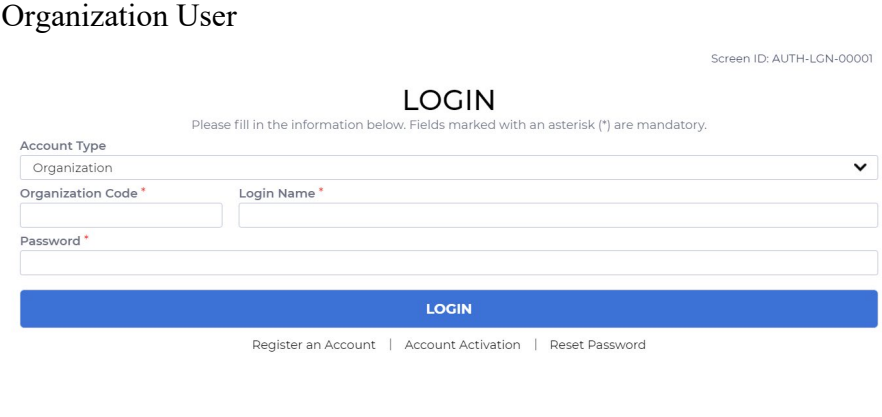

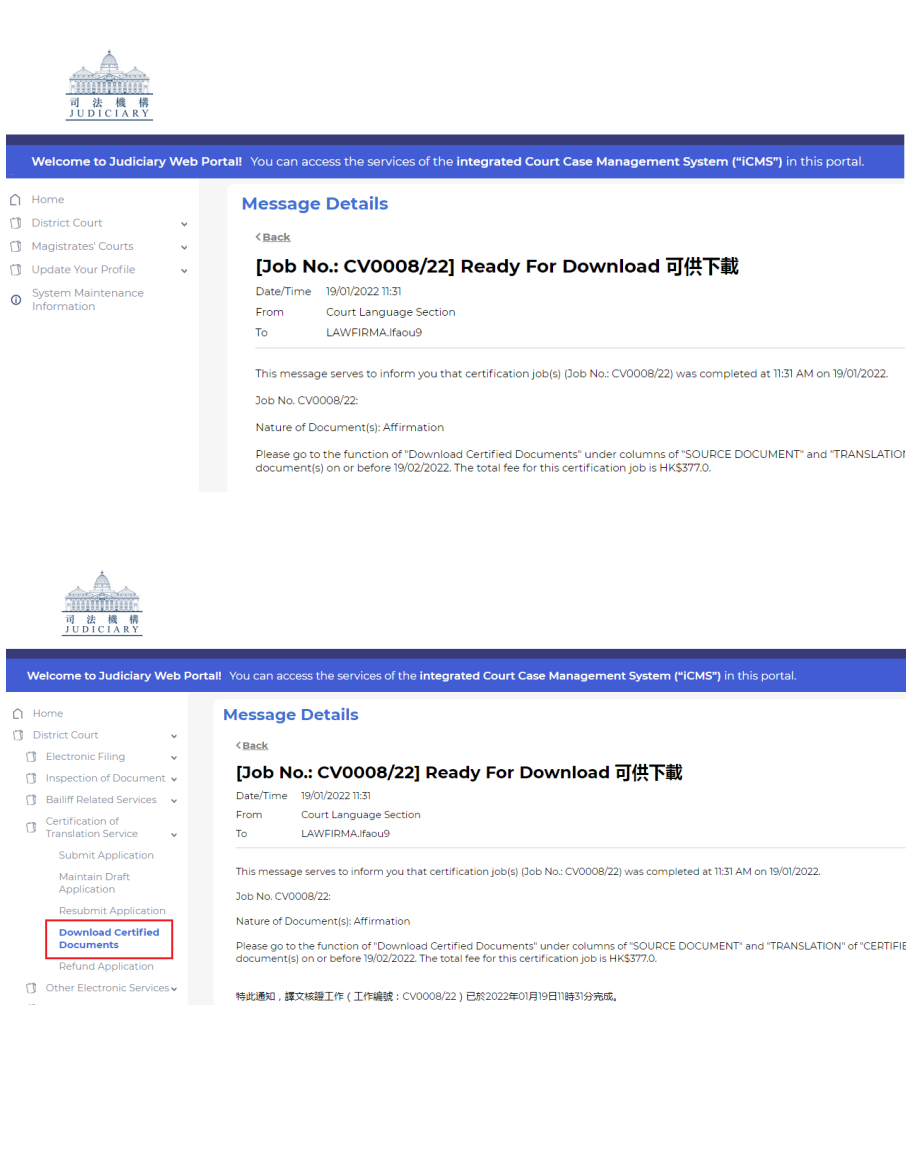


Download certified documents

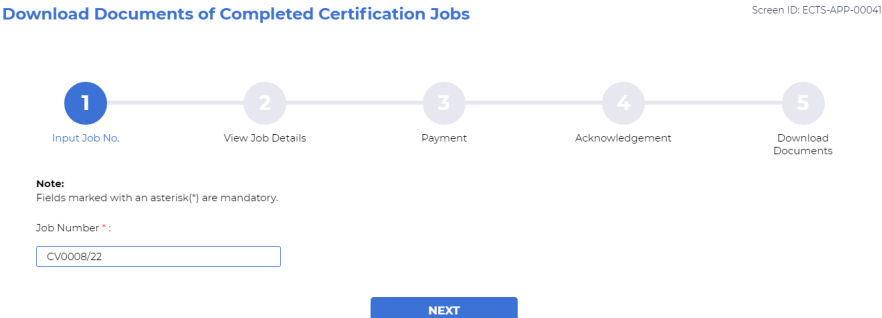
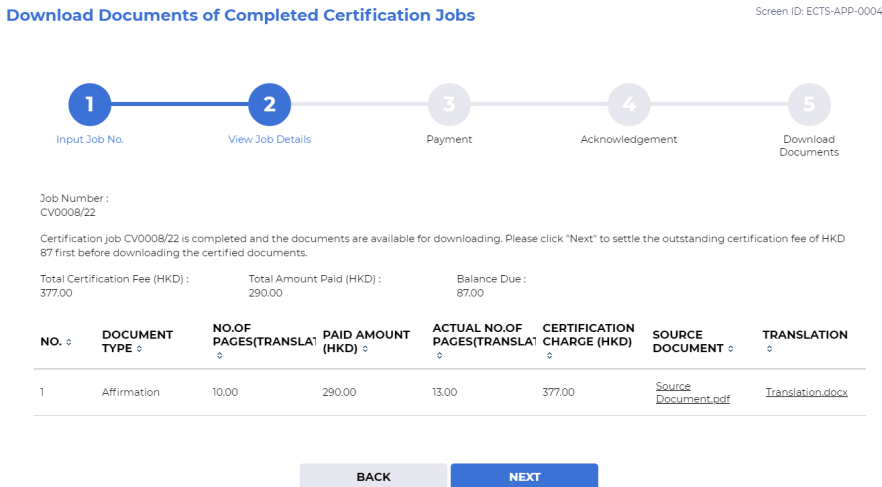
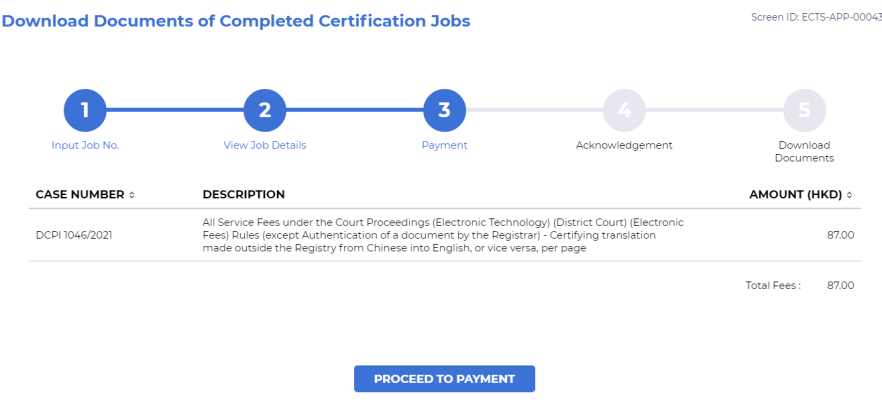
This step-by-step guide outlines the general process required to download certified documents after Certification of Translation Service is completed. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference						
1.	Internal Process by Judiciary	Applicant will receive message in iCMS message box after completion of the certification job by Judiciary						
2.	<p><u>Login user account</u></p> <p>Either 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>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>						
3.	<p><u>Receive “Ready For Download” message</u></p> <p>Access message box></p> <p>Click the message header to read the message content></p>	 <p>Message box with message header(s) appears on the landing page.</p> <p>06 Oct</p> <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</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> </tr> </thead> <tbody> <tr> <td>[Job No.: CV0008/22] Ready For Download 可供下載</td> <td>11:31</td> <td>Court Language Section</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	[Job No.: CV0008/22] Ready For Download 可供下載	11:31	Court Language Section
SUBJECT	DATE/TIME	FROM						
[Job No.: CV0008/22] Ready For Download 可供下載	11:31	Court Language Section						



Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference
		<p>The message content is shown. Certification job is completed and the certified documents can be downloaded by the function of “Download Certified Documents”.</p> <p>Message Details Screen ID: EXT-MSG-00</p> <p>< Back</p> <p>[Job No.: CV0008/22] Ready For Download 可供下載</p> <p>Date/Time 19/01/2022 11:31 From Court Language Section To LAWFIRMA.lfaou9</p> <hr/> <p>This message serves to inform you that certification job(s) (Job No: CV0008/22) was completed at 11:31 AM on 19/01/2022.</p> <p>Job No. CV0008/22:</p> <p>Nature of Document(s): Affirmation</p> <p>Please go to the function of “Download Certified Documents” under columns of “SOURCE DOCUMENT” and “TRANSLATION” of “CERTIFIED TRANSLATION” to download the certified document(s) on or before 19/02/2022. The total fee for this certification job is HK\$377.0.</p> <p>特此通知，譯文核證工作（工作編號：CV0008/22）已於2022年01月19日11時31分完成。</p> <p>工作編號：CV0008/22</p> <p>文件性質：非宗教式誓詞</p> <p>請於2022年02月19日或之前，在“經核證的譯文”欄目的“原文”及“譯文”使用“下載已核證文件”功能以下載已核證的文件。本譯文核證工作的總費用是港幣377.0元。</p>
<p>4.</p>	<p><u>Download Documents of Completed Certification Jobs</u></p> <p>Select relevant court></p> <p>Click “Certification of Translation Service”></p> <p>Click “Download Certified Documents”></p>	 <p>The screenshot shows the Judiciary Web Portal interface. At the top, it says "Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal." Below this is a navigation menu with options: Home, District Court, Magistrates' Courts, Update Your Profile, System Maintenance Information, and Electronic Filing. The "Electronic Filing" menu is expanded, showing options like "Submit Application", "Maintain Draft Application", "Resubmit Application", "Download Certified Documents" (highlighted with a red box), and "Refund Application". To the right of the menu, the "Message Details" section is visible, showing the same message content as in the first screenshot, including the job number CV0008/22 and the completion date and time.</p>

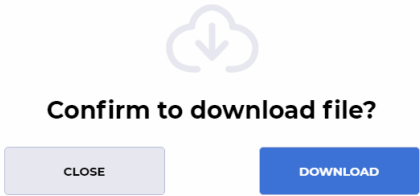
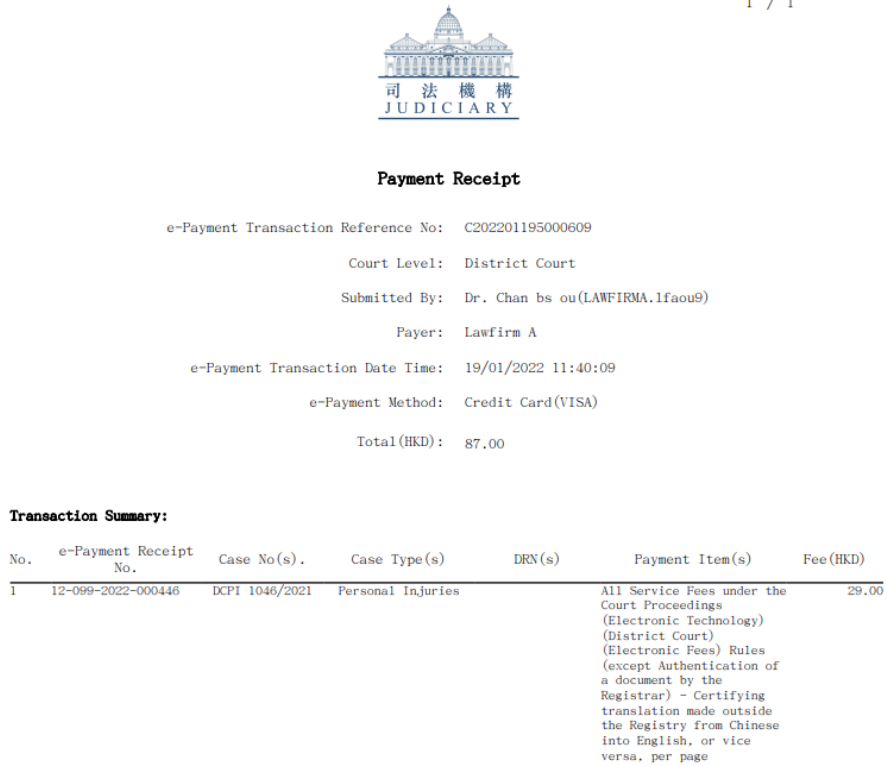
Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference																						
	<p>Input “Job Number*”></p> <p>Click “NEXT”></p>	<p>User Interface: Download Documents of Completed Certification Jobs is displayed.</p>  <p>Download Documents of Completed Certification Jobs</p> <p>Screen ID: ECTS-APP-00041</p> <p>1 Input Job No. 2 View Job Details 3 Payment 4 Acknowledgement 5 Download Documents</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Job Number * : CV0008/22</p> <p>NEXT</p>																						
5.	<p><u>View Job Details</u></p> <p>Click “NEXT”></p>	<p>Job Details are displayed.</p>  <p>Download Documents of Completed Certification Jobs</p> <p>Screen ID: ECTS-APP-00042</p> <p>1 Input Job No. 2 View Job Details 3 Payment 4 Acknowledgement 5 Download Documents</p> <p>Job Number: CV0008/22</p> <p>Certification job CV0008/22 is completed and the documents are available for downloading. Please click "Next" to settle the outstanding certification fee of HKD 87 first before downloading the certified documents.</p> <table border="1"> <tr> <td>Total Certification Fee (HKD):</td> <td>Total Amount Paid (HKD):</td> <td>Balance Due:</td> </tr> <tr> <td>377.00</td> <td>290.00</td> <td>87.00</td> </tr> </table> <table border="1"> <thead> <tr> <th>NO. ◊</th> <th>DOCUMENT TYPE ◊</th> <th>NO.OF PAGES(TRANSLA) ◊</th> <th>PAID AMOUNT (HKD) ◊</th> <th>ACTUAL NO.OF PAGES(TRANSLA) ◊</th> <th>CERTIFICATION CHARGE (HKD) ◊</th> <th>SOURCE DOCUMENT ◊</th> <th>TRANSLATION ◊</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Affirmation</td> <td>10.00</td> <td>290.00</td> <td>13.00</td> <td>377.00</td> <td>Source Document.pdf</td> <td>Translation.docx</td> </tr> </tbody> </table> <p>BACK NEXT</p>	Total Certification Fee (HKD):	Total Amount Paid (HKD):	Balance Due:	377.00	290.00	87.00	NO. ◊	DOCUMENT TYPE ◊	NO.OF PAGES(TRANSLA) ◊	PAID AMOUNT (HKD) ◊	ACTUAL NO.OF PAGES(TRANSLA) ◊	CERTIFICATION CHARGE (HKD) ◊	SOURCE DOCUMENT ◊	TRANSLATION ◊	1	Affirmation	10.00	290.00	13.00	377.00	Source Document.pdf	Translation.docx
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1	Affirmation	10.00	290.00	13.00	377.00	Source Document.pdf	Translation.docx																	
6.	<p><u>Make payment for outstanding certification fee</u></p> <p>Click “PROCEED TO PAYMENT”></p>	<p>If there is outstanding certification fee, the applicant is required to settle the balance before downloading the certified documents.</p>  <p>Download Documents of Completed Certification Jobs</p> <p>Screen ID: ECTS-APP-00043</p> <p>1 Input Job No. 2 View Job Details 3 Payment 4 Acknowledgement 5 Download Documents</p> <table border="1"> <thead> <tr> <th>CASE NUMBER ◊</th> <th>DESCRIPTION</th> <th>AMOUNT (HKD) ◊</th> </tr> </thead> <tbody> <tr> <td>DCPI 1046/2021</td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page</td> <td>87.00</td> </tr> </tbody> </table> <p>Total Fees: 87.00</p> <p>PROCEED TO PAYMENT</p>	CASE NUMBER ◊	DESCRIPTION	AMOUNT (HKD) ◊	DCPI 1046/2021	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page	87.00																
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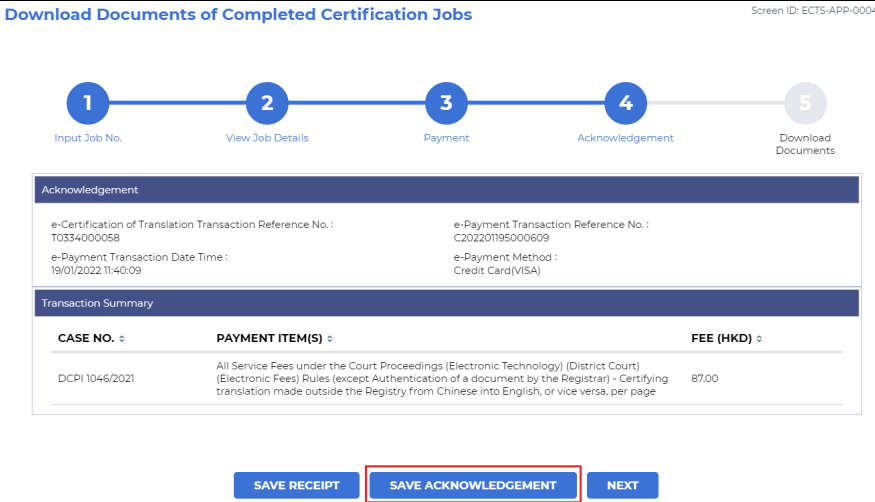
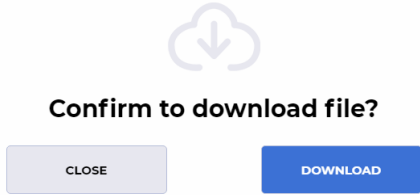
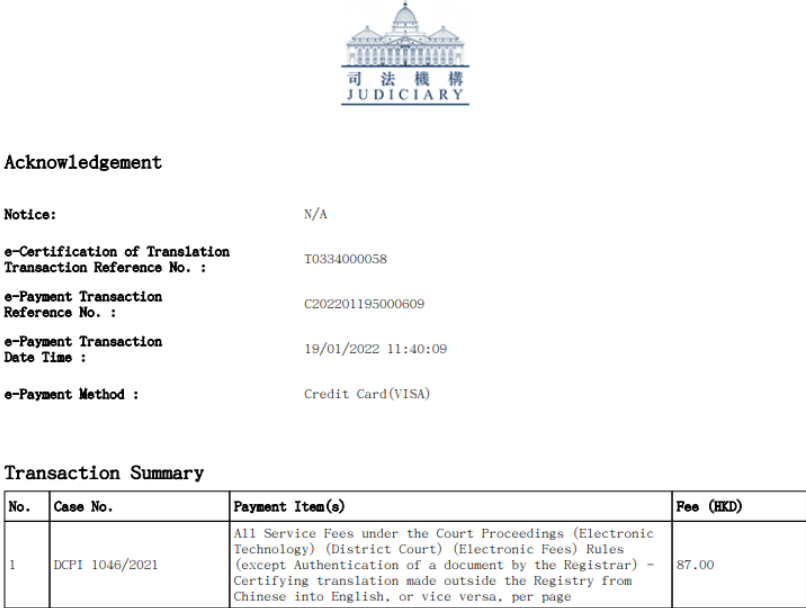
Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference										
	<p>Select a “Payment Method”></p> <p>Click “PAY”></p>	<p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Certification and Translation Transaction Reference No: T0334000058 Transaction Date: 19/01/2022 Total Amount: HKD 87.00</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>Payment Method:</p>  </div> <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="PAY"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. Merchant Name is applicable to credit card payment method only. PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative. </div> <p>Please wait for the transaction to be done. After the transaction is done, applicant will be directed to Acknowledgement under User Interface: Download Documents of Completed Certification Jobs.</p> <div style="text-align: center; margin-top: 20px;">  <p>Pending for Payment</p> <p>Please do not close it before Transaction has been done</p> </div>										
7.	<p><u>Acknowledgement</u></p> <p>Click “SAVE RECEIPT”></p>	<p>Acknowledgement under User Interface: Download Documents of Completed Certification Jobs is displayed.</p> <p>Download Documents of Completed Certification Jobs Screen ID: ECTS-APP-00044</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Acknowledgement</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">e-Certification of Translation Transaction Reference No.: T0334000058</td> <td style="width: 50%;">e-Payment Transaction Reference No.: C202201195000609</td> </tr> <tr> <td>e-Payment Transaction Date Time: 19/01/2022 11:40:09</td> <td>e-Payment Method: Credit Card(VISA)</td> </tr> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Transaction Summary</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CASE NO. ◊</th> <th style="text-align: left;">PAYMENT ITEM(S) ◊</th> <th style="text-align: left;">FEE (HKD) ◊</th> </tr> </thead> <tbody> <tr> <td>DCPI 1046/2021</td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page</td> <td>87.00</td> </tr> </tbody> </table> </div> <p style="text-align: center;"> <input type="button" value="SAVE RECEIPT"/> <input type="button" value="SAVE ACKNOWLEDGEMENT"/> <input type="button" value="NEXT"/> </p>	e-Certification of Translation Transaction Reference No.: T0334000058	e-Payment Transaction Reference No.: C202201195000609	e-Payment Transaction Date Time: 19/01/2022 11:40:09	e-Payment Method: Credit Card(VISA)	CASE NO. ◊	PAYMENT ITEM(S) ◊	FEE (HKD) ◊	DCPI 1046/2021	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page	87.00
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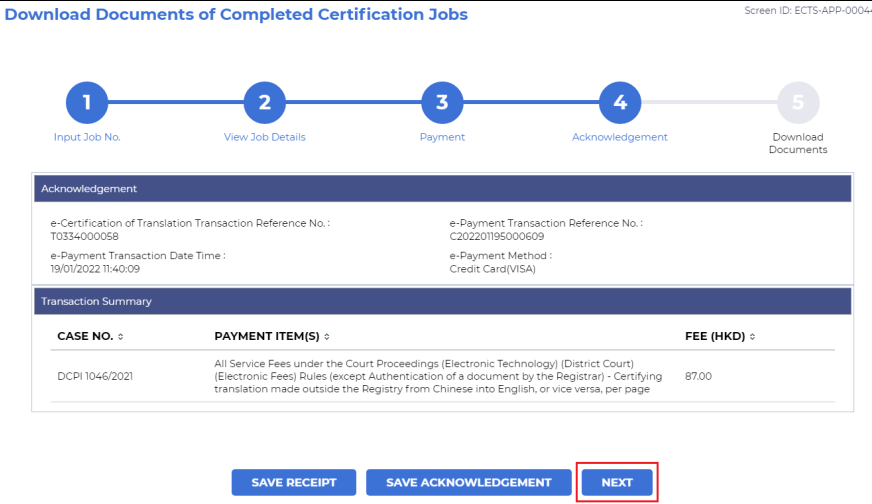
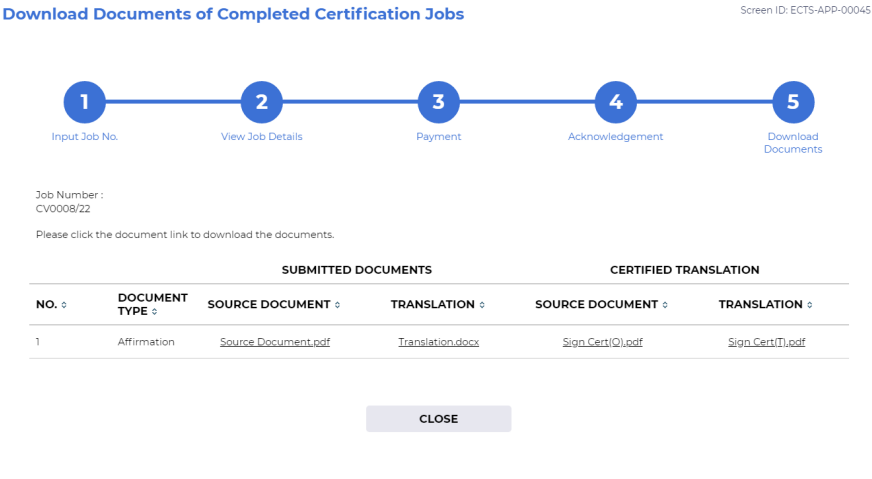
Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference														
	<p>Click “DOWNLOAD” to download a pdf file of Receipt to your device></p> <p>Click “CLOSE” to close the pop-up box></p>	<p>There is a pop-up of “Confirm to download file?”.</p>  <p>Downloaded pdf file: Payment Receipt</p>  <p>The screenshot shows a document header with the Judiciary logo and the text '司法機構 JUDICIARY'. Below this is the title 'Payment Receipt'. The document lists the following details:</p> <ul style="list-style-type: none"> e-Payment Transaction Reference No: C202201195000609 Court Level: District Court Submitted By: Dr. Chan bs ou(LAWFIRMA.1faou9) Payer: Lawfirm A e-Payment Transaction Date Time: 19/01/2022 11:40:09 e-Payment Method: Credit Card (VISA) Total (HKD): 87.00 <p>Below the details is a 'Transaction Summary' table:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>e-Payment Receipt No.</th> <th>Case No(s).</th> <th>Case Type(s)</th> <th>DRN(s)</th> <th>Payment Item(s)</th> <th>Fee (HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12-099-2022-000446</td> <td>DCPI 1046/2021</td> <td>Personal Injuries</td> <td></td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page</td> <td>29.00</td> </tr> </tbody> </table>	No.	e-Payment Receipt No.	Case No(s).	Case Type(s)	DRN(s)	Payment Item(s)	Fee (HKD)	1	12-099-2022-000446	DCPI 1046/2021	Personal Injuries		All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation made outside the Registry from Chinese into English, or vice versa, per page	29.00
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Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference
	<p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” to download a pdf file of eCertification Acknowledgement to your device></p> <p>Click “CLOSE” to close the pop-up box></p>	<p>Download Documents of Completed Certification Jobs Screen ID: ECTS-APP-00044</p>  <p>There is a pop-up of “Confirm to download file?”.</p>  <p>Downloaded pdf file: eCertification Acknowledgement</p> 

Step-by-step guide - “Download certified documents”

Item	Process	Related screenshots for reference
	<p>Click “NEXT”></p>	
<p>8.</p> <p><u>Download documents</u></p> <p>Click the document links under “CERTIFIED TRANSLATION” to download “SOURCE DOCUMENT” and “TRANSLATION” of “CERTIFIED TRANSLATION”></p> <p>Click “DOWNLOAD” to download the document to your device></p> <p>Click “CLOSE” to close the pop-up box></p> <p>Click “CLOSE” to leave the page</p>		<p>Download Documents under User Interface: Download Documents of Completed Certification Jobs is displayed. Certified documents are ready for download.</p>  <p>There is a pop-up of “Confirm to download file?”.</p> 