process	Related screenshots for reference
NOTE	By default, the maximum num to change the setting by using	ber of OUs linked up with each case party is ten. A PA may raise request the function "Request change of Organization Configuration" ³ .
4.	Assign cases to OU by Case Number Select the option "By Case No." > Click "Search" >	The "Assign court case(s) to OU Account(s) – Case Association" screen is displayed Assign court case(s) to OU Account(s) Case (court case(court case(court case(court case(court case (court case
5.	Input the case no. Input the Case No. > Click "Search" >	The "Search By Case No." screen is displayed Search By Case No. Case No.* Clear Search CANCEL SUBMIT

³ Please refer to the step-by-step guide **Request change of organization configuration** for more information.

Item	Process	Related screenshots for reference
6.	Select the Case No. to be linked up to an OU	The "Search result" screeen is displayed
	Search result shows in the record table.	Search By Case No. Case No. * DCPI 1/2022 Clear Search
	the case no. to be linked up to an OU >	Search Result
	Click "SUBMIT" >	CASE NO. PARTY / ACTED FOR PARTY DCPI 1/2022 P1 Wong Hoi Fung
		CANCEL SUBMIT
NOTE	PA/SA may add more cases (u	p to ten) for assignment to OU(s) by repeating Items 4 to 6.
7.	Search for an OU	The "Assign court case(s) to OU Account(s) – Organization User ("OU")" screen is displayed
	("OU")" section Click "Search" >	ASSIGN COURT CASE(S) TO OU ACCOUNT(S) Sorren ID: EURE-CMN-00082 Organization Code Organization Code Happy Company Organization Name (Eng) Organization Name (Chi)
		# In Helpin Cases () [Remarks; Plesse click Search to start.] By Profile COURT LEVEL COMPRISING COURT CASE TYPE No records found. Bernows: Search Immove Reaction
		CASE NO. PARTY / ACTED FOR PARTY DCP/ 1/2022 PI Weng Hoi Fung Betmoxe: Search Organization User ("OU") [Itemaria: Please clok Search to start.] BRANCH SURNAME CIVEN NAME SURNAME CIVEN NAME CIVEN NAM
		No records found Remove Search CANCEL SUBMIT

Item	Process	Related screenshots for reference
8.	Input the search criteria to search an OU	The "Search Organization User ("OU")" screen is displayed
	Input search criteria >	Search Organization User ("OU")
	Click "Search" >	Account Status Organization User (CUT) Branch Sumame (Eng) Given Name (Eng) Sumame (Chi) Cancel Staff No. Clear Search Sumame Chi Sumame Chi Staff No. Clear Search CLear SUBMIT
9.	<u>Select the OU to whom</u> <u>cases to be linked-up</u> by case number	The "Search Result of Organization User ("OU')" screen is displayed
	Depending on the search criteria entered, the result	Search Organization User ("OU") Search Result Number of Record(s): 3
	Select the checkbox next to	BRANCH SURNAME (ENG) GIVEN NAME (ENG) SURNAME (CHI) GIVEN NAME (CHI) JOB / POST TITLE (ENG) JOB / POST TITLE (CHI) STAFF NO. EMAIL ADDRESS ACCOUNT STATUS Image: Mage:
	the OU(s) you want to assign the selected case no. to >	HQ Siu Yanny - Officer 3 - asunnyday633 @gmail.com Active HQ Wong Paul - Officer 1 - asunnyday633 @gmail.com Active
	[Note: PA/SA may select more than one OUs to link-up with the selected case number(s)] Click "SUBMIT" >	CANCEL SUBMIT
10.	Confirm the options	All the selected options is displayed
	Check the case no. selected in Item 6 and the OU(s) selected in Item 9	ASSIGN COURT CASE(S) TO OU ACCOUNT(S) Screen ID EURE-CAM-COORD Organization Code Organization Name (Eng) 2468 Happy Company Organization Name (Chi) Image: Streen ID EURE-CAM-COORD CaseS (2) [Remarks: Please click Search to start.] Image: Streen ID EURE-CAM-COORD
	Then click "SUBMIT" >	By Profile COURT LEVEL COMPRISING COURT CASE TYPE No records found. Remove Search By Case No. CASE NO. PARTY / ACTED FOR PARTY DCP 1/2022 PI Wore Hol Fung
		Bestione Search Image: Search Organization User ("OU") [Bemarks: Please dick Search to start.] Image: BRANCH SUBNAME GIVEN NAME JOB / POST JOB / POST JOB / POST STAFF NO. EMAIL ADDRESS Account Startus Image: HPQ Au Ann - Officer 2 - asunnydap5330 gmail.com Active Bettrook Search - Officer 2 - asunnydap5330 gmail.com Active
		CANCEL SUBMIT

Item	Process	Related screenshots for reference
11.	Acknowledgement	A pop-up message screen is displayed
	Click "OK" to complete >	Information The case assignment will take effect shortly.
12.	View assignment status PA/SA may click the "Processing Items" link to view the case assignment status. In this example, the number "0" in the bracket indicates that all submitted case	Ceee Association Type * By Profile Ceee Association Type * Ceee Asso
	assignment requests have been processed.	Processing Item List By Profile Number of Bearright 0 0 CASE PROFILE COURT LEVEL COURT SUBMANE CASE TYPE SUBMANE CONT NAME 2008/POST 200/POST 200/POST 31AFF No. ADDRESS ATCOUNT We record found. By Case No. Number of Record(b): 0 CASE No. CASE No.

Item	Process	Related screenshots for reference
Remov	ve Case(s) from OU (by case n	umber)
13.	Assign default OUAccount(s) and courtcase(s)Under Main Menu >Assign default OUAccount(s) and court case(s)>Select Assign court case(s) toOU Account(s) >	Weenere to Sudday Web Portal You can access to its dayled of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in this portal Image: State of Court Board of the Integrated Court Cace Management System (vc.Scr) in the State of Court Board of the Integrated Court Beard of the Integrated Court
14.	Search existing case assignment record with OU - by case no. [Note: From this screen, apart from inputting the required fields relating to Case Association Type, you may also input other search criteria (e.g. personal particulars of OU) to narrow down the search result.] Select the option "By Case No." > Input Case No. > [Note: PA/SA may also conduct search by using the search criteria <u>case year</u> . Select the option "By Case No"> Input Case Year > Select "Court Level"> Select "Comprising Court" > and "Case Type"] Click "SEARCH EXISTING RECORD" >	The "Assign court case(s) to OU Account(s) – Search and Add/Remove case(s) to/from OU" screen is displayed

Item	Process	Related screenshots for reference
15.	Search result shows in the record table	The search result – "List of OU assigned with court case(s) (By Case No.)" screen is displayed
	Depending on the search criteria entered, the result will then display. To delete the existing case assignment record	ASSIGN COURT CASE(5) TO OU ACCOUNT(5) Screen D EUBE-CMM-000E Search and Add/Remove case(s) to/from OU List of OU assigned with court case(s) (By Case No.) Number of Record(s): 1 CASE COPI V2022 PT Wong Hell Au Au Ann OFFICE 2 Matheway Show Detail Matheway Show Detail Matheway Show Detail
	For the record which needs to be deleted, tick the checkbox next to the record and click "Delete" >	Recession.items.fit
16.	Confirmation	A pop-up message screen is displayed
	A message listing out the number of record(s) of case assignment will be deleted pops-up.	
	Click "OK" to confirm the selection >	1 record(s) of case assignment will be deleted.
		CANCEL
17.	Acknowledgement	A pop-up message screen is displayed
	Click "OK" to complete >	i
		Information The request is received.
		ок