## 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.

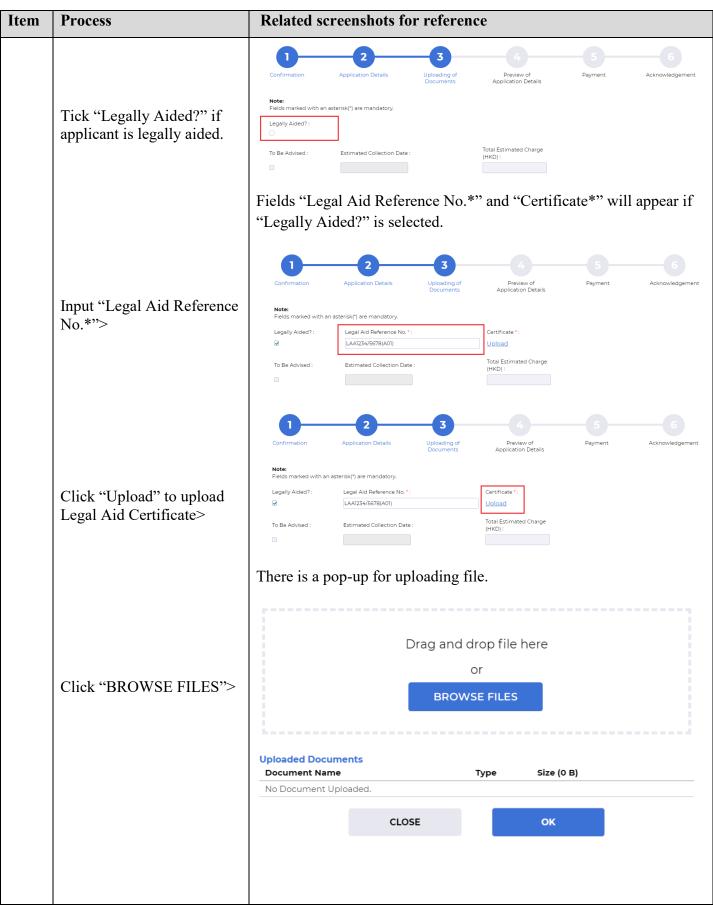
Item	Process	Related screenshots for reference
1.	Login user account	Organization User
	Either by Organization User ("OU") or Individual User ("IU") account holder. [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Crean ID: AUTH-LCN-00001  LOGIN  Please fill in the information below. Fields marked with an asterisk (*) are mandatory.  Account Type  Organization  Organization  Cogin Name*  Password*  Excell  Register an Account   Account Activation   Reset Password  Individual User
		Screen ID: AUTH-LGN-00001
		LOCIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory.  Account Type Individual User (*) Organization Code * Login Name * Password *  LOCIN  Register an Account   Account Activation   Reset Password
2.	<u>Access "Submit</u> <u>Application" function</u>	可 決 稿 構 JUDICIARY Welcome to Judiciary Web Portal! You can access the services of the integrated Court Case Management System ("iCMS") in this portal.
	Select relevant court>	Home District Court Update Your Profile Subject Very date Your Profile Subject • DATE/TIME Very date Your Profile Subject • DATE/TIME Very date Your Profile Subject • DATE/TIME You have no message

Item	Process	Related screenshots for reference
	Click "Certification of Translation Service"> Click "Submit Application">	Welcome to Judiciary Web Portall You can access the services of the integrated Court Case Management System ("ICMS") in this portal.  Home bistrict Court Bistriatic Court Bistriation of Document Bistriation Service Bistriatio
3.	Select case type	User Interface: Confirmation is displayed.
	Select case type by clicking radio button "Civil">	Image: Section 2       Image: Section 2
4.	<b><u>Confirmation of</u></b> <u>compliance with Practice</u> <u>Direction 10.2</u>	Confirmation Screen ID: ECTS-APP-00011
	Select "Yes" on "I shall serve this proposed translation on all parties within three days." (If "No" is selected, please briefly explain.)> If there is a proposed/ certified translation of the other party, tick "I annex herewith the original	event of the contract of th

Item	Process	Related screenshots for reference
	proposed/ certified translation of the other party." and move on to Item 5 >	Confirmation     Screen ID: ECTS-APP-00011       1     2       Confirmation     Application Details       Uploading of Documents     Preview of Application Details   Payment Acknowledgement
	Otherwise, tick "I have not received any proposed/certified translation from the other party.">	<ul></ul>
	Click "NEXT" and move on to Item 6>	NEXT
5.	Upload proposed/ certified translation of the other party	Confirmation Screen ID: ECTS-APP-0001
	Click "Upload">	Confirmation Application Details Uploading of Decuments Preview of Application Details Payment Acknowledgement   Port of the payment of the
		NEXT There is a pop-up for uploading document(s).
		Drag and drop file here
	Click "BROWSE FILES">	or BROWSE FILES
		Uploaded Documents       Document Name     Type     Size (0 B)       No Document Uploaded.
		CLOSE OK

Process	Related screenshots for reference
Select the file to be uploaded and click "Open">	Select the file of proposed/ certified translation of the other party in the file explorer.
[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.]	Organize • New folder       Ele modified       Ele folder         Image: Decomment of
	Drag and drop file here
Click "Preview" to view the document uploaded	or BROWSE FILES
Click "Delete" to delete the uploaded file if it is not in order	Uploaded Documents Document Name Type Size (11.4 KB)
Click "OK" to confirm the upload if the uploaded file is in order>	Proposed Translation of Other Party.docx     docx     11.4 KB     Preview     Delete       CLOSE     OK
Click "NEXT">	<form><form></form></form>
	Select the file to be uploaded and click "Open"> [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.] Click "Preview" to view the document uploaded Click "Delete" to delete the uploaded file if it is not in order Click "OK" to confirm the upload if the uploaded file is in order>

Item	Process	Related screenshots for reference
6.	Input application details Input/Select details of the application. The following	User Interface: Application Details is displayed. Fields marked with * are mandatory.
	<ul> <li>fields are mandatory:</li> <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>	
	Click "NEXT">	
7.	<u>Upload documents for</u> <u>certification– provide</u> <u>Legal Aid information</u>	User Interface: Uploading of Documents is displayed.
	(If the applicant is not legally aided, move on to Item 8.)	<form></form>



Item	Process	Related screenshots for reference
	Select the file to be uploaded and click "Open">	Select the file of Legal Aid Certificate in the file explorer.
	Click "OK" to confirm the upload if the uploaded file is in order>	Drag and drop file here Or BROWSE FILES Uploaded Documents <u>Document Name Type Size (177.4 KB)</u> Legal Aid Certificate.pdf pdf 177.4 KB <u>Preview</u> <u>Delete</u>
		CLOSE       OK         Legal Aid Certificate is uploaded. To delete the uploaded file and upload another file, you can click the cross next to the file name.         Image: Confirmation Paper Provide Transmitted States (Confirmation Paper P

Item	Process	Related screenshots for reference
8.	Upload documents for certification – complete         Document(s) for Certification of Translation table         Click "Add" to create a new entry in the Document(s) for Certification of Translation table>         Input/ Select document details. The following fields are mandatory:         • "DOCUMENT TYPE"         • "DOCUMENT TYPE"         • "SOURCE LANGUAGE" (English or Chinese)         • "NO. OF PAGES (SOURCE)"         • "TARGET LANGUAGE" (English or Chinese)         • "NO. OF PAGES (SOURCE)"         • "TARGET LANGUAGE" (English or Chinese)         • "NO. OF PAGES (SOURCE)"         • "TARGET LANGUAGE" (English or Chinese)         • "NO. OF PAGES (TRANSLATION)"         • "SOURCE DOCUMENT" [Note: File format must be pdf.]         • "TRANSLATION" [Note: File format must be doc/ docx.]         • "TRUE COPY"         Click "Upload" under "SOURCE DOCUMENT" and "TRANSLATION" to upload respective files>         Tick "TRUE COPY">	<form></form>

Item	Process	Related screenshots for reference
		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.
		If the applicant is legally aided, the "Total Estimated Charge" and "CERTIFICATION CHARGE" will display as "0.00". Legally Added?: Legal Add Reference No *: Certificate *: Legal Add Reference No *: Certificate *: Certifi
9.	Upload documents for certification – Confirmation Click "here" to download a template of "Confirmation Form for True Copy">	Document(s) for Certification of Translation *: No DOCUMENT TYPE: SOURCE NO.OF TARGET NO.OF CERTIFICATION S 0 (HO) SOURCE DOCUMENT TRANSLATION S 0 (HO) SOURCE DOCUMENT TRANSLATION Confirmation Form for Thus Copy (A template can be downloaded from facts) Memolating for Upgent Completion: Unload Neneords found I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief. BACK SAVE DRAFT MEXT

Item	Process	Related screenshots for reference
		There is a pop-up for downloading file.
	Click "DOWNLOAD" to download the template and save it to your device>	Confirm to download file?
	Click "CLOSE" to close the pop-up box>	CLOSE DOWNLOAD
	Fill in the Confirmation Form for True Copy>	The template for "Confirmation Form for True Copy" is downloaded.  Confirmation Form for Certified True Copy  I

Item	Process	Related screenshots for reference
	Click "Upload" under "Confirmation Form for True Copy">	Confirmation Form for True Copy : (A template can be downloaded from here ) Ubload Memo/Letter for Urgent Completion : Ubload Supporting Document(s) : Ubload No records found.  I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief. BACK SAVE DRAFT NEXT
		There is a pop-up for uploading file.
		Drag and drop file here
		or
	Click "BROWSE FILES">	BROWSE FILES
		Uploaded Documents Document Name Type Size (0 B)
		No Document Uploaded.
		Select the file of Confirmation Form for True Copy in the file
		explorer.
	Select the file to be uploaded and click "Open">	Copen     Copen    Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen   Copen  Cop
		Structs     MemolyLatter for Urgent Cl.     all       D     Make Electronic     Ucload     CLOSE       D     Update Your Profile     Supporting Document(s):       1     Update Your Profile     Upload       0     Maintenance Schedule     No records found.

Item	Process	Related screenshots for reference
		Drag and drop file here or BROWSE FILES
		Uploaded Documents
	Click "OK" to confirm the	Document Name Type KB)
	upload if the uploaded file	Confirmation Form for True Copy.docx docx 11.9 KB <u>Preview</u> <u>Delete</u>
	is in order>	CLOSE OK
		Confirmation Form for True Copy is uploaded.
		Applicant can also upload "Memo/Letter for Urgent Completion" and "Supporting document(s)" by clicking "Upload" under respective fields.
		Confirmation Form for True Copy : (A template can be downloaded from here )         Confirmation Form for True Copydocx       *         Memo/Letter for Urgent Completion :
		BACK SAVE DRAFT NEXT

Tick "I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief."> Confirmation Form for True Copy: (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Form for True Copy (A template can be downloaded from here) Confirmation Confirmati	Item	Process	Related screenshots for reference
Click "NEXT"> BACK SAVE DRAFT NEXT		particulars provided are true and correct to the best of my knowledge, information and belief.">	Confirmation Form for True Copydocx       *         Memo/Letter for Urgent Completion :       Upload         Supporting Document(s) :       Upload         Wo records found.       .         I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.
		CIICK NEAT >	
10.Preview application detailsUser Interface: Preview Application Details is displayed.	10.		User Interface: Preview Application Details is displayed.
Check if the application details and the files uploaded are in order in order in order in order in the files uploaded are in order in order in the files uploaded are uploaded are in the files uploaded are uploaded uploaded are uploaded uploaded are uploaded uploaded are uploaded are uploaded are uploaded are uploaded uploaded are uploaded are uploaded uploaded uploaded uploaded are uploaded uploaded are uploaded up		details and the files uploaded are in order Click "SAVE AND	<form></form>

Item	Process	Related screenshots for reference
		There is a pop-up information indicates that the application is saved.
		Information
		Saved Successfully! The application is saved. Please proceed to
		payment.
	Click "OK">	ок
11.	<u>Make payment</u>	User Interface: Payment is displayed. If the applicant is legally aided, there will be no amount shown for settlement of Total Fees.
		Payment Screen ID: ECTS-APP-00015
	For legally aided applicant, click "PROCEED TO PAYMENT"> (move on to	1     2     3     4     5     6       Confirmation     Application Details     Uploading of Documents     Preview of Application Details     Payment     Acknowledgement       CASE NUMBER •     DESCRIPTION     AMOUNT (HKD) •
	Item 12) Item 12	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic DCPI 1048/2021 Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation (Legal Aid) made outside the Registry from Chinese into English, or vice versa, per page
		Total Fees: -
		User Interface: Payment is displayed. A non-legally aided applicant is required to settle the certification fees.
	For non-legally aided applicant, payment for	Payment Screen ID: ECTS-APP-00015
	certification fees will be required.	1     2     3     4     5     6       Confirmation     Application Details     Uploading of Documents     Preview of Application Details     Payment     Acknowledgement
		CASE NUMBER © DESCRIPTION AMOUNT (HKD) ©
		All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic DCPI 1048/2021 Fees) Rules (except Authentication of a document by the Registrar) - Certifying translation 290.00 made outside the Registry from Chinese into English, or vice Versa, per page
	Click "PROCEED TO PAYMENT">	Total Fees : 290.00
		PROCEED TO PAYMENT

Item	Process	Related screenshots for reference				
		Applicant will be directed to Online Payment Service. Applicant				
		should read the points to note before making electronic payment.				
		Online Payment Service Screen ID: EPV-SET-0001				
		Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary				
		e-Certification and TranslationTransaction Reference T0355000028				
		Transaction Date:         09/02/2022           Total Amount:         HKD 290.00				
	Select a "Payment Method">	Payment Method:				
		CANCEL PAY				
		<ul> <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(PDSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wints to pay by PDSB, 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 PDSB to settle the payment. We apologise for any inconvenience caused.</li> <li>Different credit card issuers may have implemented different 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>				
		Online Payment Service Screen ID: EPV-SET-0001				
		Type of Service: Judiciary Online Payment Service				
		Merchant Name: The Judiciary e-Certification and TranslationTransaction Reference T0355000028				
		No:				
		Payment Method:				
	Click "PAY">					
		<ul> <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(PDSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PDSB, 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 PDSB 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> </ul>				
		<ul> <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>				
		Please wait for the transaction to be done. After transaction is done, applicant will be directed to User Interface: Acknowledgement.				
		Pending for Payment				
		Pending for Payment Please do not close it before Transaction has been done				

Item	Process	Related screenshots for reference
12.	<u>Acknowledgement</u>	<ul> <li>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.</li> <li>If the applicant is legally aided, 2 functions are available: <ol> <li>VIEW APPLICATION DETAILS</li> <li>SAVE ACKNOWLEDGEMENT</li> </ol> </li> </ul>
		<text><text><text><text><text></text></text></text></text></text>
		<ul> <li>If the applicant is non-legally aided, 3 functions are available:</li> <li>1. VIEW APPLICATION DETAILS</li> <li>2. SAVE RECEIPT</li> <li>3. SAVE ACKNOWLEDGEMENT</li> </ul>
	Click "VIEW APPLICATION DETAILS">	Image: Application Details       Application of an application of a point of a po

Item	Process	Related screenshots for reference
		User Interface: Review Application Details is displayed.
		Image: Section Details       Screen DE CCTS-APP-00007         Image: Section Details       Image: Section Details         Image: Section Det
		Lee May
		No.       Document(t)       NO.OF       TARGET       NO.OF       CERTIFICATION       Source Document       TRANSLATION         0       DOCUMENT TYPE 0       SOURCE LANGUAGE 0       0
		Confirmation Form for True Copy.ic Confirmation Form for True Copydeox Memol/Letter for Urgent Completion : Supporting Document(s) : No records found. Confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.
	Click "SAVE REVIEW">	BACK CLOSE SAVE REVIEW
		There is a pop-up of "Confirm to download file?".
	Click "DOWNLOAD" to download a pdf file of eCertification Application Review to your device>	
	Click "CLOSE" to close the pop-up box>	Confirm to download file?
	Click "BACK" to return to User Interface: Acknowledgement>	CLOSE DOWNLOAD

Item	Process	Related screen	shots fo	or refer	ence				
		Downloaded pdf	file: e	Certifica	tion A	pplicatio	n Review	V	
		Civi1 Cr	iminal						
		I have tried to agree the			n with the	other parties	but without	success.	
		In compliance with Prac I shall serve this pro			1 montine .	uithin thurs d			
		✓ Yes No			i par cres	within three t	ays.		
		✓ I annex herewith	the origina	1 proposed/c	ertified 1	translation of	the other par	rty.	
		Annex:							
		Proposed Translati			ed transla	tion from the	other party		
			ed any prop	usedy cer till	eu transia	teron from the	other party.		
		Case Number: DCPI 1048/2021							
		Court:				Trial Date			
		District Court				N/A			
		Applicant:				<b>Of:</b> Lawfirm A			
		Telephone No.(1):	1			Telephone	No.(2):		
		23888888				N/A			
		Person-in-charge:							
		Lee May Telephone No PIC(1):				Telephone	No PIC(2):		
		98888888				N/A			
		Next Hearing Date:				Not to be	Warned before	:	
		N/A Legally Aided? :				N/A			
		To Be Advised: E	stimated Co	llection Dat	e:	Total Esti	mated Charge	(HKD) :	
		0	1/03/2022			290.00			
		Document(s) for Certificati	on of Transla	ation:					
		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 English	10	Chinese	10	290.00	Source Document.pdf	Translation.do cx	1
		Confirmation Form for True	Сору:	•				•	
		Confirmation Form for True	Copy.docx						
		Memo/Letter for Urgent Com	pletion:						
		Supporting Document(s):			Subm	ission Date/Tim	в:		
		N/A			09/0	2/2022 15:57:56			
		I confirm that the p belief.	particulars p	rovided are tr	ue and corr	ect to the best	of my knowledge	, information an	d

Item	Process	Related screenshots for reference
		Acknowledgement Screen ID. ECT5-APP-00016
		Confirmation Application Details Uploading of Preview of Payment Acknowledgement Documents Application Details
		This is to inform you that we have received your application (Ref. No.CT2022000148) of Case No. DCPI 1048/2021. The application result will be sent to your message box after the reviewing process.
		Acknowledgement
		e-Certification dTranslation Transaction Reference No. : e-Payment Transaction Reference No. : C22220250500084 e-Payment Transaction Date Time : e-Payment Method : 0@10/2022155751 Credit Card(VISA)
		Transaction Summary
		CASE NO. 0         PAYNERT ITEM(S) 0         FEE (HKD) 0           All Service Rese under the Court Proceedings (Electronic Technology) (District Court) (Electronic Feel) New Service Reservice Reserv
		from Chinese into English, or vice versa, per page
	Click "SAVE RECEIPT">	VIEW APPLICATION DETAILS SAVE RECEIPT SAVE ACKNOWLEDGEMENT
		There is a pop-up of "Confirm to download file?".
	Click "DOWNLOAD" to	
	download a pdf file of	
	Receipt to your device>	Confirm to download file?
		CLOSE DOWNLOAD
	Click "CLOSE" to close the	CLOSE DOWNLOAD
	pop-up box>	
		Downloaded pdf file: Payment Receipt
		1 / 1
		司法機構 JUDICIARY
		Payment Receipt
		e-Payment Transaction Reference No: C202202095000814 Court Level: District Court
		Submitted By: Dr. Chan bs ou(LAWFIRMA.1faou9)
		Payer: Lawfirm A e-Payment Transaction Date Time: 09/02/2022 15:57:51
		e-Payment Method: Credit Card (VISA)
		Total(HKD): 290.00
		Transaction Summary:
		$N_{0}$ e-Payment Receipt Case No(c) Case Type(c) DEN(c) Payment Item(c) Eee(HVD)
		NO. 1 12-099-2022-000796 DCPI 1048/2021 Personal Injuries N/A All Service Fees under the 29.00 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

Item         Process         Related screenshots for reference	
Acknowledgement	Screen ID: ECTS-APP-00016
	<b>56</b>
Confirmation Application Details Uploading of Provide Application	w of Payment Acknowledgement
This is to inform you that we have received your application (Ref. No.CT2022000148) of Case No. DCPI 1048/2021. Ti process.	he application result will be sent to your message box after the reviewing
Acknowledgement  e-Certification of translation Transaction Reference No.: c202202095000 c202202095000	saction Reference No. : 814
e-Payment Transaction Date Time : e-Payment Meth 09/02/2022 15:57 51 Credit Card(VISA Transaction Summary	nod :
CASE NO. 0 PAYMENT ITEM(5) 0	FEE (HKD) 0
All Service Fees under the Court Proceedings [Bectronic Technology] (D DCPI 1048/2021 [except Automication of a document by the registral - Certifying trans from Chinese into English, or vice versa, per page	strict Court, leifectronic Fees, kuies Jation made outside the Registry 290.00
VIEW APPLICATION DETAILS SAVE RECEIPT	SAVE ACKNOWLEDGEMENT
Click "SAVE	SAVE ACKNOWLEUGEMENT
ACKNOWLEGEMENT"> There is a pop-up of "Confirm to downlo	ad file?".
Click "DOWNLOAD" to Confirm to downlo	bad file?
download a pdf file of eCertification	DOWNLOAD
Acknowledgement to your	
device>	
Click "CLOSE" to close the Downloaded pdf file: eCertification Ackr	lowledgement
pop-up box>	
Acknowledgement	
Notice: N/A	
e-Certification of Translation T0355000028	
e-Payment Transaction C202202095000814 Reference No. :	
e-Payment Transaction 09/02/2022 15:57:51 Date Time :	
e-Payment Method : Credit Card(VISA)	
Transaction Summary	
No. Case No. Payment Item(s)	Fee (HKD)
1DCPI 1048/2021All Service Fees under the Court Technology) (District Court) (Ele (except Authentication of a docum Certifying translation made outsi Chinese into English, or vice ver	ectronic Fees) Rules ment by the Registrar) - 290.00 de the Registry from

Item	Process	Related screenshots for reference
	Click "Home">	Welcome to Judiciary Web Portal!       You can access the services of the integrated Court Case Management Syste         Home       District Court          Electronic Filing          Inspection of Document           Bailiff Related Services           Certification of Translation Service          Submit Application          Maintain Draft Application          Download Certified Documents          Download Certified Documents          Other Electronic Services           Other Electronic Services
	Click the message header to read the message content>	Message box with message header(s) appears on the landing page.
		The message content is shown with the application reference number.  Message Details Screen ID: EXT-MSC-00  C Back  Prof No: CT2022000148] Application Pending Acceptance 申請尚待接受 Date/Time 09/02/2022 15:8  From Court Language Section To Court Language Section To Court Language Section To LAWFIRMA.Ifaou9  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.  Hethall, #09Heth ( @Hethall : CT2022000148 ) Edit2022年02月09日收退, 完成當批後, 我們會通知你申請論果.  Attachment(s)  Imple Certificatiopdf Imple Certificatio

Item	Process	Related screenshots for reference
13.	Logout user account To logout user account, click the icon next to the Login Name at the top right corner>	OP February 2022, Wednesday HKT 14:50         Marcount logged out.         Screen ID: PTAL-SC-0000         You have successfully logged out.         LOCIM AGAIN
14.       15.	Internal Process by Judiciary         Receive Acceptance message	Applicant will receive message in iCMS message box after completion of internal review of the application by Judiciary Message box with message header(s) appears on the landing page.
	Login user account> Access message box> Click the message header to read the message content>	Wetcome to Judiclary Web Portal: You can access the services of the Integrated Court Case Management System (*ICMS*) in this portal.           Integration         Integration         Screen ID: EXT-MSC-00001           Integration         Integration         Integration         Screen ID: EXT-MSC-00001           Integration         Integration         Integration         Integration         Integration           Integration         Integration         Integration         Integration         Integration           Integration         Integrategration         Integration

Item	Process	Related screenshots for reference
		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.
		Message Details Screen ID
		SBack [Ref No.: CT2022000148] Result of Application [Document(s) Accepted] 申請結果[文件已獲接受] Date/Time 11/02/2022 15:55 From Court Language Section To LAWFIRMA.Ifacu9 This message serves to inform you that your application (Ref No: CT2022000148) was accepted at 3:55 PM on 11/02/2022. Job No. CVV0001/22 is assigned for the document(s). Nature of Document(s): Affirmation Separate message(s) will be sent when the job(s) is/are completed and documents are available for retrieval and download.
		For enquiries, please contact us at 2582 2904. 特出通知,你的申請(參考编號:CT2022000148)已於2022年02月11日15時55分連接受。
		1990年19月1日1日(1999年19月1日)(1997年19月1日)(1970年19月1日)1995年19月1日)1995年19月1日)1995年19月1日)1995年1995年1995年1995年1995年1995年1995年1995
		文件性質:非宗教式誓詞
		有關工作完成以及相關文件可供下數時,會另有訊息通知。 如肯查詢,講致電2582 2904聯絡我們。

Internal process by Judiciary