
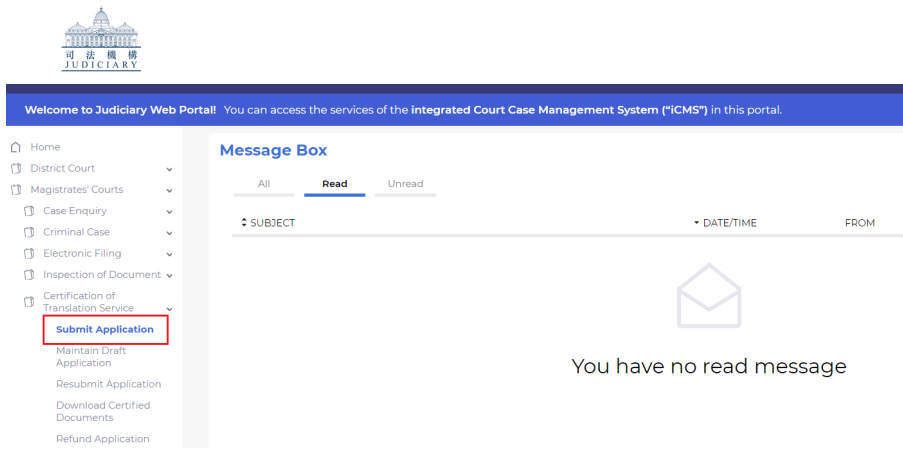
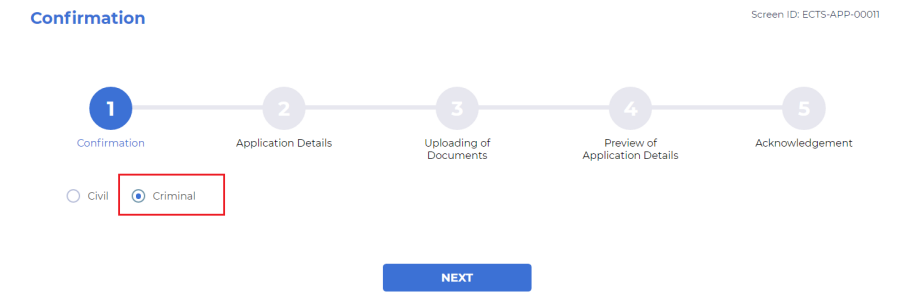
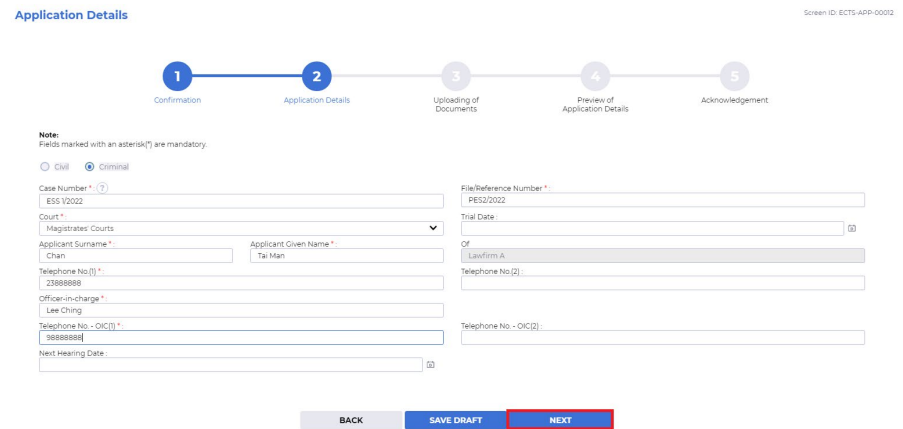


Submit application for Certification of Translation Service in criminal case

This step-by-step guide outlines the general process required to submit application for Certification of Translation Service in criminal 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><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>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>
2.	<p><u>Access “Submit Application” function</u></p> <p>Select relevant court></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 District Court Magistrates’ Courts Update Your Profile System Maintenance Information</p> <p>Message Box</p> <p>All Read Unread</p> <p>SUBJECT DATE/TIME</p> <p>You have no message</p>

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

Item	Process	Related screenshots for reference
	<p>Click “Certification of Translation Service”></p> <p>Click “Submit Application”></p>	
3.	<p>Select case type</p> <p>Select case type by clicking radio button “Criminal”></p> <p>Click “NEXT”></p>	<p>User Interface: Confirmation is displayed.</p> 
4.	<p>Input application details</p> <p>Input/Select details of the application. The following fields are mandatory:</p> <ul style="list-style-type: none"> • “Case Number*” • “Court*” • “Applicant Surname*” • “Applicant Given Name*” • “Telephone No. (1)*” • “Officer-in-charge*” • “Telephone No. – OIC(1)*” <p>Click “NEXT”></p>	<p>User Interface: Application Details is displayed. Fields marked with * are mandatory.</p> 

5.

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”
- “SOURCE 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>

Click “BROWSE FILES”>

User Interface: Uploading of Documents is displayed.

Uploading of Documents

Screen ID: ECTS-APP-00013

A new row is added to the table. Multiple entries can be created in one application. All fields in the table are mandatory. To delete an entry, select that entry by ticking the square box next to the numbering of the row and click “Delete”.

There is a pop-up for uploading document(s).

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.]

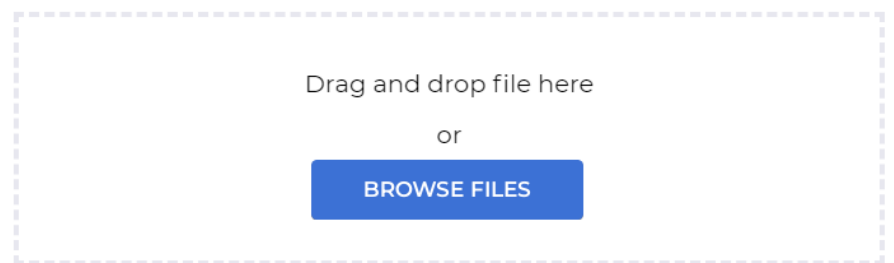
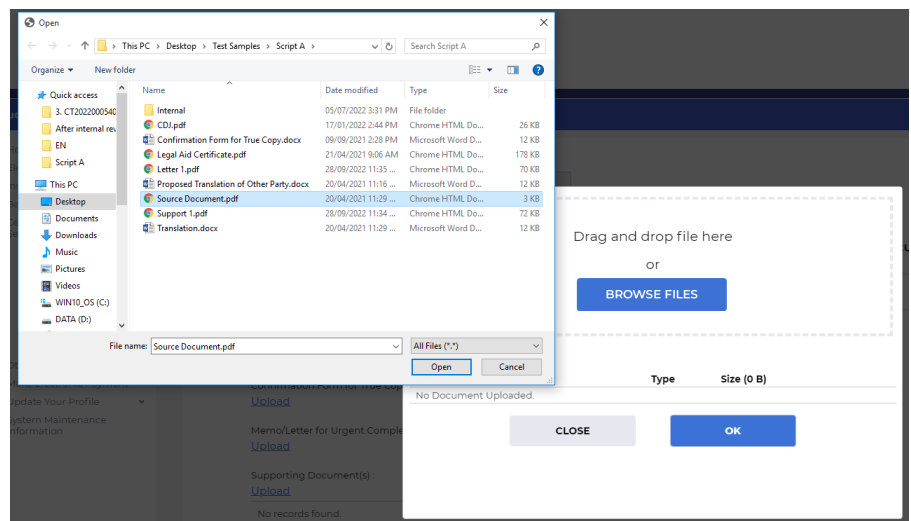
Click “Preview” to view the document uploaded

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>

Tick “TRUE COPY”>

Select the file of source document/ translation in the file explorer.



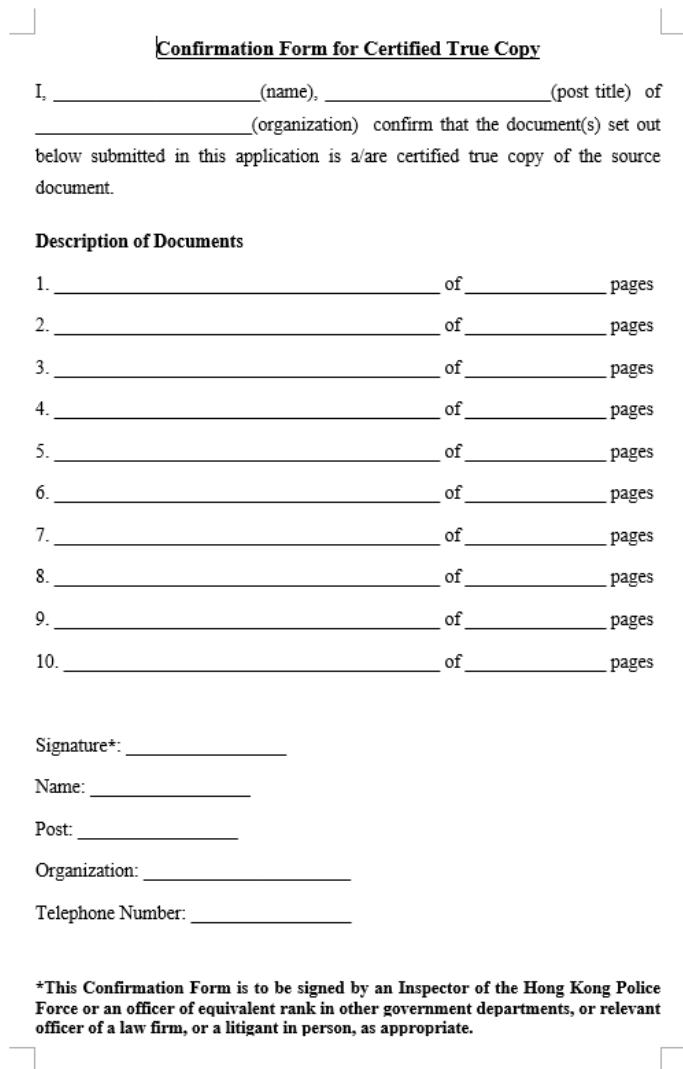
Uploaded Documents

Document Name	Type	Size (2.9 KB)	
Source Document.pdf	pdf	2.9 KB	Preview Delete
		CLOSE	OK

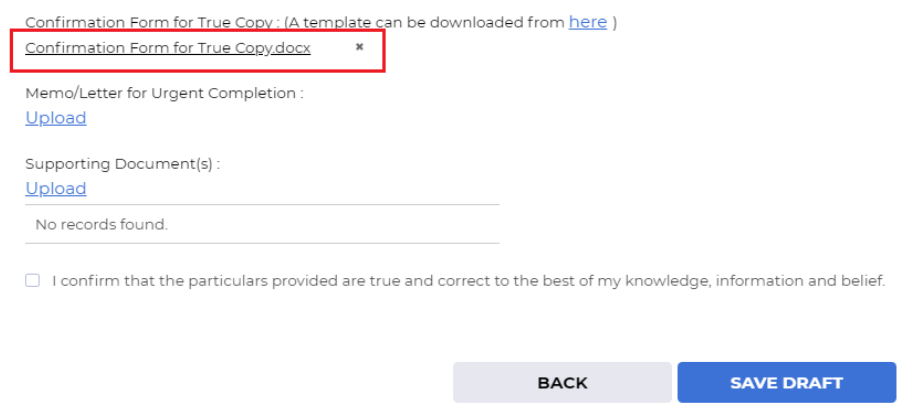

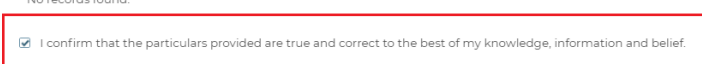
The file is uploaded. To delete the uploaded file and upload another file, you can click the cross next to the file name.

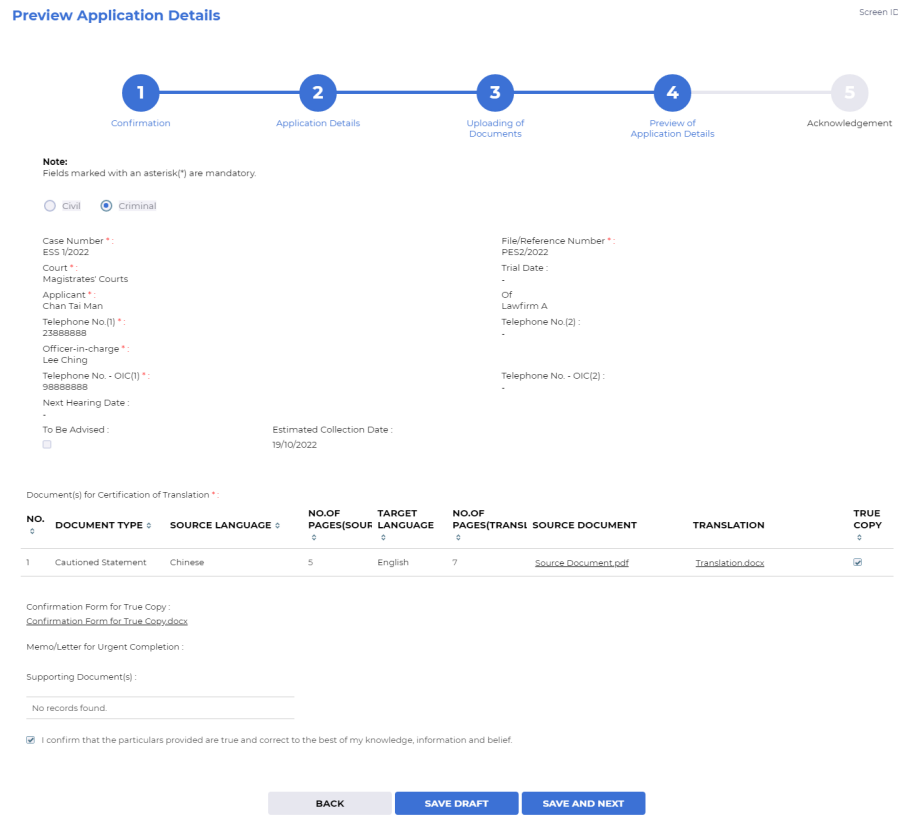
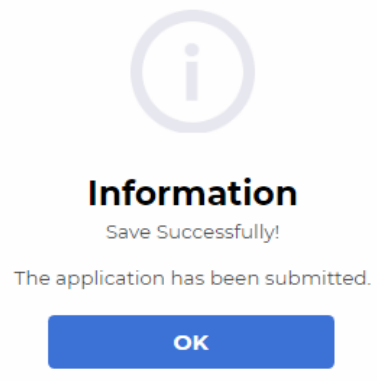
NO.OF PAGES(TRANSL	SOURCE DOCUMENT	TRANSLATION	TRUE COPY
7	Source Document.pdf	* Translation.docx	<input checked="" type="checkbox"/>

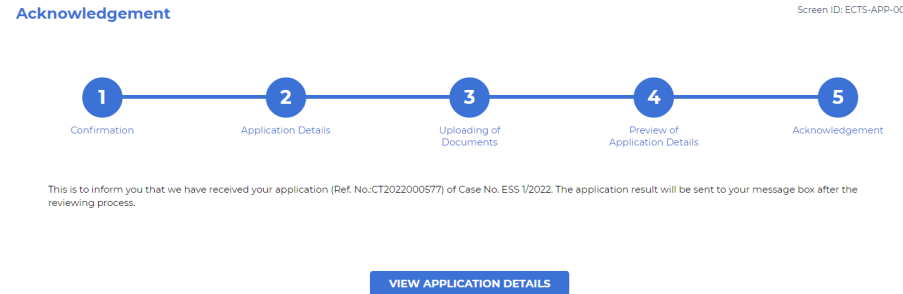
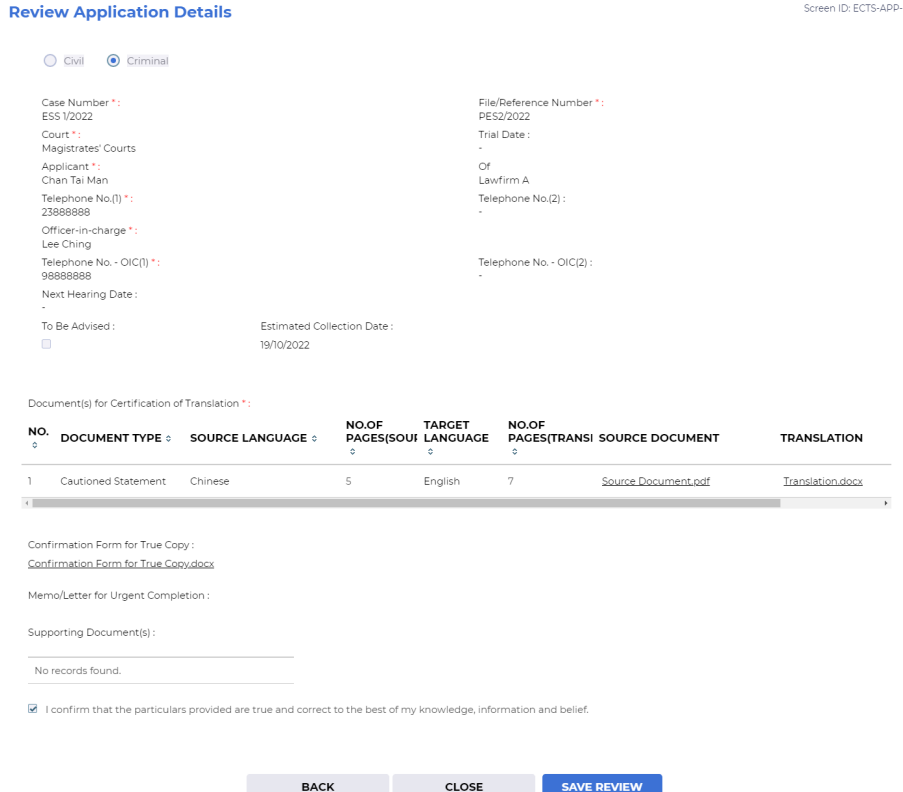
Item	Process	Related screenshots for reference												
		<p>Upon the completion of documents details and uploading of source document(s) and translation(s), the “Estimated Collection Date” will be shown.</p> <div><div>To Be Advised : <input type="checkbox"/></div><div>Estimated Collection Date : 19/10/2022</div></div> <p>Document(s) for Certification of Translation * :</p> <table><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></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>Cautioned Stateme ⬇</td><td>Chinese⌵ ⬇</td><td>5</td><td>Englist ⬇</td></tr></tbody></table> <div>AddDelete</div>	<input type="checkbox"/>	NO. ⬇	DOCUMENT TYPE ⬇	SOURCE LANGUAGE ⬇	NO.OF PAGES(SOUR ⬇	TARGET LANGUAGE ⬇	<input type="checkbox"/>	1	Cautioned Stateme ⬇	Chinese⌵ ⬇	5	Englist ⬇
<input type="checkbox"/>	NO. ⬇	DOCUMENT TYPE ⬇	SOURCE LANGUAGE ⬇	NO.OF PAGES(SOUR ⬇	TARGET LANGUAGE ⬇									
<input type="checkbox"/>	1	Cautioned Stateme ⬇	Chinese⌵ ⬇	5	Englist ⬇									
6.	<p><u>Upload documents for certification – Confirmation</u></p> <p>Click “here” to download a template of “Confirmation Form for True Copy”></p> <p>Click “DOWNLOAD” to download the template and save it to your device></p> <p>Click “CLOSE” to close the pop-up box></p>	<div><p>Confirmation Form for True Copy : (A template can be downloaded from here) Upload</p><p>Memo/Letter for Urgent Completion : Upload</p><p>Supporting Document(s) : Upload</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><div><div>BACK</div><div>SAVE DRAFT</div></div></div> <p>There is a pop-up for downloading file.</p> <div><div></div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div>												

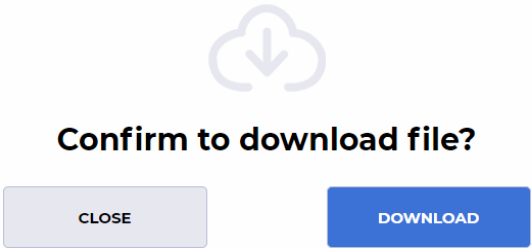
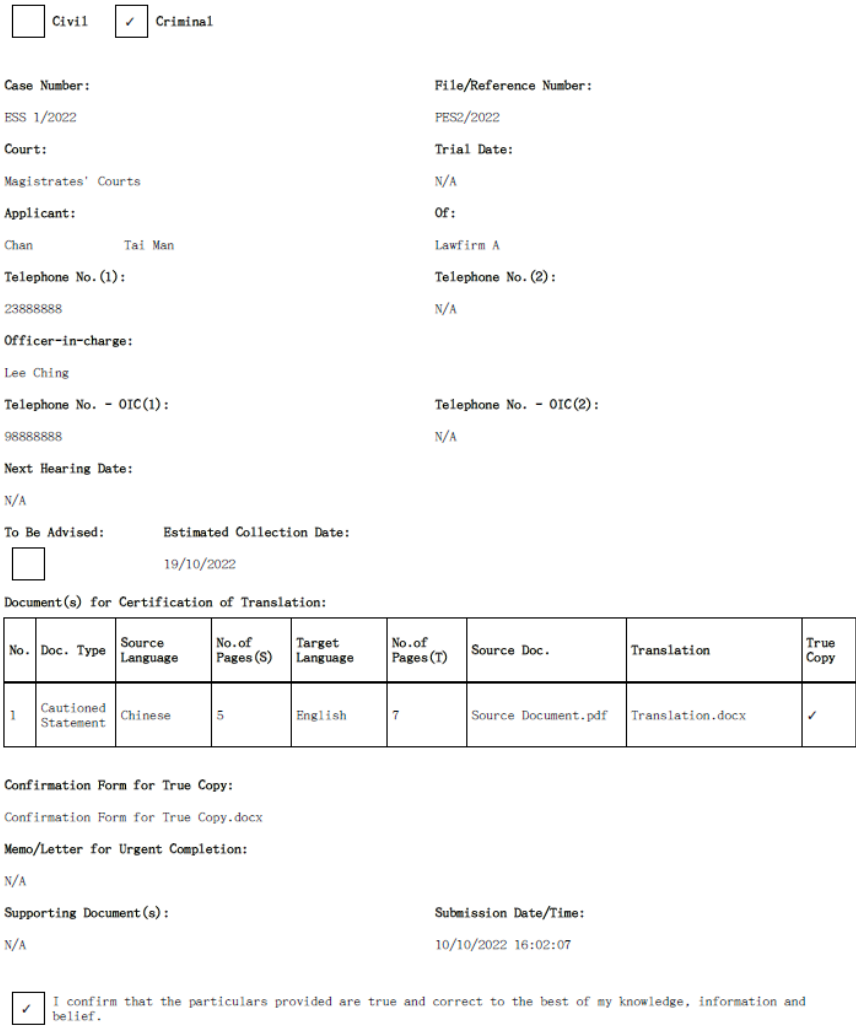
Item	Process	Related screenshots for reference
	<p>Fill in the Confirmation Form for True Copy></p> <p>Click “Upload” under “Confirmation Form for True Copy”></p>	<p>The template for “Confirmation Form for True Copy” is downloaded.</p>  <p>Confirmation Form for True Copy : (A template can be downloaded from here)</p> <div style="border: 2px solid red; padding: 2px;"> Upload </div> <p>Memo/Letter for Urgent Completion : Upload</p> <p>Supporting Document(s) : Upload</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> <div style="text-align: right;"> BACK SAVE DRAFT </div>

Item	Process	Related screenshots for reference										
	Click “BROWSE FILES”>	<p>There is a pop-up for uploading file.</p> <div><div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div><div><div>Uploaded Documents</div><table><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><div><div>CLOSE</div><div>OK</div></div></div></div>	Document Name	Type	Size (0 B)	No Document Uploaded.						
Document Name	Type	Size (0 B)										
No Document Uploaded.												
	Select the file to be uploaded and click “Open”>	<p>Select the file of Confirmation Form for True Copy in the file explorer.</p> <div><div><div><div>Open</div><div><div><div>→</div><div>↑</div><div>↓</div><div>↶</div><div>↷</div></div><div>This PC > Desktop > Test Samples > Script A</div><div>Search Script A</div></div><div><div>Organize</div><div>New folder</div></div><div><div><div>This PC</div><div>Desktop</div><div>Documents</div><div>Downloads</div><div>Music</div><div>Pictures</div><div>Videos</div><div>WIN10_OS (C:)</div><div>DATA (D)</div><div>Removable Disk (F)</div></div><div><div>Name</div><div>Date modified</div><div>Type</div><div>Size</div></div><div><div>Internal</div><div>19/01/2022 11:20</div><div>File folder</div><div>26 KB</div></div><div><div>CDI.pdf</div><div>17/01/2022 2:44 PM</div><div>Microsoft Edge P...</div><div>12 KB</div></div><div><div>Confirmation Form for True Copy.docx</div><div>09/09/2021 2:28 PM</div><div>Microsoft Word D...</div><div>12 KB</div></div><div><div>Legal Aid Certificate.pdf</div><div>21/04/2021 9:06 AM</div><div>Microsoft Edge P...</div><div>179 KB</div></div><div><div>Proposed Translation of Other Party.docx</div><div>20/04/2021 11:16</div><div>Microsoft Word D...</div><div>12 KB</div></div><div><div>Source Document.pdf</div><div>20/04/2021 11:29</div><div>Microsoft Edge P...</div><div>3 KB</div></div><div><div>Translation.docx</div><div>20/04/2021 11:29</div><div>Microsoft Word D...</div><div>12 KB</div></div></div><div><div>File name:</div><div>Confirmation Form for True Copy.docx</div><div>All files (*.*)</div><div>Open</div><div>Cancel</div></div></div><div><div>Total Estimated Charge (HKD):</div><div>0.00</div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div><div>Type</div><div>Size (0 B)</div><div>CLOSE</div><div>OK</div></div></div></div>										
	Click “OK” to confirm the upload if the uploaded file is in order>	<div><div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div><div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (11.9 KB)</th><th></th><th></th></tr></thead><tbody><tr><td>Confirmation Form for True Copy.docx</td><td>docx</td><td>11.9 KB</td><td>Preview</td><td>Delete</td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div></div>	Document Name	Type	Size (11.9 KB)			Confirmation Form for True Copy.docx	docx	11.9 KB	Preview	Delete
Document Name	Type	Size (11.9 KB)										
Confirmation Form for True Copy.docx	docx	11.9 KB	Preview	Delete								

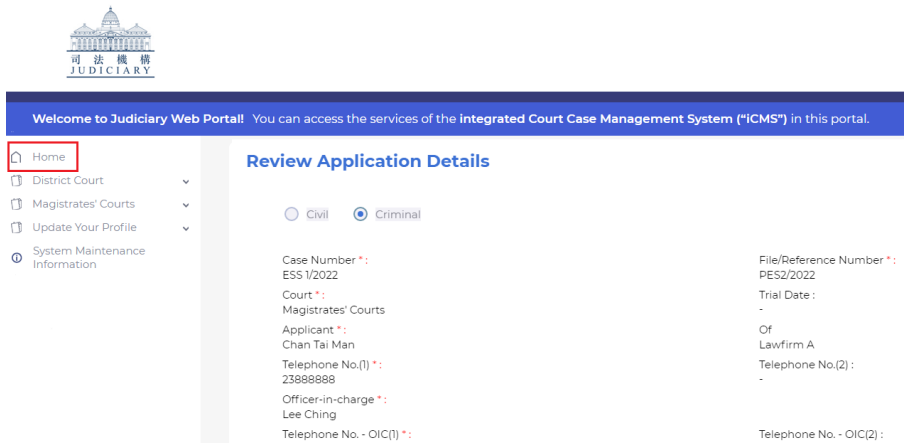

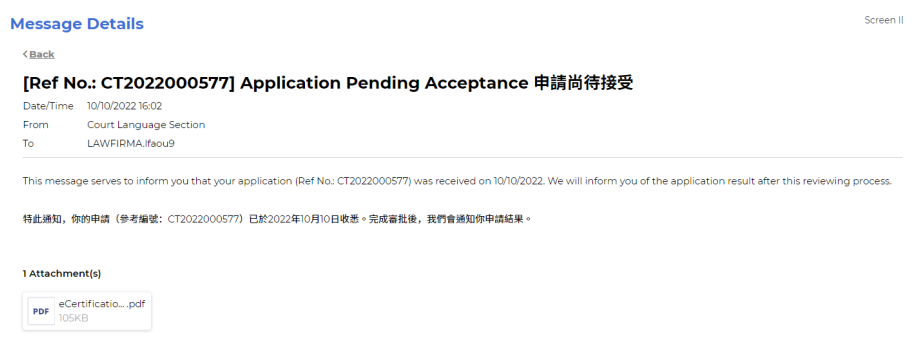
Item	Process	Related screenshots for reference
		<p>Confirmation Form for True Copy is uploaded.</p>  <p>Confirmation Form for True Copy : (A template can be downloaded from here) <u>Confirmation Form for True Copy.docx</u> * Memo/Letter for Urgent Completion : Upload Supporting Document(s) : Upload No records found. <input type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief. <div>BACK SAVE DRAFT</div></p> <p>Applicant can also upload “Memo/Letter for Urgent Completion” and “Supporting document(s)” by clicking “Upload” under respective fields.</p>  <p>Confirmation Form for True Copy : (A template can be downloaded from here) <u>Confirmation Form for True Copy.docx</u> * Memo/Letter for Urgent Completion : Upload Supporting Document(s) : Upload No records found. <input type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief. <div>BACK SAVE DRAFT</div></p> <p>Tick “I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief.”></p>  <p>Confirmation Form for True Copy : (A template can be downloaded from here) <u>Confirmation Form for True Copy.docx</u> * Memo/Letter for Urgent Completion : Upload Supporting Document(s) : Upload No records found. <input checked="" type="checkbox"/> I confirm that the particulars provided are true and correct to the best of my knowledge, information and belief. <div>BACK SAVE DRAFT NEXT</div></p> <p>Click “NEXT”></p>

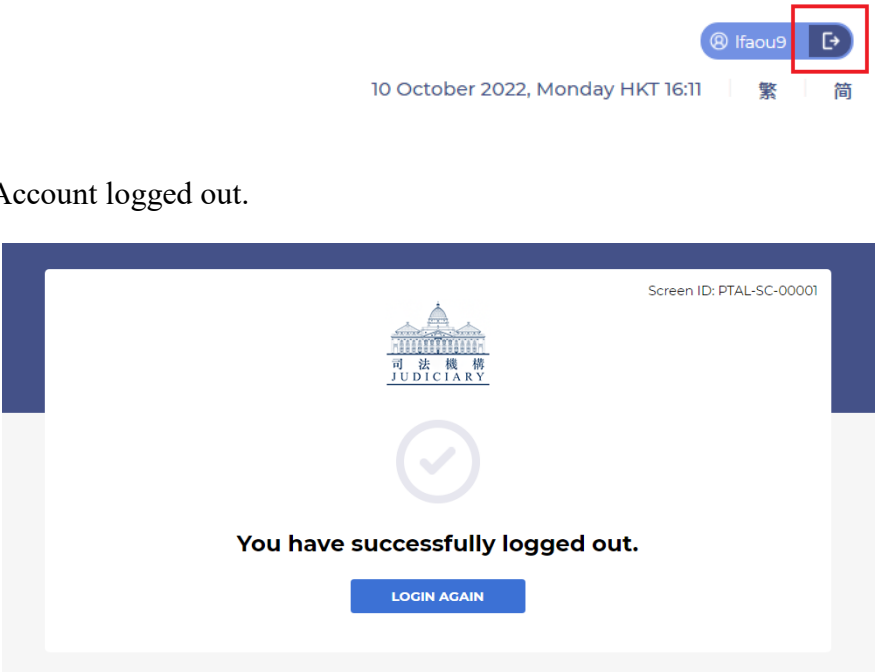
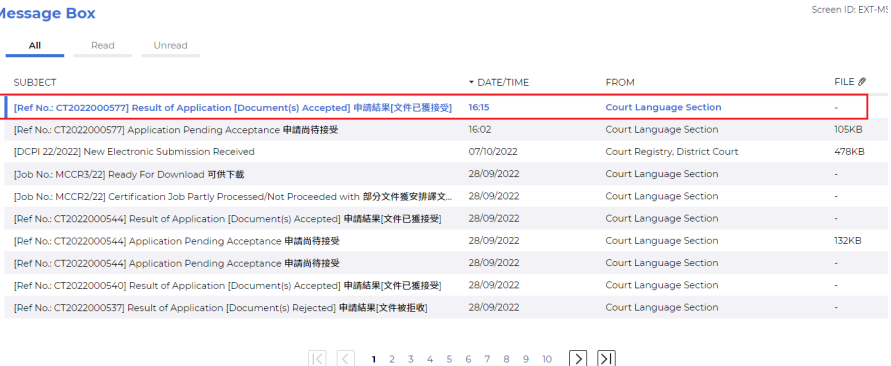
Item	Process	Related screenshots for reference
7.	<p><u>Preview application details</u></p> <p>Check if the application details and the files uploaded are in order</p> <p>Click “SAVE AND NEXT”></p> <p>Click “OK”></p>	<p>User Interface: Preview Application Details is displayed.</p>  <p>There is a pop-up information indicates that the application has been submitted.</p> 

Item	Process	Related screenshots for reference
8.	<p><u>Acknowledgement</u></p> <p>Click “VIEW APPLICATION DETAILS”></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>  <p>User Interface: Review Application Details is displayed.</p>  <p>Click “SAVE REVIEW”></p>

Item	Process	Related screenshots for reference
	<p>Click “DOWNLOAD” to download a pdf file of eCertification Application Review to your device></p> <p>Click “CLOSE” to close the pop-up box></p>	<p>There is a pop-up of “Confirm to download file?”.</p>  <p>Downloaded pdf file: eCertification Application Review</p> 

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

Item	Process	Related screenshots for reference
	<p>Click “Home”></p>	 <p>Message box with message header(s) appears on the landing page.</p>  <p>Click the message header to read the message content></p> <p>The message content is shown with the application reference number.</p> 

Item	Process	Related screenshots for reference
9.	<p><u>Logout user account</u></p> <p>To logout user account, click the icon next to the Login Name at the top right corner></p>	<p>Account logged out.</p> 
10.	<p>Internal Process by Judiciary</p>	<p>Applicant will receive message in iCMS message box after completion of internal review of the application by Judiciary</p>
11.	<p><u>Receive Acceptance message</u></p> <p>Login user account></p> <p>Access message box></p> <p>Click the message header to read the message content></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 criminal 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>Message Details</p> <p>< Back</p> <p>[Ref No.: CT2022000577] Result of Application [Document(s) Accepted] 申請結果[文件已獲接受]</p> <p>Date/Time 10/10/2022 16:15 From Court Language Section To LAWFIRMA.lfaou9</p> <hr/> <p>This message serves to inform you that your application (Ref No.: CT2022000577) was accepted at 4:15 PM on 10/10/2022.</p> <p>Job No. MCCR4/2022 is assigned for the document(s).</p> <p>Nature of Document(s): Cautioned Statement</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：CT2022000577）已於2022年10月10日16時15分獲接受。</p> <p>有關文件已獲編配工作編號MCCR4/2022</p> <p>文件性質：警誡供詞</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