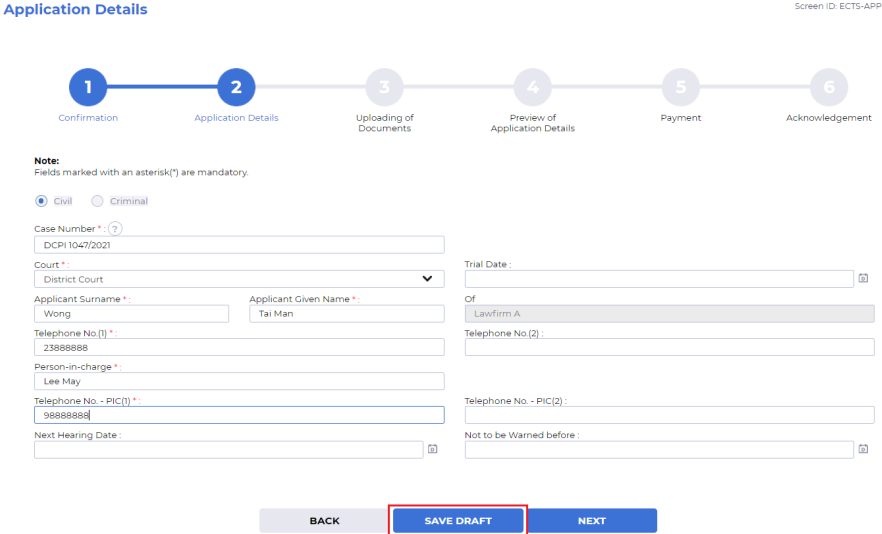
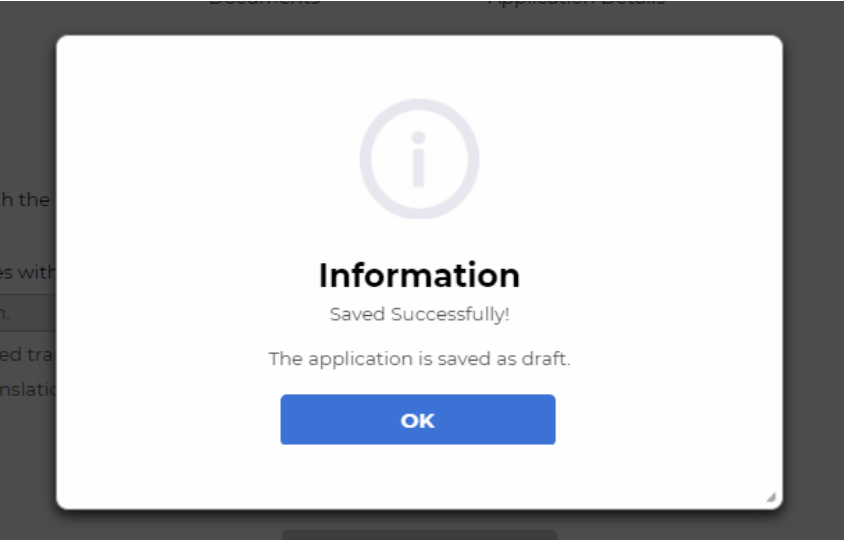
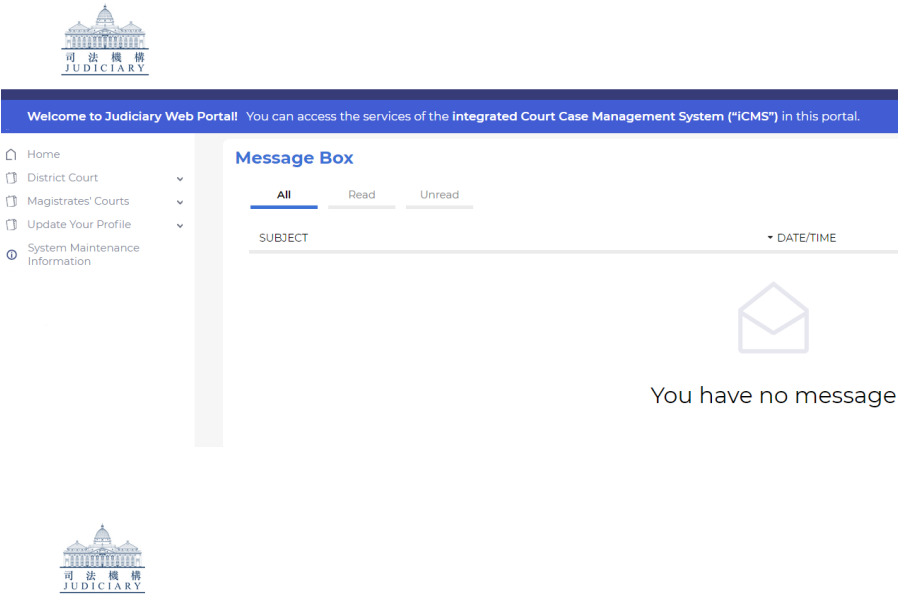
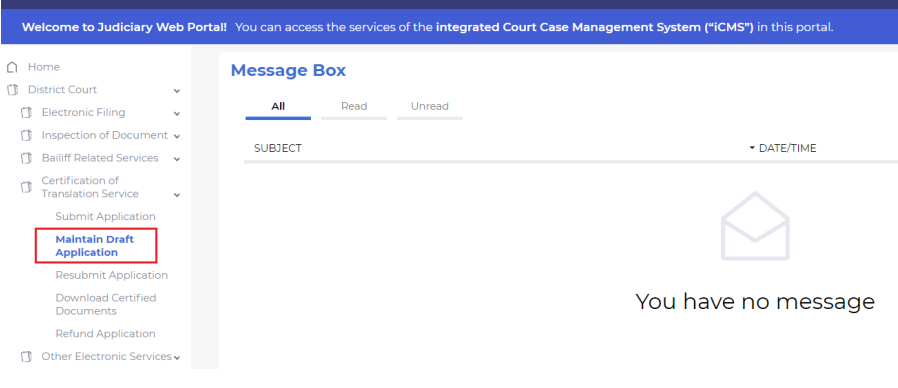
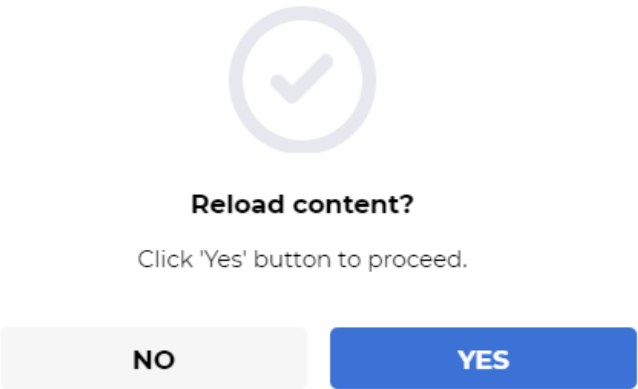


## Maintain draft application

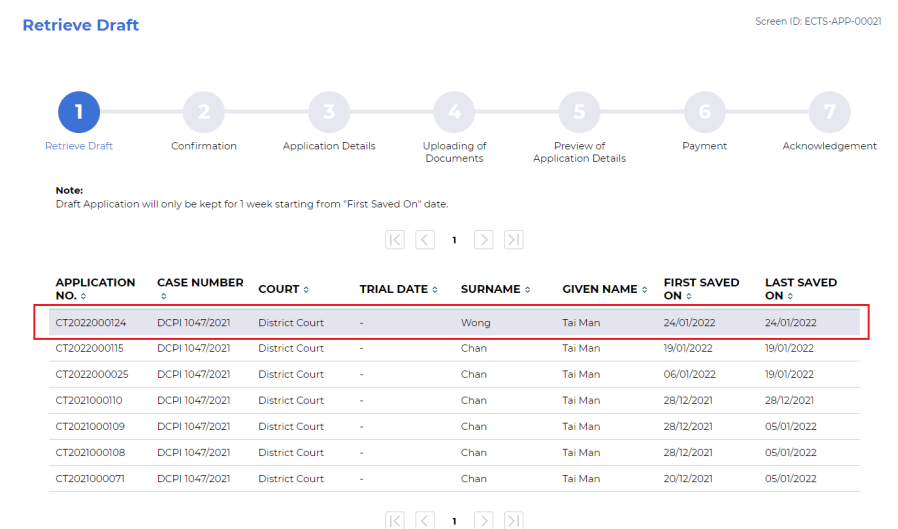
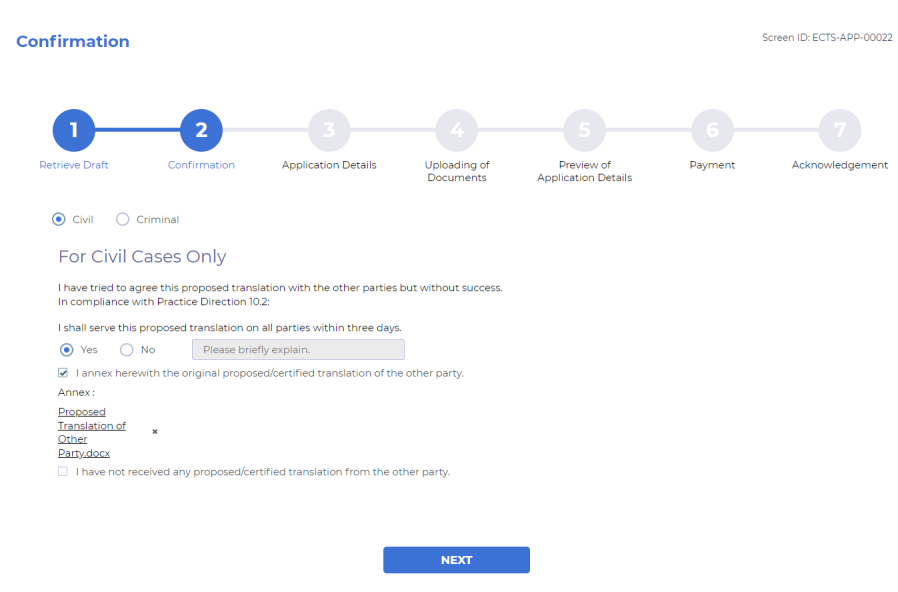
This step-by-step guide outlines the general process required to maintain draft application for Certification of Translation Service. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<p><b><u>Save draft application</u></b></p> <p>Click “SAVE DRAFT”&gt;</p> <p>Click “OK”&gt;</p>	<p>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.</p>  <p>There is a pop-up information indicating that the application is saved as draft.</p> 

Step-by-step guide - “Maintain draft application”

Item	Process	Related screenshots for reference
2.	<p><b><u>To retrieve draft application</u></b></p> <p>Select relevant court&gt;</p> <p>Click “Certification of Translation Service”&gt;</p> <p>Click “Maintain Draft Application”&gt;</p> <p>Click “YES”&gt;</p>	  <p>There is a pop-up of “Reload content?”.</p> 

Step-by-step guide - “Maintain draft application”

Item	Process	Related screenshots for reference																																																																
	<p>Select the draft application to be retrieved&gt;</p>	<p>User Interface: Retrieve Draft is displayed.</p>  <p>Retrieve Draft</p> <p>Screen ID: ECTS-APP-00021</p> <p>1 2 3 4 5 6 7</p> <p>Retrieve Draft Confirmation Application Details Uploading of Documents Preview of Application Details Payment Acknowledgement</p> <p>Note: Draft Application will only be kept for 1 week starting from "First Saved On" date.</p> <p>Application List:</p> <table border="1"> <thead> <tr> <th>APPLICATION NO.</th> <th>CASE NUMBER</th> <th>COURT</th> <th>TRIAL DATE</th> <th>SURNAME</th> <th>GIVEN NAME</th> <th>FIRST SAVED ON</th> <th>LAST SAVED ON</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>CT2022000124</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Wong</td> <td>Tai Man</td> <td>24/01/2022</td> <td>24/01/2022</td> </tr> <tr> <td>CT2022000115</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>19/01/2022</td> <td>19/01/2022</td> </tr> <tr> <td>CT2022000025</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>06/01/2022</td> <td>19/01/2022</td> </tr> <tr> <td>CT2021000110</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>28/12/2021</td> <td>28/12/2021</td> </tr> <tr> <td>CT2021000109</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>28/12/2021</td> <td>05/01/2022</td> </tr> <tr> <td>CT2021000108</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>28/12/2021</td> <td>05/01/2022</td> </tr> <tr> <td>CT2021000071</td> <td>DCPI 1047/2021</td> <td>District Court</td> <td>-</td> <td>Chan</td> <td>Tai Man</td> <td>20/12/2021</td> <td>05/01/2022</td> </tr> </tbody> </table>	APPLICATION NO.	CASE NUMBER	COURT	TRIAL DATE	SURNAME	GIVEN NAME	FIRST SAVED ON	LAST SAVED ON	CT2022000124	DCPI 1047/2021	District Court	-	Wong	Tai Man	24/01/2022	24/01/2022	CT2022000115	DCPI 1047/2021	District Court	-	Chan	Tai Man	19/01/2022	19/01/2022	CT2022000025	DCPI 1047/2021	District Court	-	Chan	Tai Man	06/01/2022	19/01/2022	CT2021000110	DCPI 1047/2021	District Court	-	Chan	Tai Man	28/12/2021	28/12/2021	CT2021000109	DCPI 1047/2021	District Court	-	Chan	Tai Man	28/12/2021	05/01/2022	CT2021000108	DCPI 1047/2021	District Court	-	Chan	Tai Man	28/12/2021	05/01/2022	CT2021000071	DCPI 1047/2021	District Court	-	Chan	Tai Man	20/12/2021	05/01/2022
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<p>3.</p>	<p><b><u>Continue with submitting the application using the draft retrieved</u></b></p> <p><i>[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.]</i></p>	<p>Draft application retrieved.</p>  <p>Confirmation</p> <p>Screen ID: ECTS-APP-00022</p> <p>1 2 3 4 5 6 7</p> <p>Retrieve Draft Confirmation Application Details Uploading of Documents Preview of Application Details Payment Acknowledgement</p> <p><input checked="" type="radio"/> Civil <input type="radio"/> Criminal</p> <p>For Civil Cases Only</p> <p>I have tried to agree this proposed translation with the other parties but without success. In compliance with Practice Direction 10.2:</p> <p>I shall serve this proposed translation on all parties within three days.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Please briefly explain."/></p> <p><input checked="" type="checkbox"/> I annex herewith the original proposed/certified translation of the other party.</p> <p>Annex:  <a href="#">Proposed Translation of Other Party.docx</a> x</p> <p><input type="checkbox"/> I have not received any proposed/certified translation from the other party.</p> <p>NEXT</p>																																																																