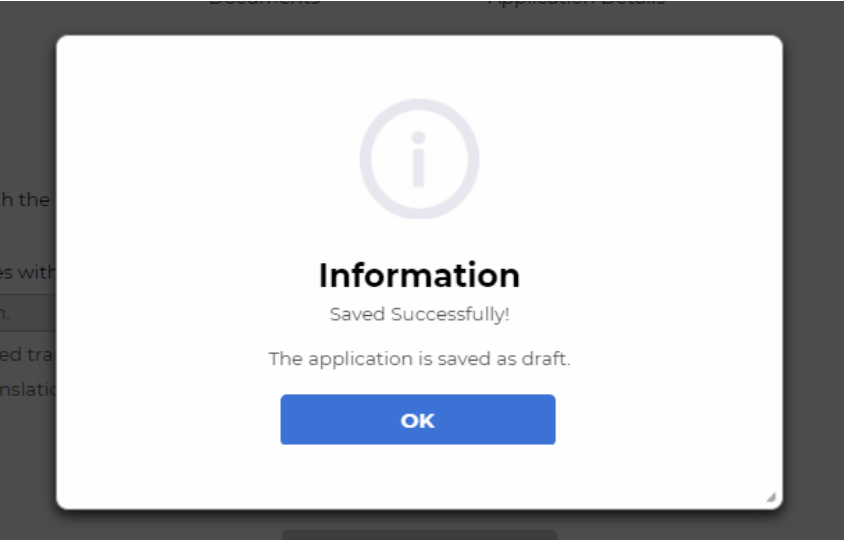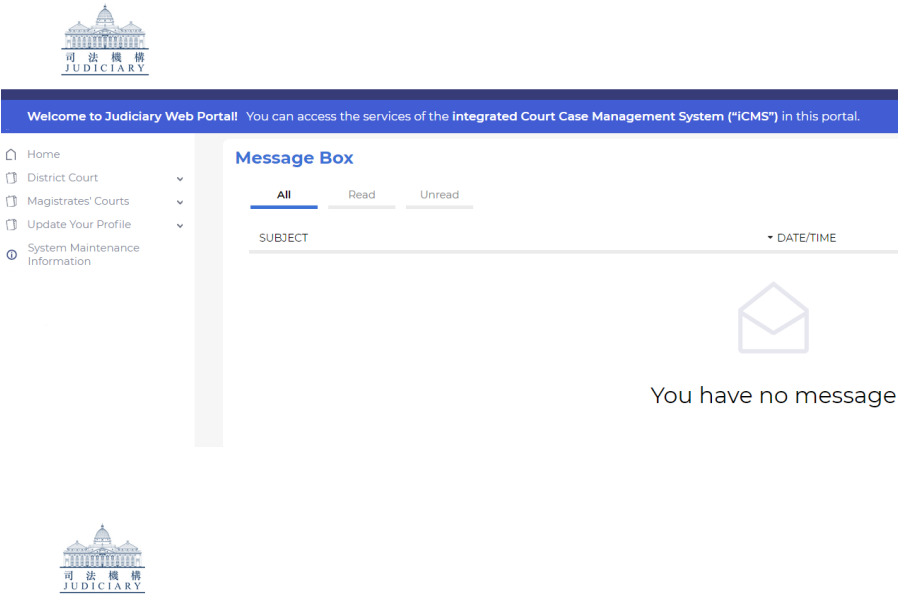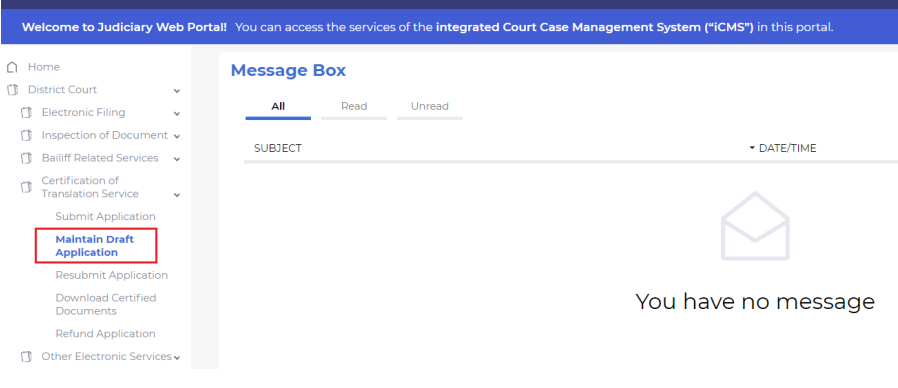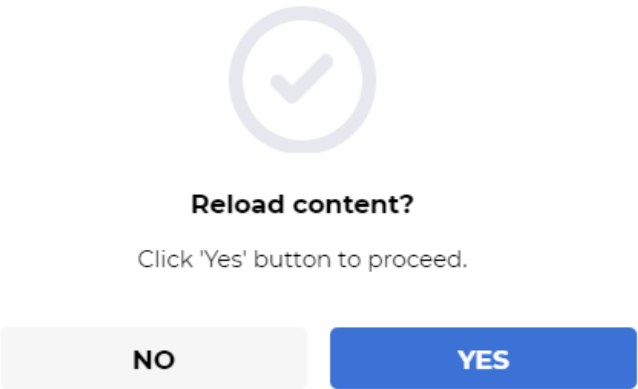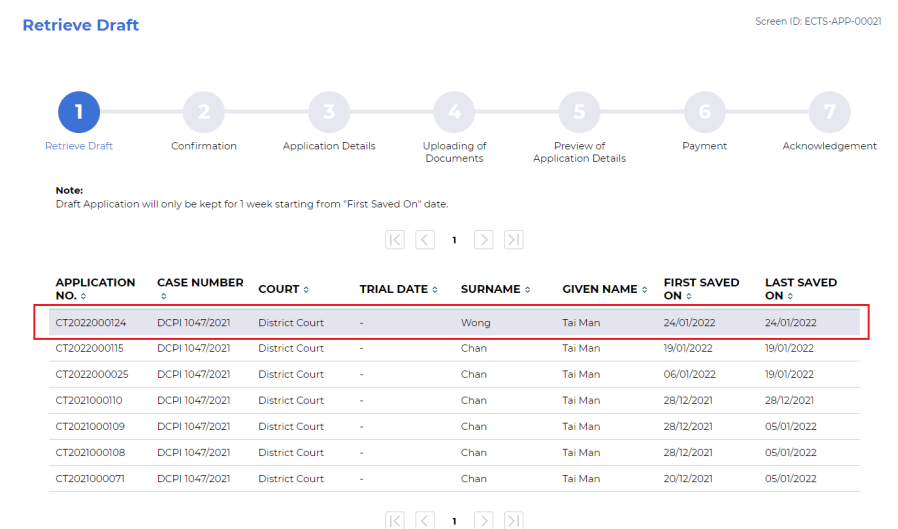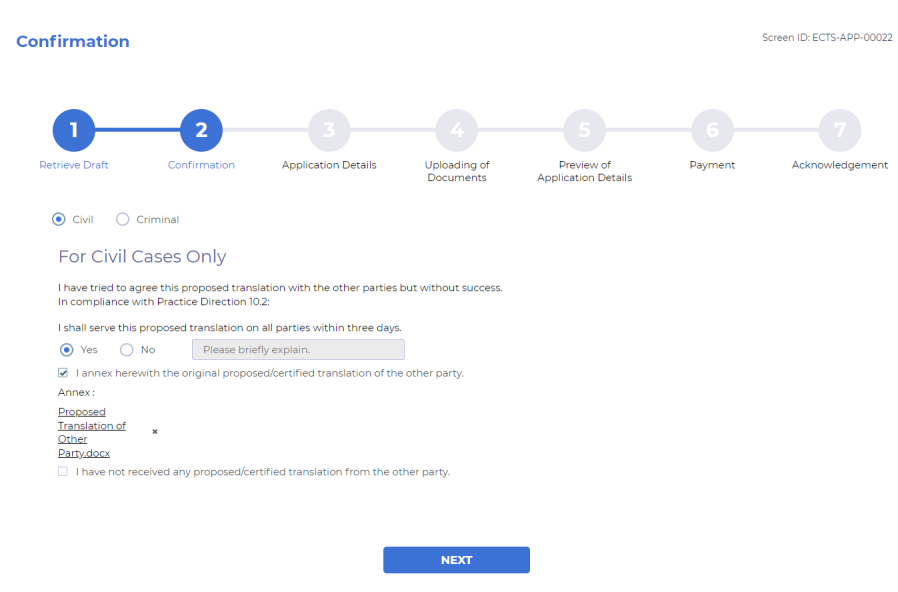# Maintain draft application

This step-by-step guide outlines the general process required to maintain draft application for Certification of Translation Service. 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.	**Save draft application** Click "SAVE DRAFT"> Click "OK">	During some stages in submitting application for Certification of Translation Service, applicant is allowed to save the current application as draft. A "SAVE DRAFT" button can be found at the bottom of those relevant pages. There is a pop-up information indicating that the application is saved as draft.

Item	Process	Related screenshots for reference
2.	**To retrieve draft application** Select relevant court> Click "Certification of Translation Service"> Click "Maintain Draft Application"> Click "YES">	 There is a pop-up of "Reload content?".

Item	Process	Related screenshots for reference
	Select the draft application to be retrieved>	User Interface: Retrieve Draft is displayed.
3.	**Continue with submitting the application using the draft retrieved** *[Note: Please refer to step-by-step guide "Submit application for Certification of Translation Service in civil case" and "Submit application for Certification of Translation Service in criminal case" for more information.]*	Draft application retrieved.