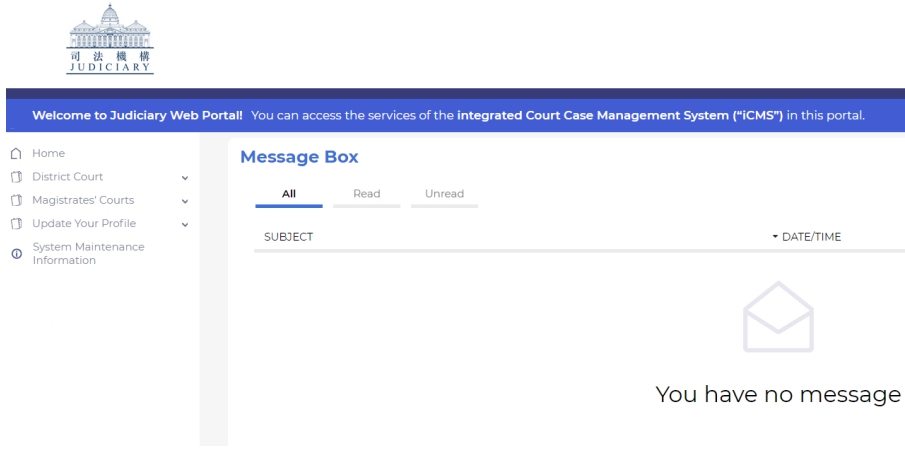
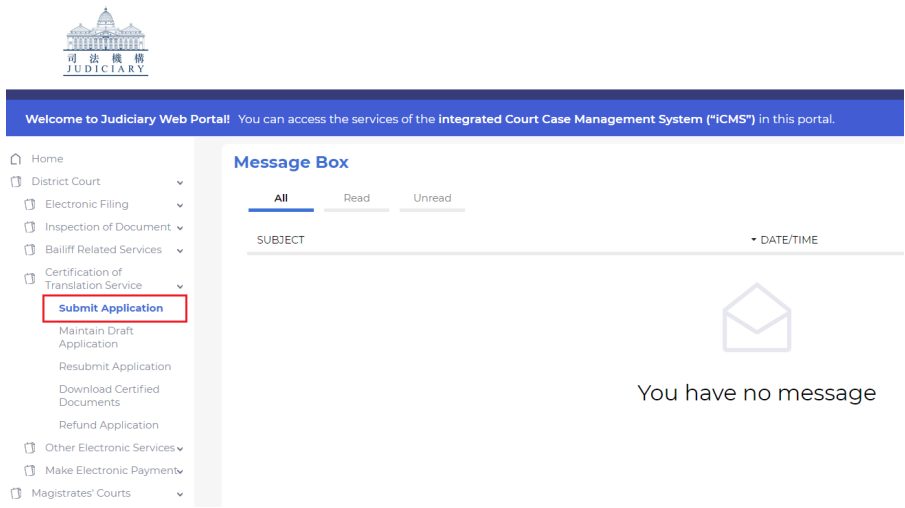
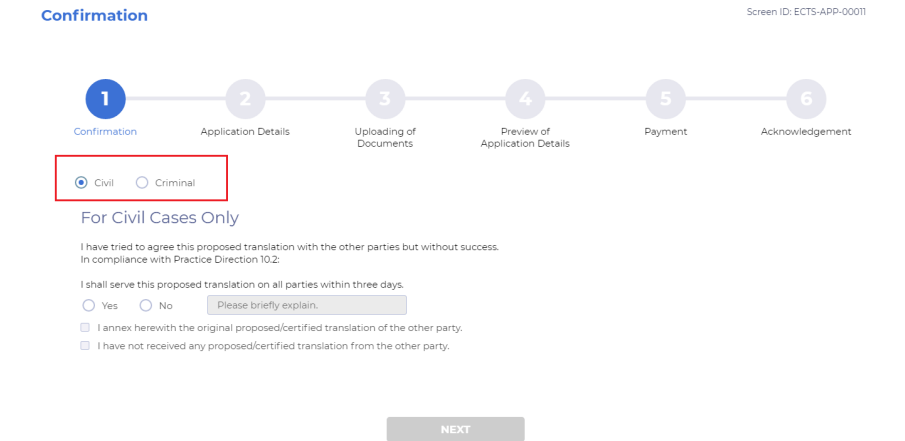
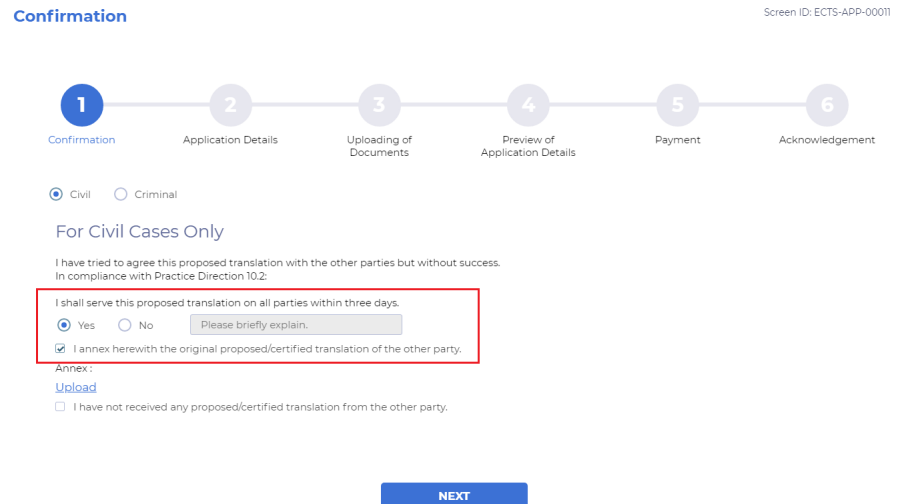


## Submit application for Certification of Translation Service in civil case

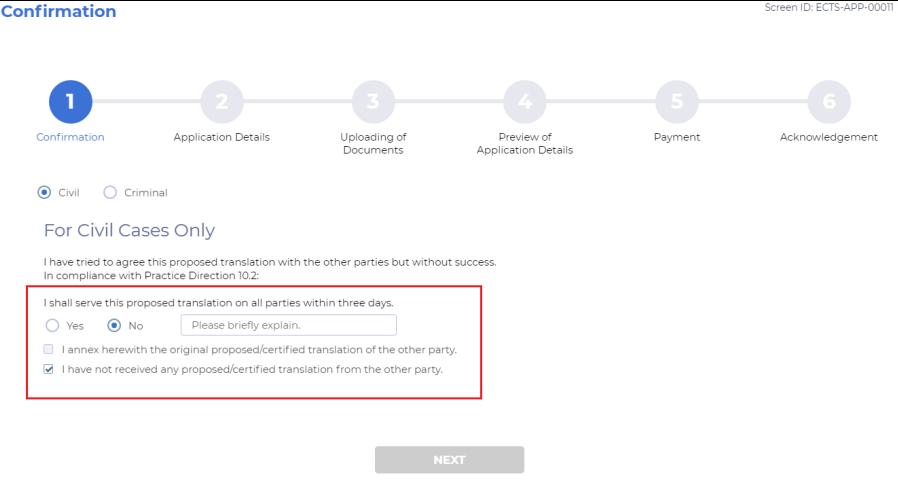
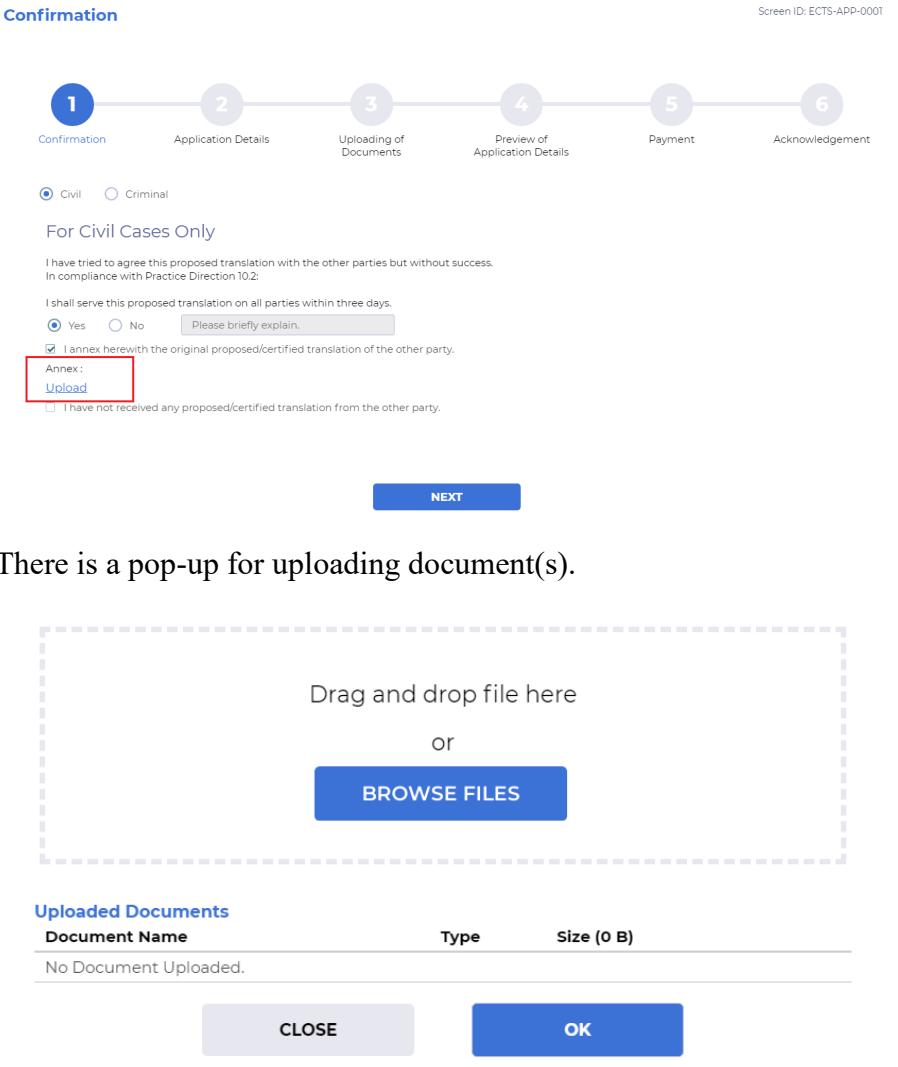
This step-by-step guide outlines the general process required to submit application for Certification of Translation Service in civil case using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

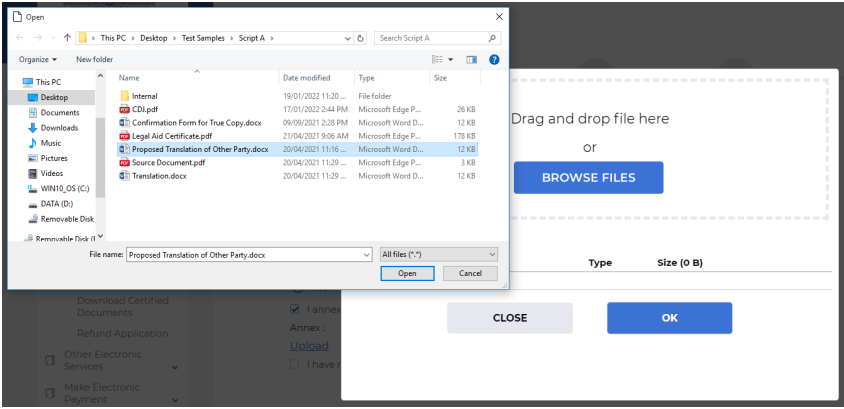
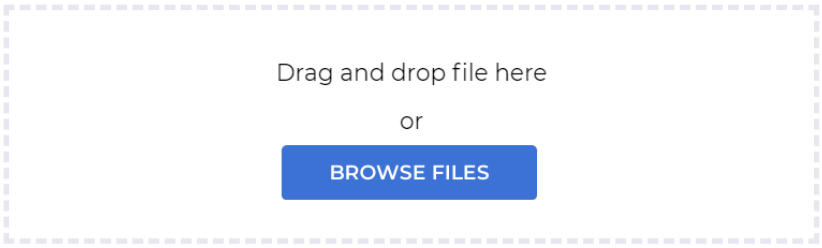
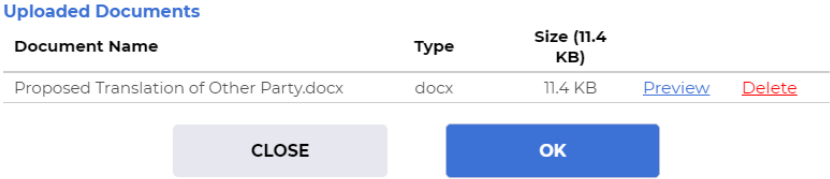
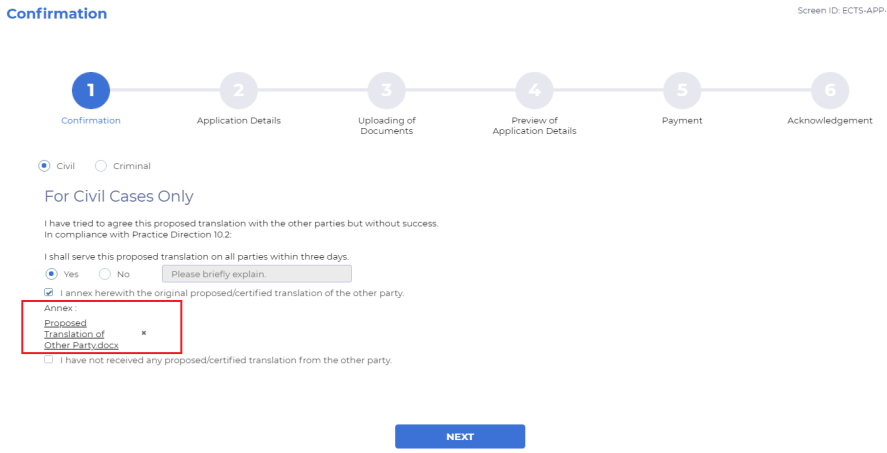
Item	Process	Related screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p><b>Organization User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></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;"><b>LOGIN</b></p> <p style="text-align: center;">Register an Account   Account Activation   Reset Password</p> <p><b>Individual User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;"><b>LOGIN</b></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;"><b>LOGIN</b></p> <p style="text-align: center;">Register an Account   Account Activation   Reset Password</p>
2.	<p><b><u>Access “Submit Application” function</u></b></p> <p>Select relevant court&gt;</p>	

Step-by-step guide - “Submit application for Certification of Translation Service in civil case”

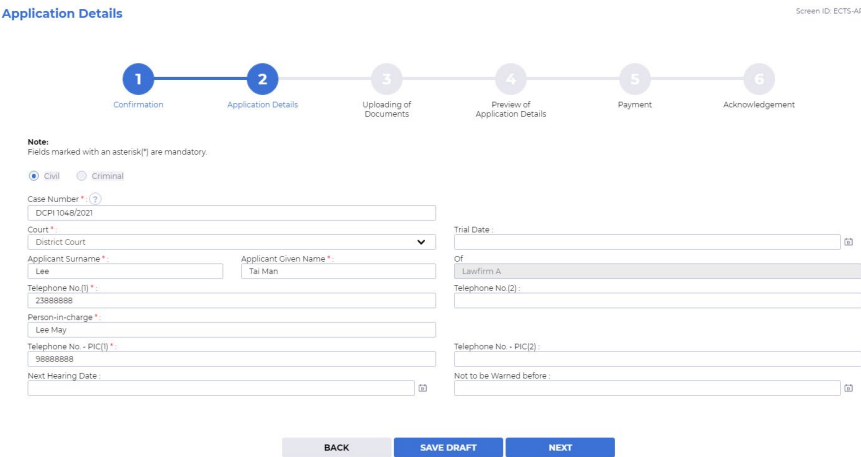
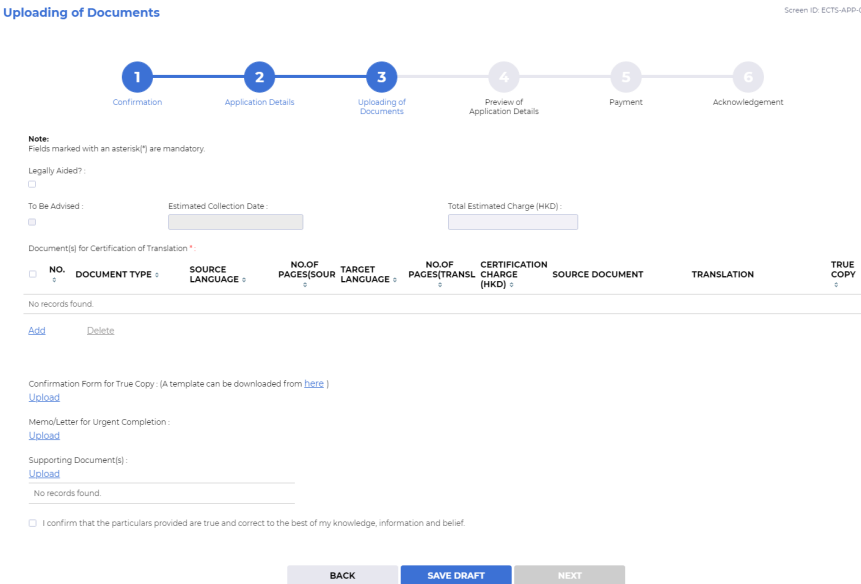
Item	Process	Related screenshots for reference
	<p>Click “Certification of Translation Service”&gt;</p> <p>Click “Submit Application”&gt;</p>	
3.	<p><b>Select case type</b></p> <p>Select case type by clicking radio button “Civil”&gt;</p>	<p>User Interface: Confirmation is displayed.</p> 
4.	<p><b>Confirmation of compliance with Practice Direction 10.2</b></p> <p>Select “Yes” on “I shall serve this proposed translation on all parties within three days.” (If “No” is selected, please briefly explain.)&gt;</p> <p>If there is a proposed/certified translation of the other party, tick “I annex herewith the original”</p>	

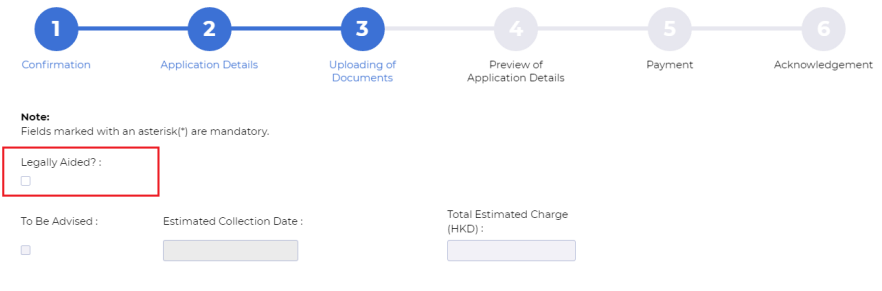
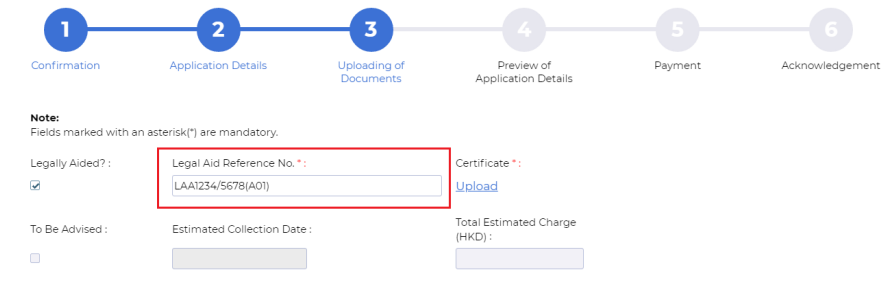
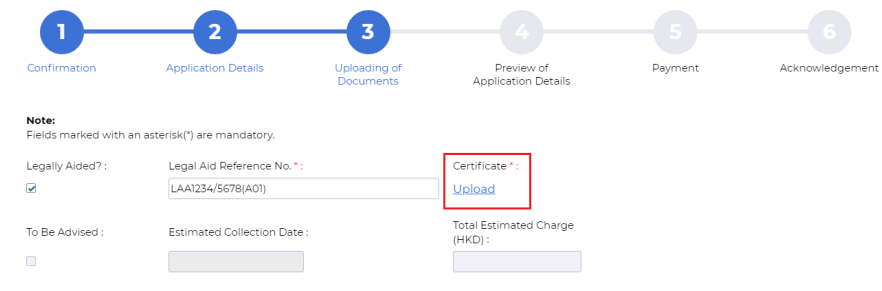
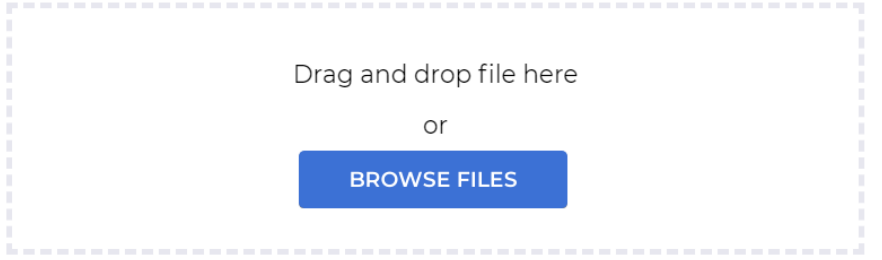
Step-by-step guide - “Submit application for Certification of Translation Service in civil case”

Item	Process	Related screenshots for reference
	<p>proposed/ certified translation of the other party.” and move on to Item 5 &gt;</p> <p>Otherwise, tick “I have not received any proposed/certified translation from the other party.”&gt;</p> <p>Click “NEXT” and move on to Item 6&gt;</p>	
<p>5.</p> <p><b><u>Upload proposed/ certified translation of the other party</u></b></p> <p>Click “Upload”&gt;</p> <p>Click “BROWSE FILES”&gt;</p>		

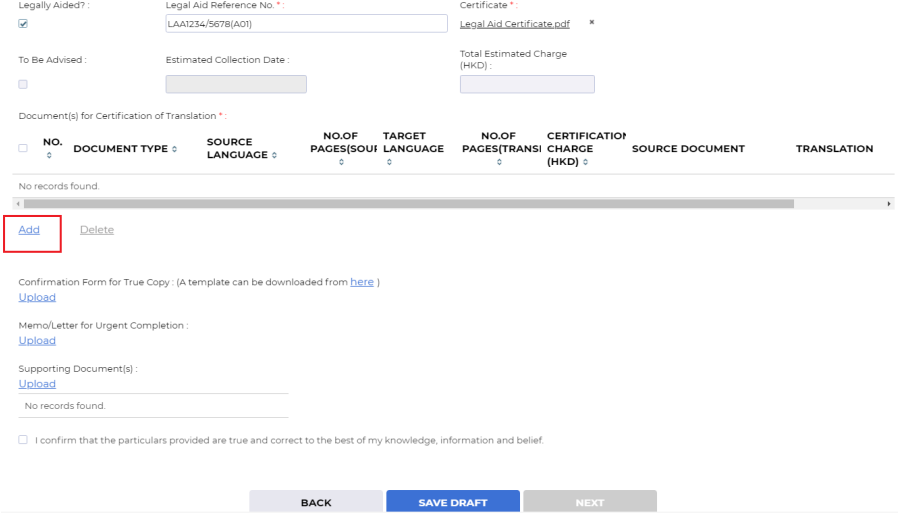
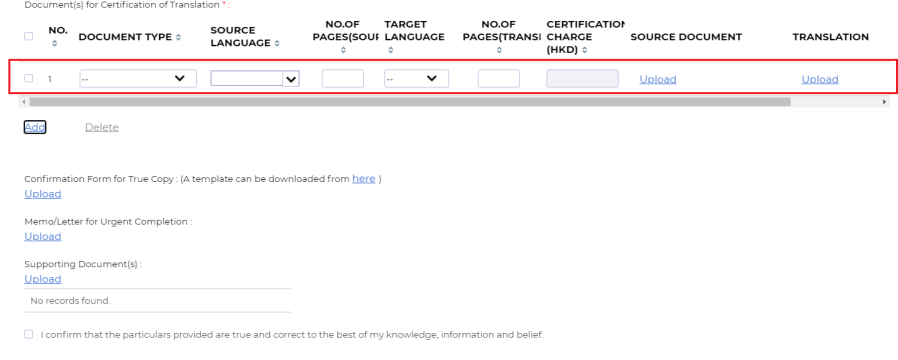
Item	Process	Related screenshots for reference
	<p>Select the file to be uploaded and click “Open”&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” feature to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>Click “Preview” to view the document uploaded</p> <p>Click “Delete” to delete the uploaded file if it is not in order</p> <p>Click “OK” to confirm the upload if the uploaded file is in order&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Select the file of proposed/ certified translation of the other party in the file explorer.</p>    <p>The file is uploaded. To delete the uploaded file and upload another file, you can click the cross next to the file name.</p> 

Step-by-step guide - “Submit application for Certification of Translation Service in civil case”

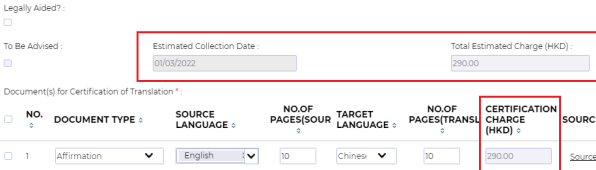
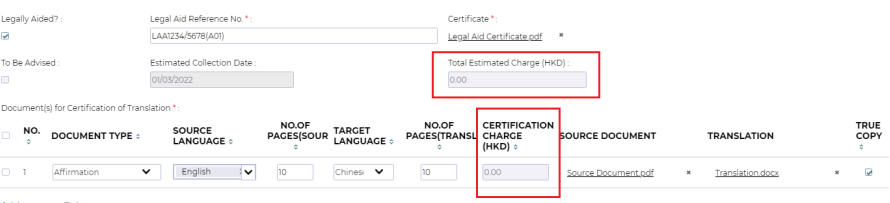
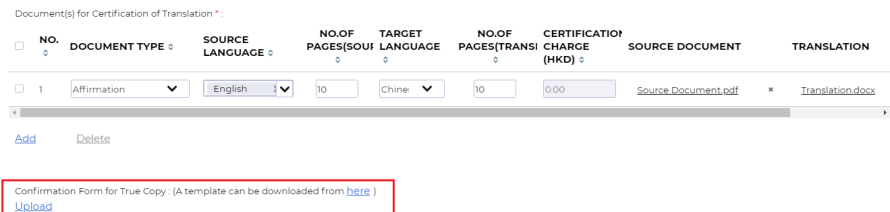
Item	Process	Related screenshots for reference
6.	<p><b><u>Input application details</u></b></p> <p>Input/Select details of the application. The following fields are mandatory:</p> <ul style="list-style-type: none"> <li>• “Case Number*”</li> <li>• “Court*”</li> <li>• “Applicant Surname*”</li> <li>• “Applicant Given Name*”</li> <li>• “Telephone No. (1)*”</li> <li>• “Person-in-charge*”</li> <li>• “Telephone No. – PIC(1)*”</li> </ul> <p>Click “NEXT”&gt;</p>	<p>User Interface: Application Details is displayed. Fields marked with * are mandatory.</p> 
7.	<p><b><u>Upload documents for certification– provide Legal Aid information</u></b></p> <p>(If the applicant is not legally aided, move on to Item 8.)</p>	<p>User Interface: Uploading of Documents is displayed.</p> 

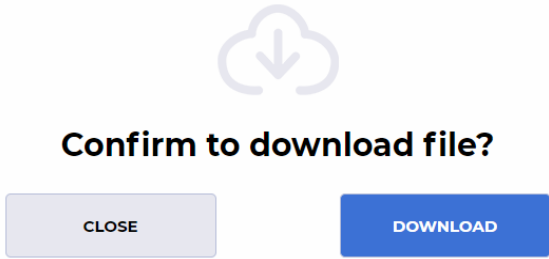
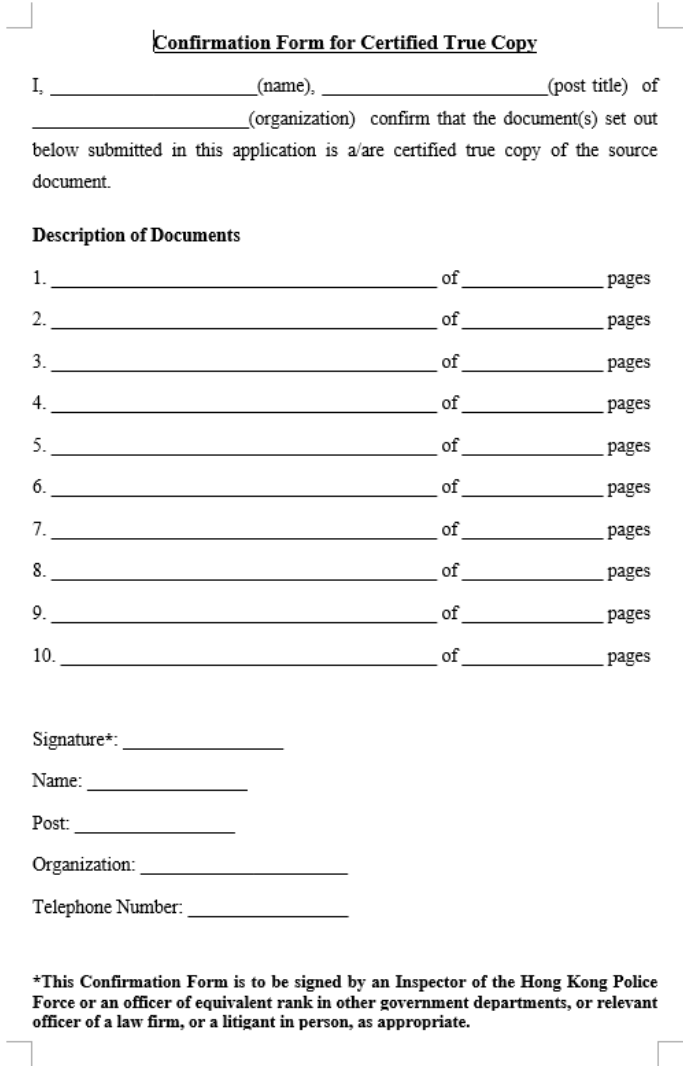
Item	Process	Related screenshots for reference						
	<p>Tick “Legally Aided?” if applicant is legally aided.</p> <p>Input “Legal Aid Reference No.*”&gt;</p> <p>Click “Upload” to upload Legal Aid Certificate&gt;</p> <p>Click “BROWSE FILES”&gt;</p>	 <p>1 Confirmation 2 Application Details 3 Uploading of Documents 4 Preview of Application Details 5 Payment 6 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Legally Aided?: <input type="checkbox"/></p> <p>To Be Advised: <input type="checkbox"/> Estimated Collection Date: <input type="text"/> Total Estimated Charge (HKD): <input type="text"/></p> <p>Fields “Legal Aid Reference No.*” and “Certificate*” will appear if “Legally Aided?” is selected.</p>  <p>1 Confirmation 2 Application Details 3 Uploading of Documents 4 Preview of Application Details 5 Payment 6 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Legally Aided?: <input checked="" type="checkbox"/> Legal Aid Reference No.*: <input type="text" value="LAA1234/5678(A01)"/> Certificate*: <a href="#">Upload</a></p> <p>To Be Advised: <input type="checkbox"/> Estimated Collection Date: <input type="text"/> Total Estimated Charge (HKD): <input type="text"/></p>  <p>1 Confirmation 2 Application Details 3 Uploading of Documents 4 Preview of Application Details 5 Payment 6 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Legally Aided?: <input checked="" type="checkbox"/> Legal Aid Reference No.*: <input type="text" value="LAA1234/5678(A01)"/> Certificate*: <a href="#">Upload</a></p> <p>To Be Advised: <input type="checkbox"/> Estimated Collection Date: <input type="text"/> Total Estimated Charge (HKD): <input type="text"/></p> <p>There is a pop-up for uploading file.</p>  <p>Drag and drop file here</p> <p>OR</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
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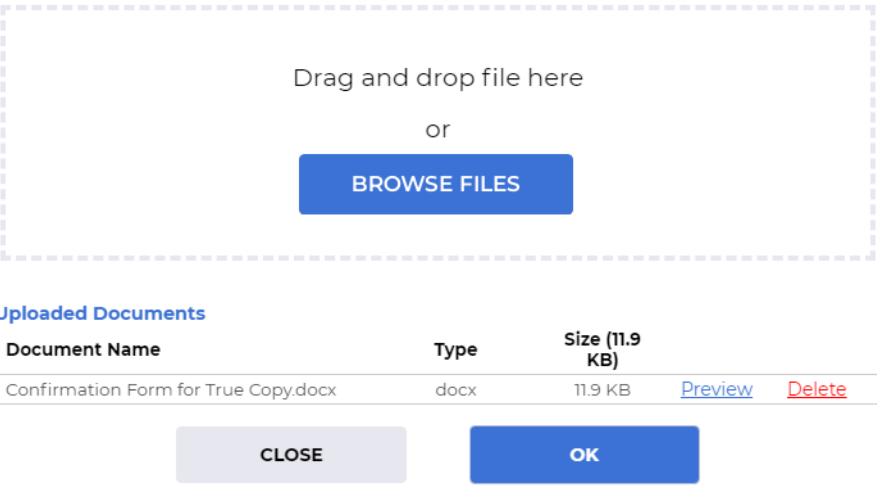
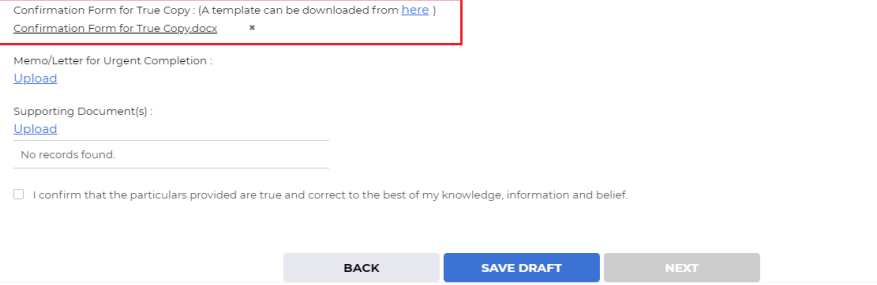
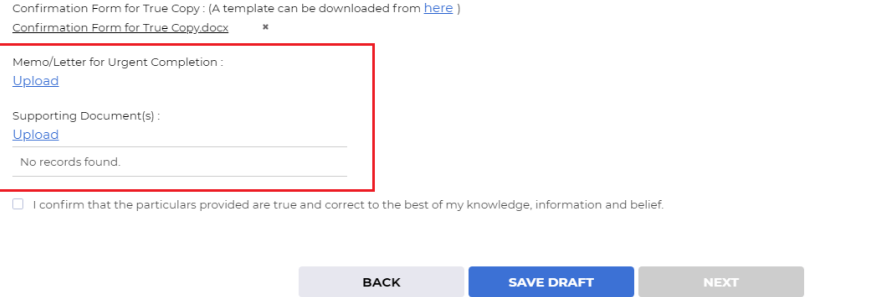
Item	Process	Related screenshots for reference																																								
<p>8.</p> <p><b><u>Upload documents for certification – complete Document(s) for Certification of Translation table</u></b></p> <p>Click “Add” to create a new entry in the Document(s) for Certification of Translation table&gt;</p> <p>Input/ Select document details. The following fields are mandatory:</p> <ul style="list-style-type: none"> <li>• “DOCUMENT TYPE”</li> <li>• “SOURCE LANGUAGE” (English or Chinese)</li> <li>• “NO. OF PAGES (SOURCE)”</li> <li>• “TARGET LANGUAGE” (English or Chinese)</li> <li>• “NO. OF PAGES (TRANSLATION)”</li> <li>• “SOURCE DOCUMENT” [Note: File format must be pdf.]</li> <li>• “TRANSLATION” [Note: File format must be doc/ docx.]</li> <li>• “TRUE COPY”</li> </ul> <p>Click “Upload” under “SOURCE DOCUMENT” and “TRANSLATION” to upload respective files&gt;</p> <p>Tick “TRUE COPY”&gt;</p>		 <p>Legally Aided?: <input checked="" type="checkbox"/> Legal Aid Reference No. *: LA1234/5678(A01) Certificate *: Legal Aid Certificate.pdf x</p> <p>To Be Advised: <input type="checkbox"/> Estimated Collection Date: Total Estimated Charge (HKD):</p> <p>Document(s) for Certification of Translation *:</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>NO.</th> <th>DOCUMENT TYPE</th> <th>SOURCE LANGUAGE</th> <th>NO.OF PAGES(SOUR)</th> <th>TARGET LANGUAGE</th> <th>NO.OF PAGES(TRANSLATION)</th> <th>CERTIFICATION CHARGE (HKD)</th> <th>SOURCE DOCUMENT</th> <th>TRANSLATION</th> </tr> </thead> <tbody> <tr> <td colspan="10">No records found.</td> </tr> </tbody> </table> <p><b>Add</b> Delete</p> <p>Confirmation Form for True Copy: (A template can be downloaded from <a href="#">here</a>) <a href="#">Upload</a></p> <p>Memo/Letter for Urgent Completion: <a href="#">Upload</a></p> <p>Supporting Document(s): <a href="#">Upload</a></p> <p>No records found.</p> <p><input type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.</p> <p><b>BACK</b> <b>SAVE DRAFT</b> <b>NEXT</b></p>  <p>Document(s) for Certification of Translation *:</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>NO.</th> <th>DOCUMENT TYPE</th> <th>SOURCE LANGUAGE</th> <th>NO.OF PAGES(SOUR)</th> <th>TARGET LANGUAGE</th> <th>NO.OF PAGES(TRANSLATION)</th> <th>CERTIFICATION CHARGE (HKD)</th> <th>SOURCE DOCUMENT</th> <th>TRANSLATION</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Upload</a></td> <td><a href="#">Upload</a></td> </tr> </tbody> </table> <p><b>Add</b> Delete</p> <p>Confirmation Form for True Copy: (A template can be downloaded from <a href="#">here</a>) <a href="#">Upload</a></p> <p>Memo/Letter for Urgent Completion: <a href="#">Upload</a></p> <p>Supporting Document(s): <a href="#">Upload</a></p> <p>No records found.</p> <p><input type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.</p>	<input type="checkbox"/>	NO.	DOCUMENT TYPE	SOURCE LANGUAGE	NO.OF PAGES(SOUR)	TARGET LANGUAGE	NO.OF PAGES(TRANSLATION)	CERTIFICATION CHARGE (HKD)	SOURCE DOCUMENT	TRANSLATION	No records found.										<input type="checkbox"/>	NO.	DOCUMENT TYPE	SOURCE LANGUAGE	NO.OF PAGES(SOUR)	TARGET LANGUAGE	NO.OF PAGES(TRANSLATION)	CERTIFICATION CHARGE (HKD)	SOURCE DOCUMENT	TRANSLATION	<input type="checkbox"/>	1							<a href="#">Upload</a>	<a href="#">Upload</a>
<input type="checkbox"/>	NO.	DOCUMENT TYPE	SOURCE LANGUAGE	NO.OF PAGES(SOUR)	TARGET LANGUAGE	NO.OF PAGES(TRANSLATION)	CERTIFICATION CHARGE (HKD)	SOURCE DOCUMENT	TRANSLATION																																	
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<input type="checkbox"/>	NO.	DOCUMENT TYPE	SOURCE LANGUAGE	NO.OF PAGES(SOUR)	TARGET LANGUAGE	NO.OF PAGES(TRANSLATION)	CERTIFICATION CHARGE (HKD)	SOURCE DOCUMENT	TRANSLATION																																	
<input type="checkbox"/>	1							<a href="#">Upload</a>	<a href="#">Upload</a>																																	



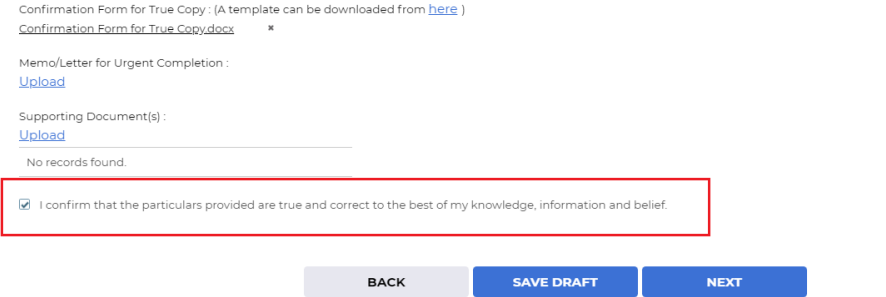
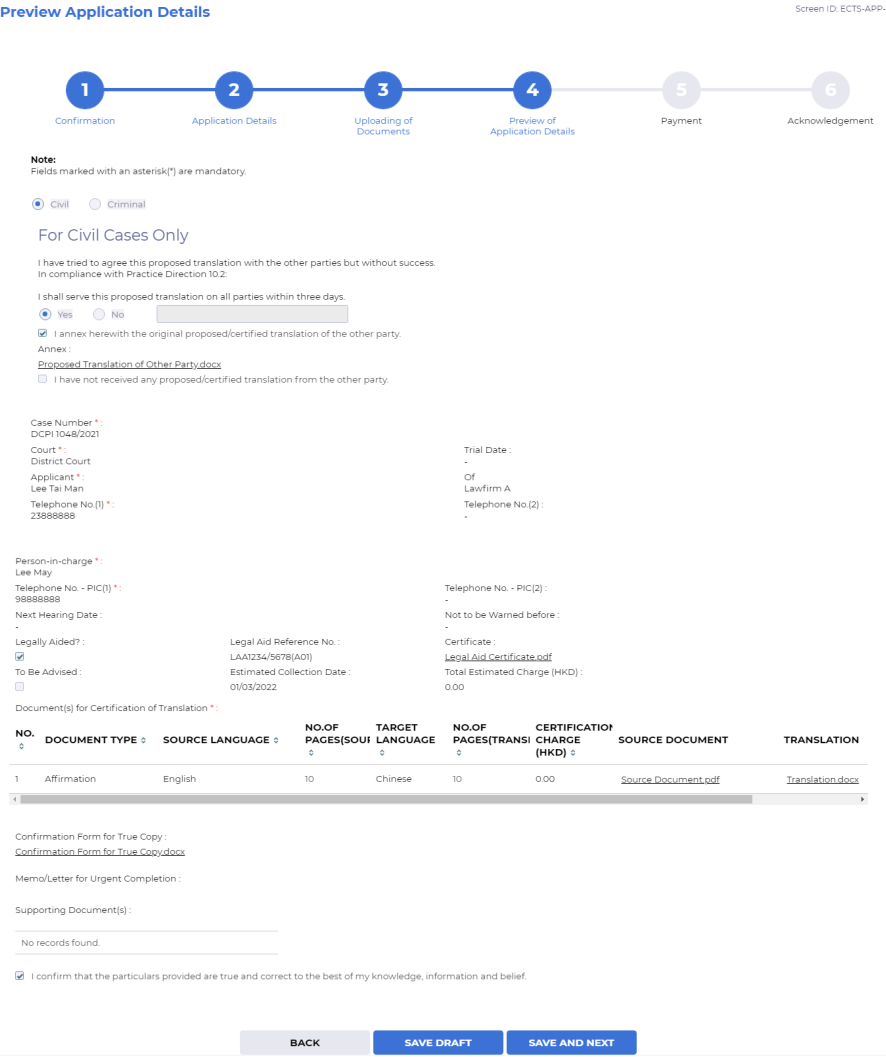
Item	Process	Related screenshots for reference
		<p>Upon the completion of documents details and uploading of source document(s) and translation(s), the “Estimated Collection Date”, “Total Estimated Charge” and “CERTIFICATION CHARGE” will be shown.</p>  <p>If the applicant is legally aided, the “Total Estimated Charge” and “CERTIFICATION CHARGE” will display as “0.00”.</p> 
9.	<p><b><u>Upload documents for certification – Confirmation</u></b></p> <p>Click “here” to download a template of “Confirmation Form for True Copy”&gt;</p>	 <p>Confirmation Form for True Copy: (A template can be downloaded from <a href="#">here</a>)  <a href="#">Upload</a></p> <p>Memo/Letter for Urgent Completion:  <a href="#">Upload</a></p> <p>Supporting Document(s):  <a href="#">Upload</a></p> <p>No records found.</p> <p><input type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.</p> <p>BACK SAVE DRAFT NEXT</p>

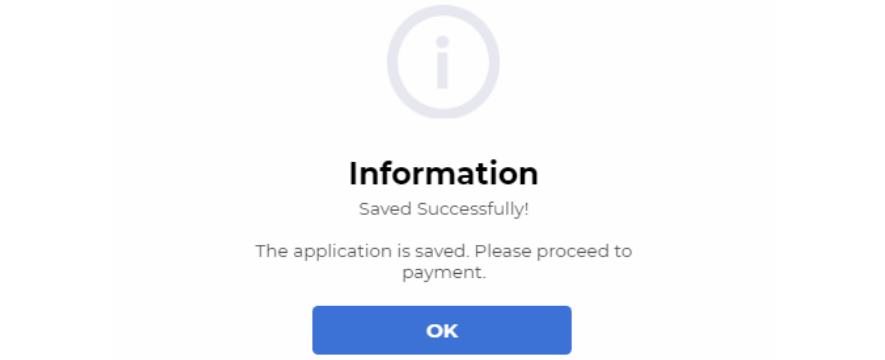
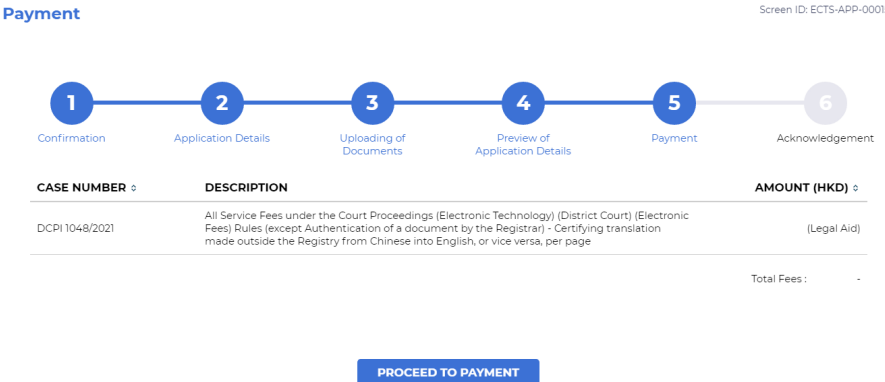
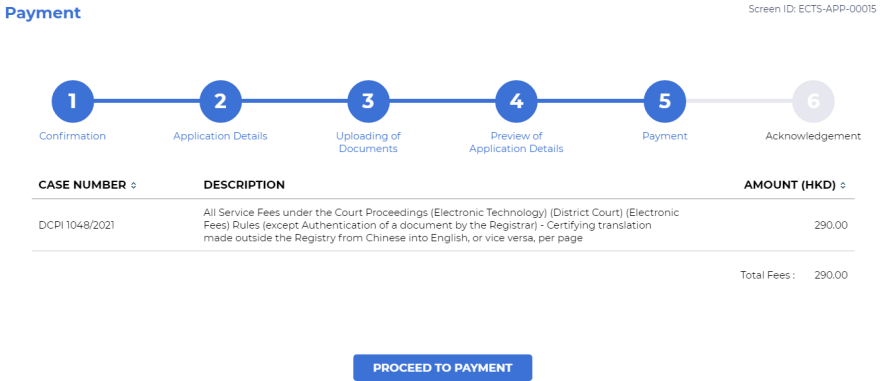
Item	Process	Related screenshots for reference
	<p>Click "DOWNLOAD" to download the template and save it to your device&gt;</p> <p>Click "CLOSE" to close the pop-up box&gt;</p> <p>Fill in the Confirmation Form for True Copy&gt;</p>	<p>There is a pop-up for downloading file.</p>  <p>The template for "Confirmation Form for True Copy" is downloaded.</p> 

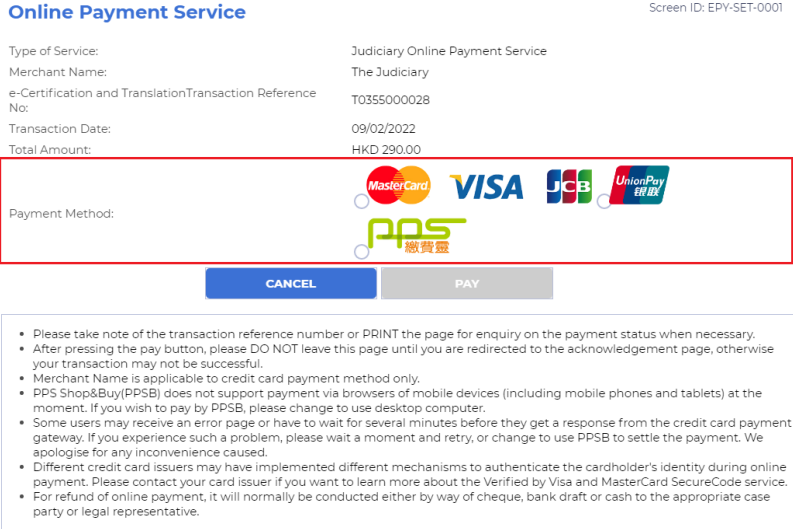
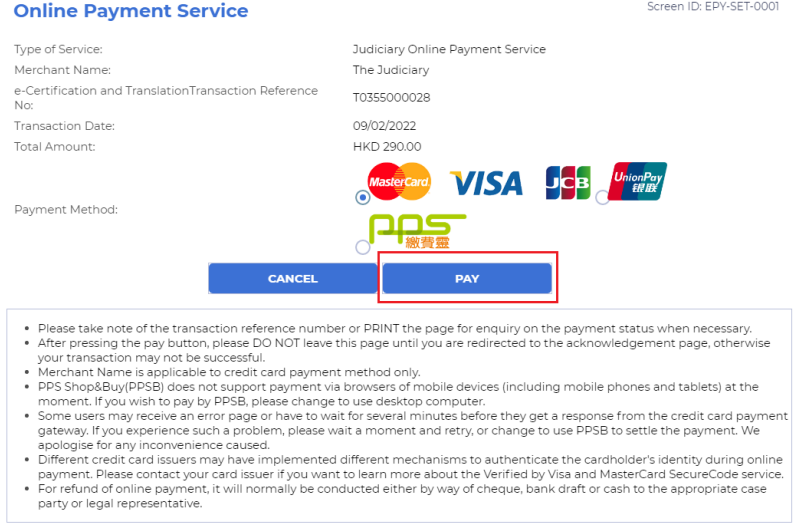
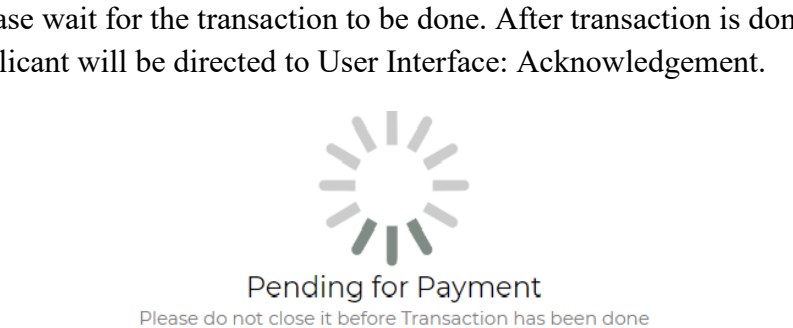


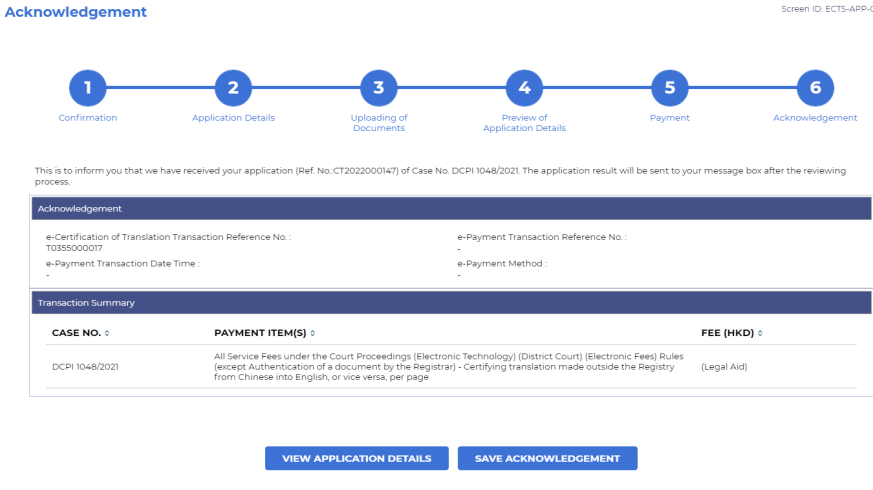
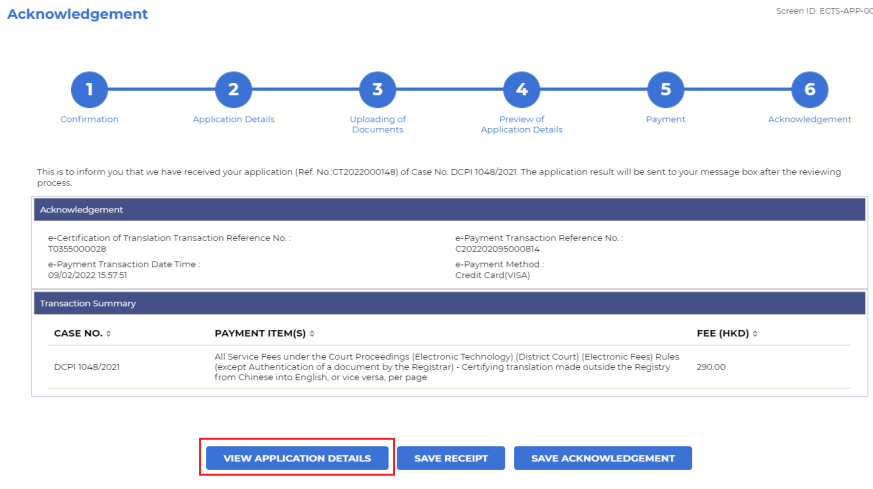
Item	Process	Related screenshots for reference
	<p>Click “OK” to confirm the upload if the uploaded file is in order&gt;</p>	 <p>Confirmation Form for True Copy is uploaded.</p>  <p>Applicant can also upload “Memo/Letter for Urgent Completion” and “Supporting document(s)” by clicking “Upload” under respective fields.</p> 

Step-by-step guide - "Submit application for Certification of Translation Service in civil case"

Item	Process	Related screenshots for reference
	<p>Tick "I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief."&gt;</p> <p>Click "NEXT"&gt;</p>	
<p>10.</p> <p><b><u>Preview application details</u></b></p> <p>Check if the application details and the files uploaded are in order</p> <p>Click "SAVE AND NEXT"&gt;</p>		<p>User Interface: Preview Application Details is displayed.</p> 

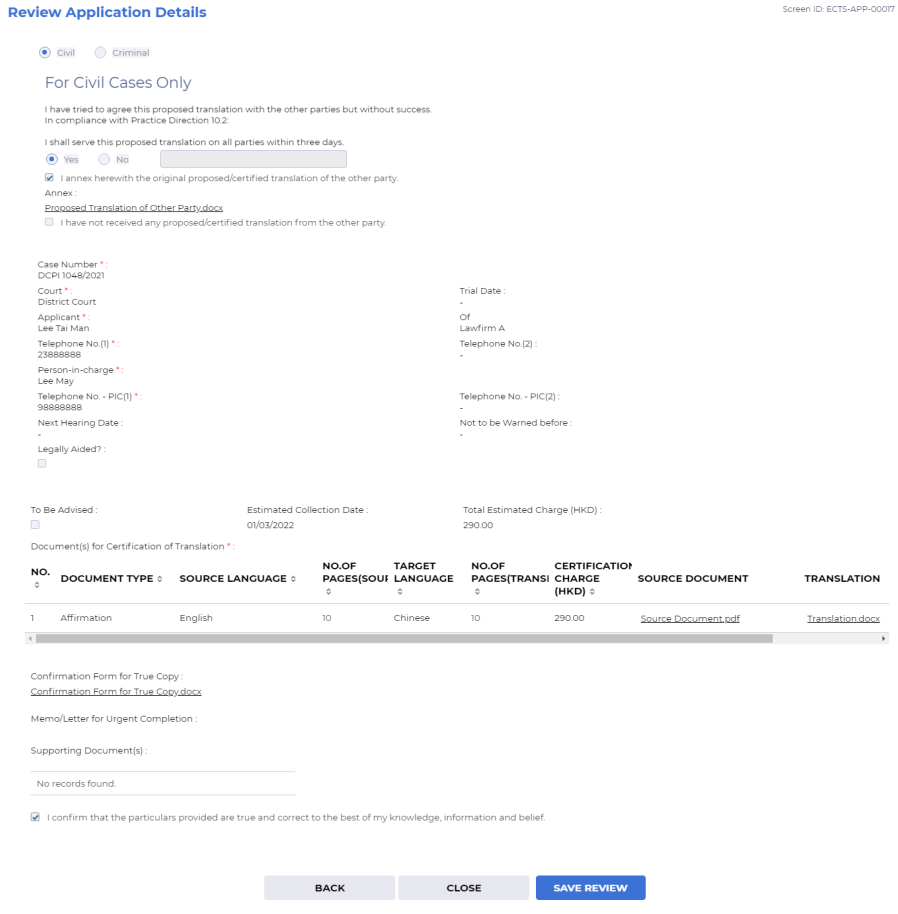
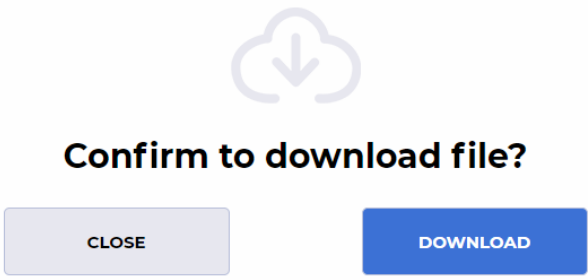
Item	Process	Related screenshots for reference
	<p>Click “OK”&gt;</p>	<p>There is a pop-up information indicates that the application is saved.</p> 
<p>11.</p>	<p><b><u>Make payment</u></b></p> <p>For legally aided applicant, click “PROCEED TO PAYMENT”&gt; (move on to Item 12)</p> <p>For non-legally aided applicant, payment for certification fees will be required.</p> <p>Click “PROCEED TO PAYMENT”&gt;</p>	<p>User Interface: Payment is displayed. If the applicant is legally aided, there will be no amount shown for settlement of Total Fees.</p>  <p>User Interface: Payment is displayed. A non-legally aided applicant is required to settle the certification fees.</p> 

Item	Process	Related screenshots for reference
	<p>Select a “Payment Method”&gt;</p>	<p>Applicant will be directed to Online Payment Service. Applicant should read the points to note before making electronic payment.</p>  <p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service          Merchant Name: The Judiciary          e-Certification and TranslationTransaction Reference No: T0355000028          Transaction Date: 09/02/2022          Total Amount: HKD 290.00</p> <p>Payment Method:</p> <ul style="list-style-type: none"> <li>MasterCard</li> <li>VISA</li> <li>JCB</li> <li>UnionPay 银联</li> <li>PPS 微信支付</li> </ul> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> <li>• Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>• 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.</li> <li>• Merchant Name is applicable to credit card payment method only.</li> <li>• PPS Shop&amp;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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
	<p>Click “PAY”&gt;</p>	<p>Please wait for the transaction to be done. After transaction is done, applicant will be directed to User Interface: Acknowledgement.</p>  <p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service          Merchant Name: The Judiciary          e-Certification and TranslationTransaction Reference No: T0355000028          Transaction Date: 09/02/2022          Total Amount: HKD 290.00</p> <p>Payment Method:</p> <ul style="list-style-type: none"> <li>MasterCard</li> <li>VISA</li> <li>JCB</li> <li>UnionPay 银联</li> <li>PPS 微信支付</li> </ul> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> <li>• Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>• 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.</li> <li>• Merchant Name is applicable to credit card payment method only.</li> <li>• PPS Shop&amp;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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
		 <p style="text-align: center;">Pending for Payment Please do not close it before Transaction has been done</p>

Item	Process	Related screenshots for reference
12.	<p><b><u>Acknowledgement</u></b></p> <p>Click “VIEW APPLICATION DETAILS”&gt;</p>	<p>User Interface: Acknowledgement is displayed. The system has received the application and the result will be sent to the message box of the applicant after reviewing process.</p> <ul style="list-style-type: none"> <li>If the applicant is legally aided, 2 functions are available:             <ol style="list-style-type: none"> <li>VIEW APPLICATION DETAILS</li> <li>SAVE ACKNOWLEDGEMENT</li> </ol> </li> </ul>  <ul style="list-style-type: none"> <li>If the applicant is non-legally aided, 3 functions are available:             <ol style="list-style-type: none"> <li>VIEW APPLICATION DETAILS</li> <li>SAVE RECEIPT</li> <li>SAVE ACKNOWLEDGEMENT</li> </ol> </li> </ul> 



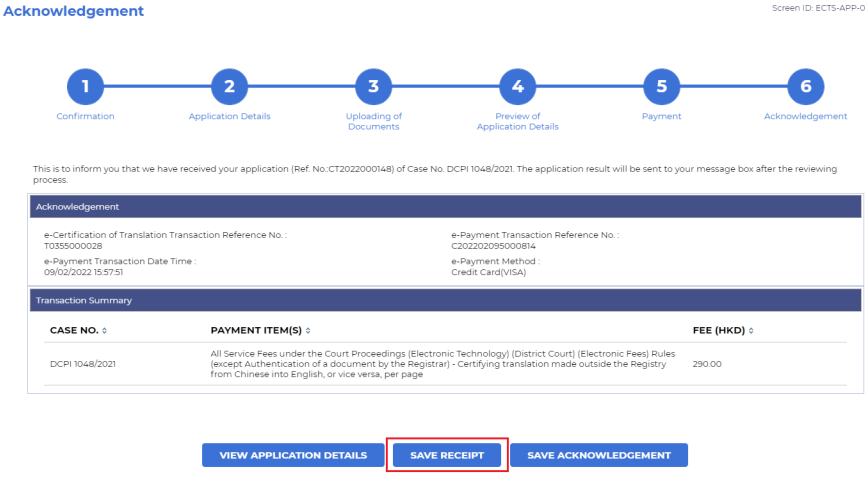
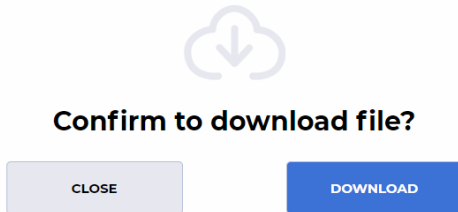
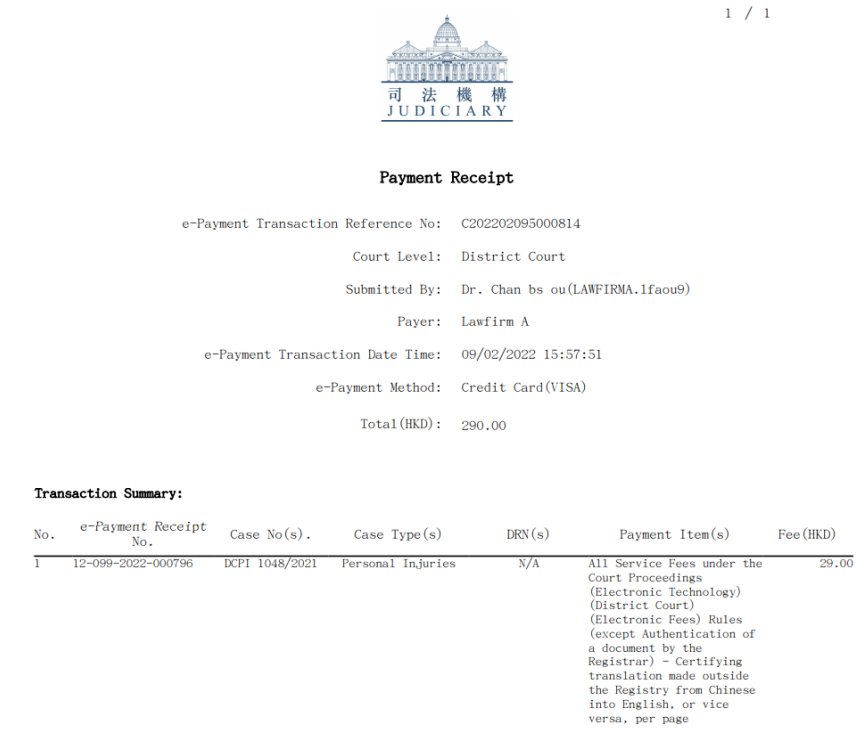
Step-by-step guide - “Submit application for Certification of Translation Service in civil case”

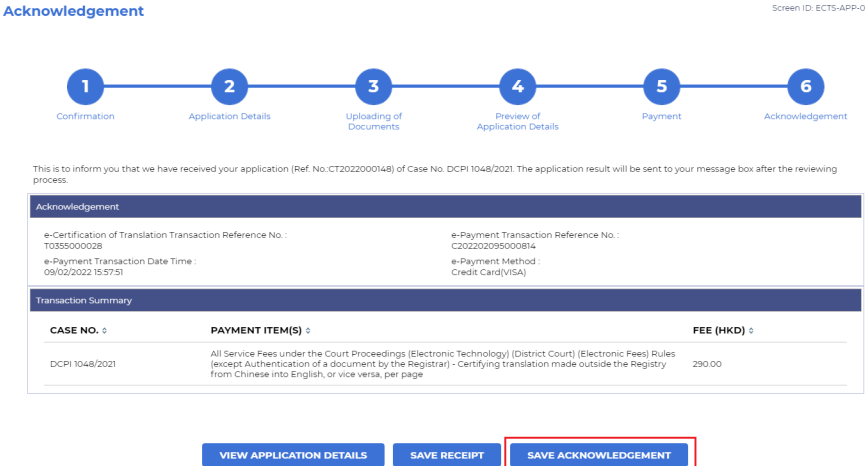
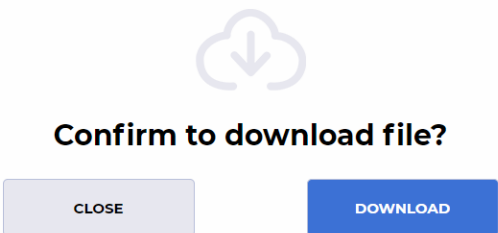

Item	Process	Related screenshots for reference
	<p>Click “SAVE REVIEW”&gt;</p> <p>Click “DOWNLOAD” to download a pdf file of eCertification Application Review to your device&gt;</p> <p>Click “CLOSE” to close the pop-up box&gt;</p> <p>Click “BACK” to return to User Interface: Acknowledgement&gt;</p>	<p>User Interface: Review Application Details is displayed.</p>  <p>There is a pop-up of “Confirm to download file?”.</p> 

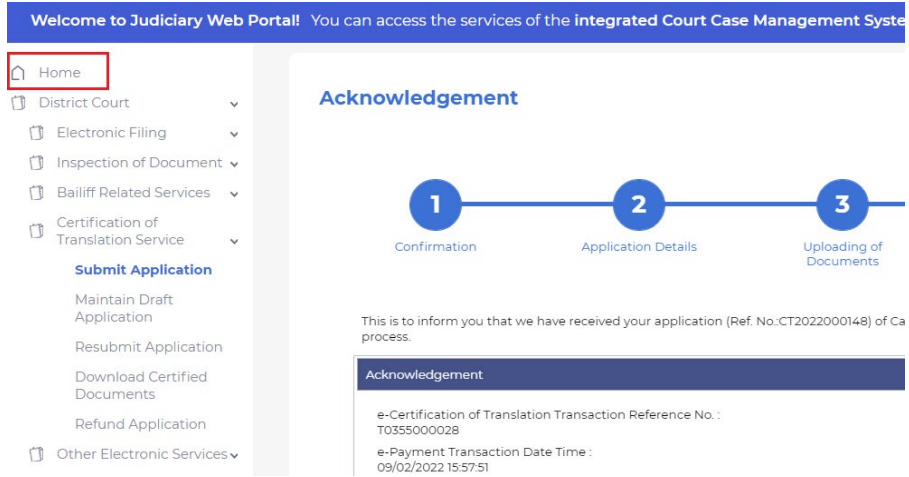

Step-by-step guide - "Submit application for Certification of Translation Service in civil case"

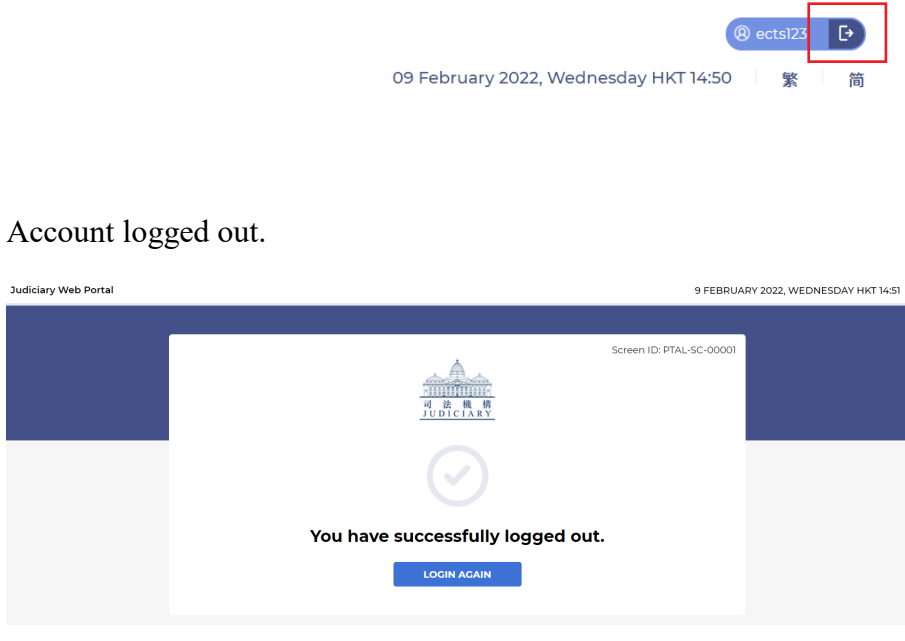

Item	Process	Related screenshots for reference																				
		<p>Downloaded pdf file: eCertification Application Review</p> <p><input checked="" type="checkbox"/> Civil <input type="checkbox"/> Criminal</p> <p>I have tried to agree this proposed translation with the other parties but without success.</p> <p>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="checkbox"/> Yes <input type="checkbox"/> No Reason: N/A</p> <p><input checked="" type="checkbox"/> I annex herewith the original proposed/certified translation of the other party.</p> <p><b>Annex:</b></p> <p>Proposed Translation of Other Party.docx</p> <p><input type="checkbox"/> I have not received any proposed/certified translation from the other party.</p> <p><b>Case Number:</b> DCPI 1048/2021</p> <p><b>Court:</b> District Court</p> <p><b>Applicant:</b> Lee Tai Man</p> <p><b>Telephone No. (1):</b> 23888888</p> <p><b>Person-in-charge:</b> Lee May</p> <p><b>Telephone No. - PIC(1):</b> 98888888</p> <p><b>Next Hearing Date:</b> N/A</p> <p><b>Legally Aided? :</b> <input type="checkbox"/></p> <p><b>To Be Advised:</b> <input type="checkbox"/> <b>Estimated Collection Date:</b> 01/03/2022 <b>Total Estimated Charge (HKD):</b> 290.00</p> <p><b>Document(s) for Certification of Translation:</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Doc. Type</th> <th>Source Language</th> <th>No.of Pages(S)</th> <th>Target Language</th> <th>No.of Pages(T)</th> <th>Certification Charge (HKD)</th> <th>Source Doc.</th> <th>Translation</th> <th>True Copy</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Affirmati on</td> <td>English</td> <td>10</td> <td>Chinese</td> <td>10</td> <td>290.00</td> <td>Source Document.pdf</td> <td>Translation.docx</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Confirmation Form for True Copy:</b> Confirmation Form for True Copy.docx</p> <p><b>Memo/Letter for Urgent Completion:</b> N/A</p> <p><b>Supporting Document(s):</b> N/A <b>Submission Date/Time:</b> 09/02/2022 15:57:56</p> <p><input checked="" type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.</p>	No.	Doc. Type	Source Language	No.of Pages(S)	Target Language	No.of Pages(T)	Certification Charge (HKD)	Source Doc.	Translation	True Copy	1	Affirmati on	English	10	Chinese	10	290.00	Source Document.pdf	Translation.docx	<input checked="" type="checkbox"/>
No.	Doc. Type	Source Language	No.of Pages(S)	Target Language	No.of Pages(T)	Certification Charge (HKD)	Source Doc.	Translation	True Copy													
1	Affirmati on	English	10	Chinese	10	290.00	Source Document.pdf	Translation.docx	<input checked="" type="checkbox"/>													

Step-by-step guide - "Submit application for Certification of Translation Service in civil case"

Item	Process	Related screenshots for reference
	<p>Click "SAVE RECEIPT"&gt;</p> <p>Click "DOWNLOAD" to download a pdf file of Receipt to your device&gt;</p> <p>Click "CLOSE" to close the pop-up box&gt;</p>	<p><b>Acknowledgement</b> <span style="float: right;">Screen ID: ECTS-APP-00016</span></p>  <p>There is a pop-up of "Confirm to download file?".</p>  <p>Downloaded pdf file: Payment Receipt</p> 

Item	Process	Related screenshots for reference								
	<p>Click "SAVE ACKNOWLEDGEMENT"&gt;</p> <p>Click "DOWNLOAD" to download a pdf file of eCertification Acknowledgement to your device&gt;</p> <p>Click "CLOSE" to close the pop-up box&gt;</p>	 <p>There is a pop-up of "Confirm to download file?".</p>  <p>Downloaded pdf file: eCertification Acknowledgement</p>  <p><b>Acknowledgement</b></p> <p>Notice: N/A</p> <p>e-Certification of Translation Transaction Reference No. : T0355000028</p> <p>e-Payment Transaction Reference No. : C202202095000814</p> <p>e-Payment Transaction Date Time : 09/02/2022 15:57:51</p> <p>e-Payment Method : Credit Card (VISA)</p> <p><b>Transaction Summary</b></p> <table border="1" data-bbox="630 1732 1497 1858"> <thead> <tr> <th>No.</th> <th>Case No.</th> <th>Payment Item(s)</th> <th>Fee (HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCPI 1048/2021</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>290.00</td> </tr> </tbody> </table>	No.	Case No.	Payment Item(s)	Fee (HKD)	1	DCPI 1048/2021	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	290.00
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Item	Process	Related screenshots for reference								
	<p>Click "Home"&gt;</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System</p> <p>Home</p> <p>District Court</p> <p>Electronic Filing</p> <p>Inspection of Document</p> <p>Bailiff Related Services</p> <p>Certification of Translation Service</p> <p>Submit Application</p> <p>Maintain Draft Application</p> <p>Resubmit Application</p> <p>Download Certified Documents</p> <p>Refund Application</p> <p>Other Electronic Services</p> <p><b>Acknowledgement</b></p> <p>1 Confirmation 2 Application Details 3 Uploading of Documents</p> <p>This is to inform you that we have received your application (Ref. No.:CT2022000148) of Ca process.</p> <p><b>Acknowledgement</b></p> <p>e-Certification of Translation Transaction Reference No.: T0355000028 e-Payment Transaction Date Time : 09/02/2022 15:57:51</p>								
	<p>Click the message header to read the message content&gt;</p>	<p>Message box with message header(s) appears on the landing page.</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>Home</p> <p>District Court</p> <p>Electronic Filing</p> <p>Inspection of Document</p> <p>Bailiff Related Services</p> <p>Certification of Translation Service</p> <p>Submit Application</p> <p>Maintain Draft Application</p> <p>Resubmit Application</p> <p>Download Certified Documents</p> <p>Refund Application</p> <p><b>Message Box</b></p> <p>All Read <b>Unread</b></p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE #</th> </tr> </thead> <tbody> <tr> <td>[Ref No.: CT2022000148] Application Pending Acceptance 申請尚待接受</td> <td>15:58</td> <td>Court Language Section</td> <td>689KB</td> </tr> </tbody> </table> <p>The message content is shown with the application reference number.</p> <p><b>Message Details</b></p> <p>&lt; Back</p> <p><b>[Ref No.: CT2022000148] Application Pending Acceptance 申請尚待接受</b></p> <p>Date/Time 09/02/2022 15:58</p> <p>From Court Language Section</p> <p>To LAWFIRMA.lfau9</p> <p>This message serves to inform you that your application (Ref No.: CT2022000148) was received on 09/02/2022. We will inform you of the application result after this reviewing process.</p> <p>特此通知，你的申請（參考編號：CT2022000148）已於2022年02月09日收悉。完成審批後，我們會通知你申請結果。</p> <p><b>3 Attachment(s)</b></p> <p>eCertificatio... .pdf 104KB</p> <p>eCertificatio... .pdf 107KB</p> <p>RPT-PAY-EP... .pdf 477KB</p>	SUBJECT	DATE/TIME	FROM	FILE #	[Ref No.: CT2022000148] Application Pending Acceptance 申請尚待接受	15:58	Court Language Section	689KB
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[Ref No.: CT2022000148] Application Pending Acceptance 申請尚待接受	15:58	Court Language Section	689KB							

Item	Process	Related screenshots for reference
13.	<p><b><u>Logout user account</u></b></p> <p>To logout user account, click the icon next to the Login Name at the top right corner&gt;</p>	 <p>Account logged out.</p>
14.	<p><b>Internal Process by Judiciary</b></p>	<p>Applicant will receive message in iCMS message box after completion of internal review of the application by Judiciary</p>
15.	<p><b><u>Receive Acceptance message</u></b></p> <p>Login user account&gt;</p> <p>Access message box&gt;</p> <p>Click the message header to read the message content&gt;</p>	<p>Message box with message header(s) appears on the landing page.</p> 

Step-by-step guide - “Submit application for Certification of Translation Service in civil case”

Item	Process	Related screenshots for reference
		<p>The message content is shown. Application is accepted with Job Number assigned. Separate message(s) will be sent when the job(s) is/are available for download.</p> <p><b>Message Details</b> <span style="float: right;">Screen ID</span></p> <p><a href="#">&lt; Back</a></p> <p><b>[Ref No.: CT2022000148] Result of Application [Document(s) Accepted] 申請結果[文件已獲接受]</b></p> <p>Date/Time 11/02/2022 15:55            From Court Language Section            To LAWFIRMA.lfaou9</p> <hr/> <p>This message serves to inform you that your application (Ref No: CT2022000148) was accepted at 3:55 PM on 11/02/2022.</p> <p>Job No. CVV0001/22 is assigned for the document(s).</p> <p>Nature of Document(s): Affirmation</p> <p>Separate message(s) will be sent when the job(s) is/are completed and documents are available for retrieval and download.</p> <p>For enquiries, please contact us at 2582 2904.</p> <p>特此通知，你的申請（參考編號：CT2022000148）已於2022年02月11日15時55分獲接受。</p> <p>有關文件已獲編配工作編號CVV0001/22</p> <p>文件性質：非宗款式誓詞</p> <p>有關工作完成以及相關文件可供下載時，會另有訊息通知。</p> <p>如有查詢，請致電2582 2904聯絡我們。</p>

Internal process by Judiciary