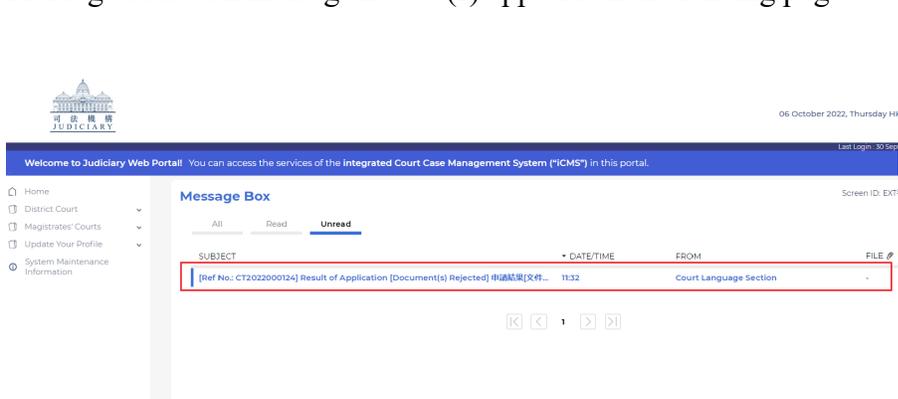
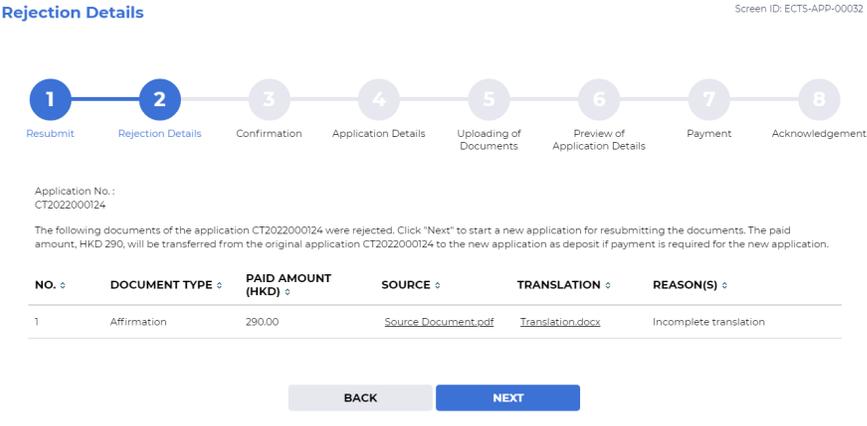
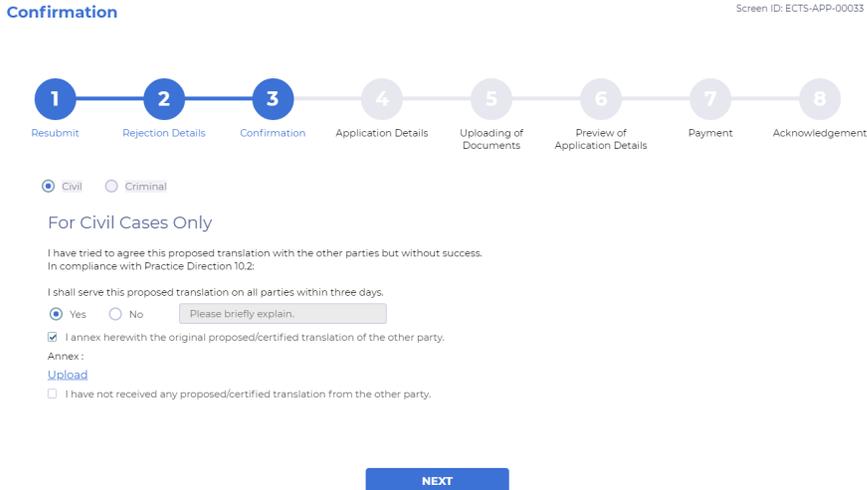


Resubmit application after application is rejected

This step-by-step guide outlines the general process required to resubmit application after original application is rejected. 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 internal review of the application 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 style="text-align: right;">Screen ID: AUTH-LCN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Individual User (IU)"/></p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>
3.	<p><u>Receive message that application is rejected</u></p> <p>Access Message Box></p> <p>Click the message header to read the content. In particular, please note the reason(s) for rejection stated in the message and rectify accordingly before resubmitting the application.</p>	<p>Message box with message header(s) appears on the landing page.</p>  <p>The screenshot shows the Judiciary Web Portal interface. At the top, there is a header with the date '06 October 2022, Thursday 9:49' and 'Last Login: 30 Sep'. Below the header, a blue banner reads 'Welcome to Judiciary Web Portal: You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.' A navigation menu on the left includes 'Home', 'District Court', 'Magistrates' Courts', 'Update Your Profile', and 'System Maintenance Information'. The main content area is titled 'Message Box' and has tabs for 'All', 'Read', and 'Unread'. A table of messages is displayed with columns for 'SUBJECT', 'DATE/TIME', 'FROM', and 'FILE'. One message is highlighted with a red border: '[Ref No: CT2022000124] Result of Application [Document(s) Rejected] 申請結果文件... 11:32 Court Language Section'.</p>

Step-by-step guide - “Resubmit application after application is rejected”

Item	Process	Related screenshots for reference												
5.	<p><u>Input application number</u></p> <p>Input “Application No.*”></p> <p>Click “NEXT”></p>	 <p>Resubmit</p> <p>Screen ID: ECTS-APP-00031</p> <p>1 2 3 4 5 6 7 8</p> <p>Resubmit Rejection Details Confirmation Application Details Uploading of Documents Preview of Application Details Payment Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Application No.*: CT2022000124</p> <p>NEXT</p>												
6.	<p><u>View Rejection Details</u></p> <p>Click “NEXT”></p>	 <p>Rejection Details</p> <p>Screen ID: ECTS-APP-00032</p> <p>1 2 3 4 5 6 7 8</p> <p>Resubmit Rejection Details Confirmation Application Details Uploading of Documents Preview of Application Details Payment Acknowledgement</p> <p>Application No.: CT2022000124</p> <p>The following documents of the application CT2022000124 were rejected. Click "Next" to start a new application for resubmitting the documents. The paid amount, HKD 290, will be transferred from the original application CT2022000124 to the new application as deposit if payment is required for the new application.</p> <table border="1"> <thead> <tr> <th>NO. ◊</th> <th>DOCUMENT TYPE ◊</th> <th>PAID AMOUNT (HKD) ◊</th> <th>SOURCE ◊</th> <th>TRANSLATION ◊</th> <th>REASON(S) ◊</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Affirmation</td> <td>290.00</td> <td>Source Document.odf</td> <td>Translation.docx</td> <td>Incomplete translation</td> </tr> </tbody> </table> <p>BACK NEXT</p>	NO. ◊	DOCUMENT TYPE ◊	PAID AMOUNT (HKD) ◊	SOURCE ◊	TRANSLATION ◊	REASON(S) ◊	1	Affirmation	290.00	Source Document.odf	Translation.docx	Incomplete translation
NO. ◊	DOCUMENT TYPE ◊	PAID AMOUNT (HKD) ◊	SOURCE ◊	TRANSLATION ◊	REASON(S) ◊									
1	Affirmation	290.00	Source Document.odf	Translation.docx	Incomplete translation									
7.	<p><u>Continue with submitting the application</u></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>Confirmation</p> <p>Screen ID: ECTS-APP-00033</p> <p>1 2 3 4 5 6 7 8</p> <p>Resubmit Rejection Details 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: Upload</p> <p><input type="checkbox"/> I have not received any proposed/certified translation from the other party.</p> <p>NEXT</p>												

Internal process by Judiciary