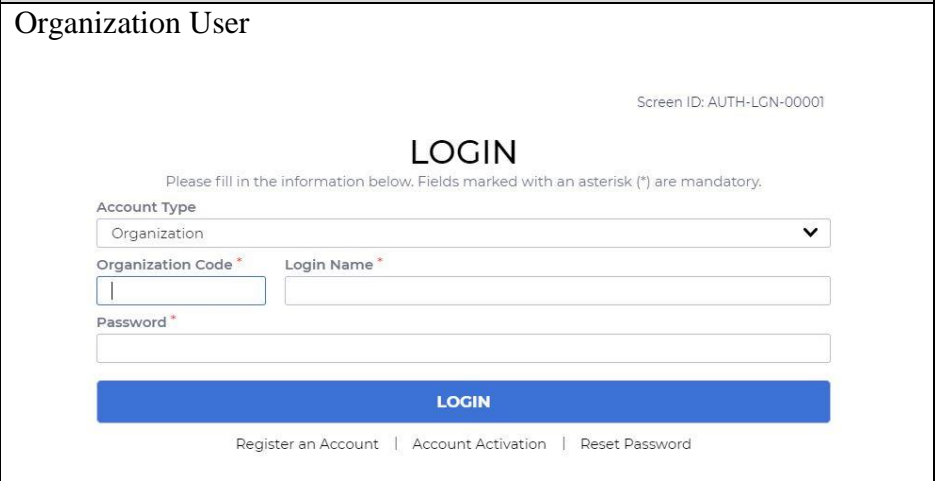
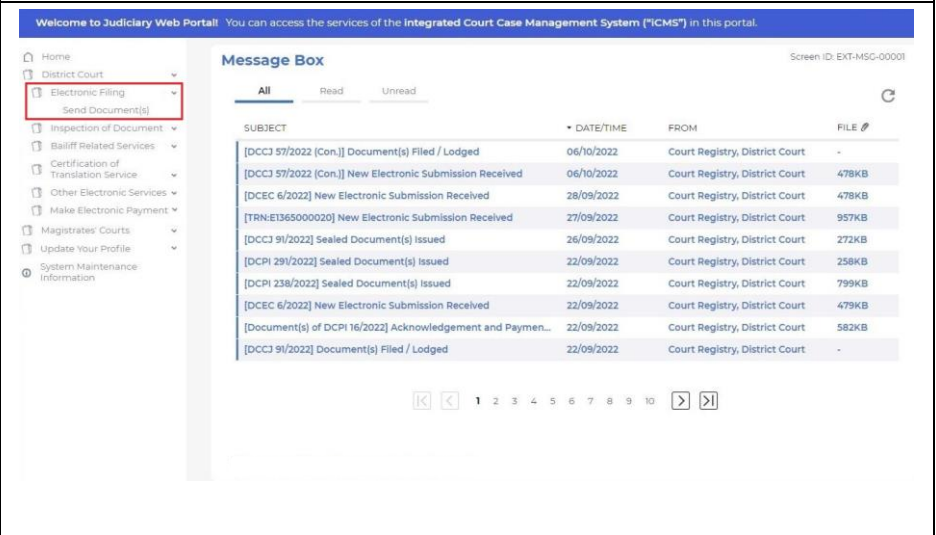
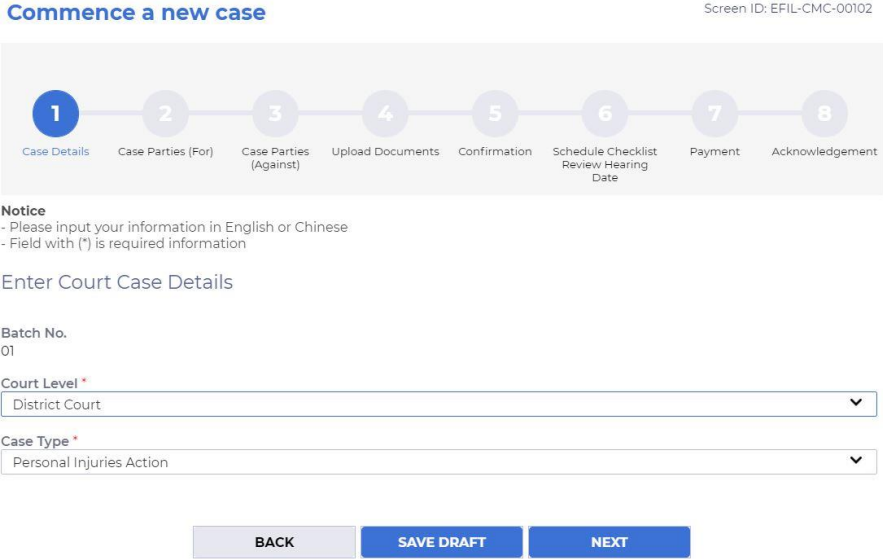
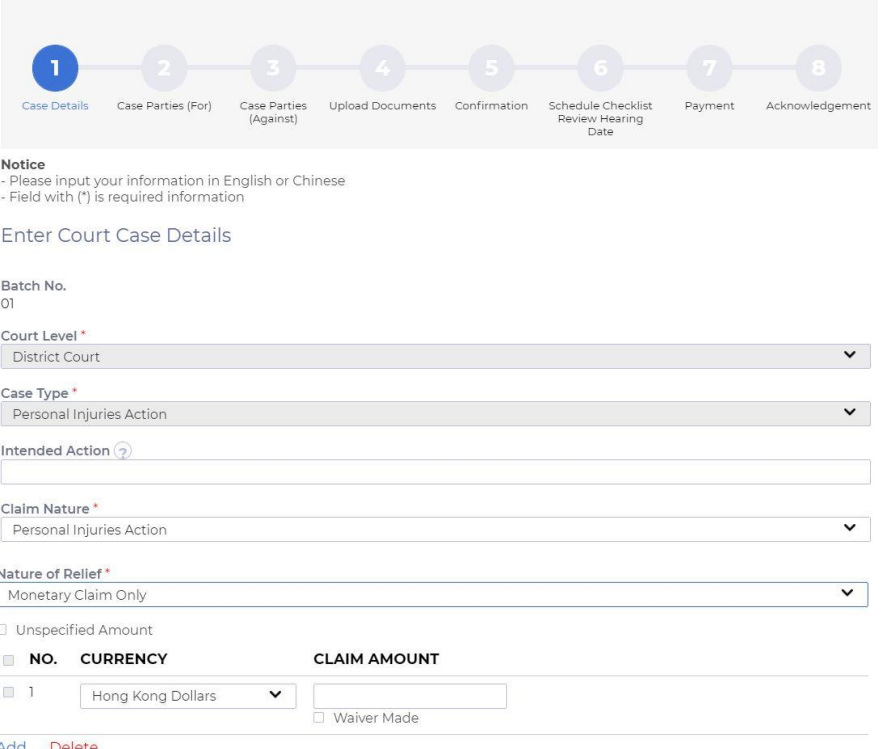
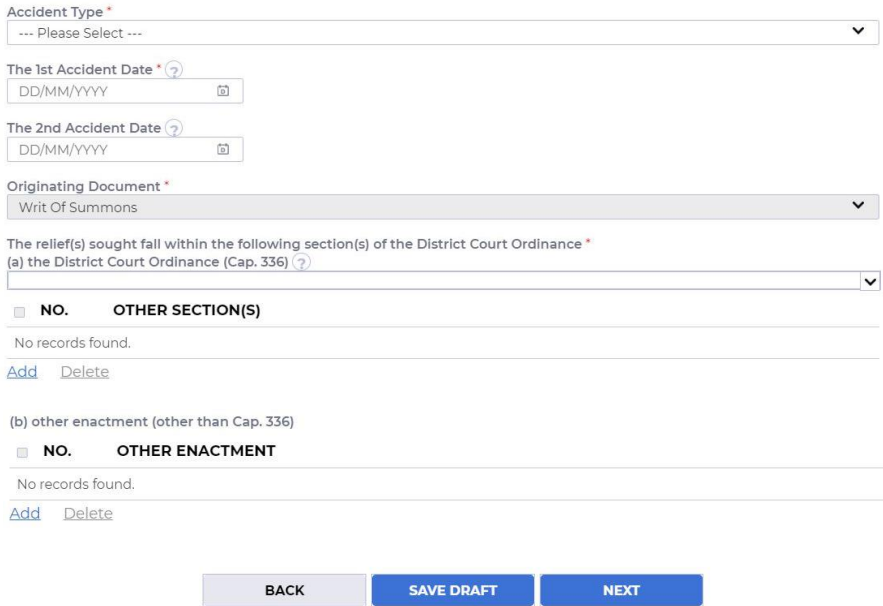
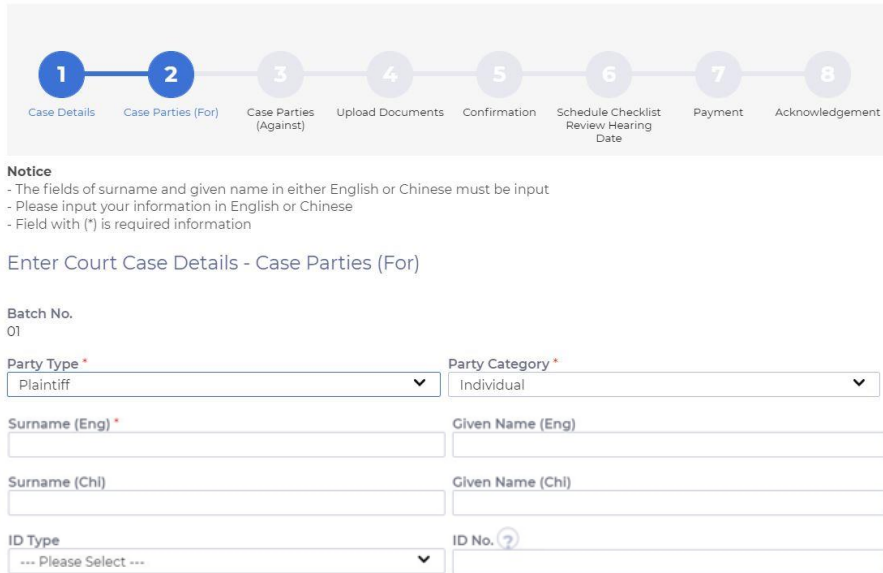


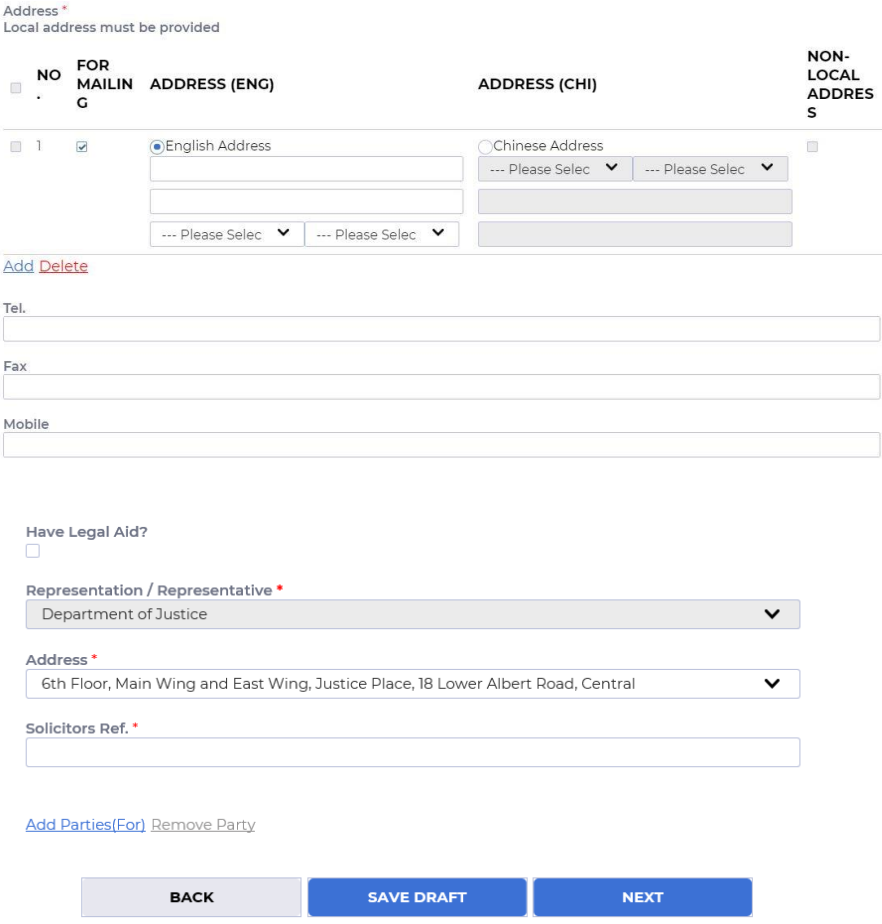

Commence a new case (Government Department)

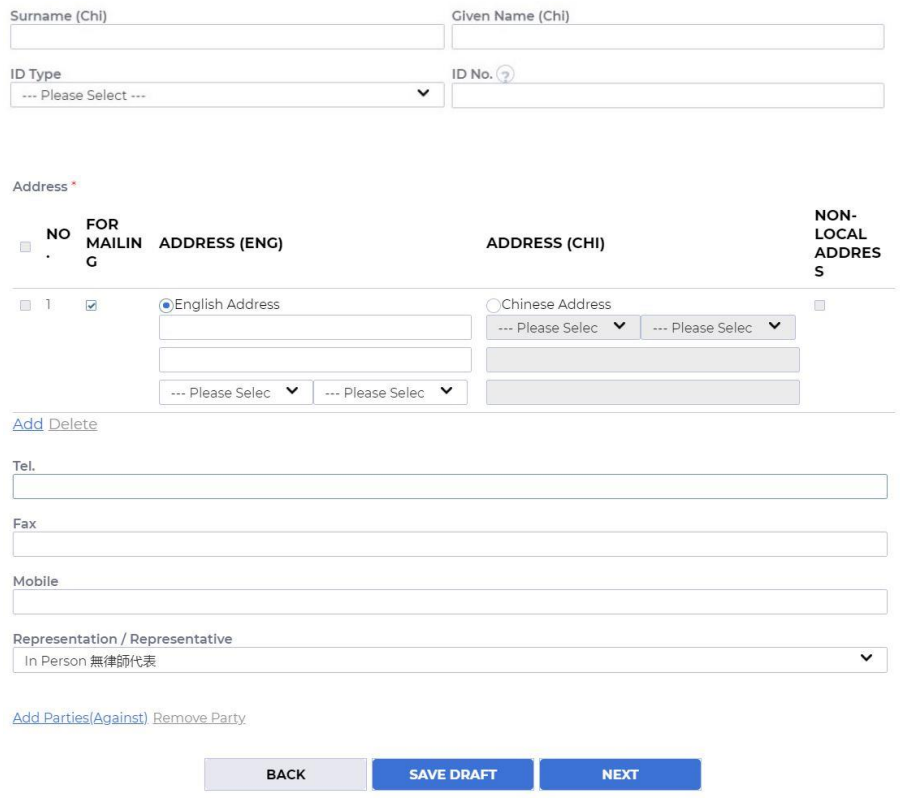
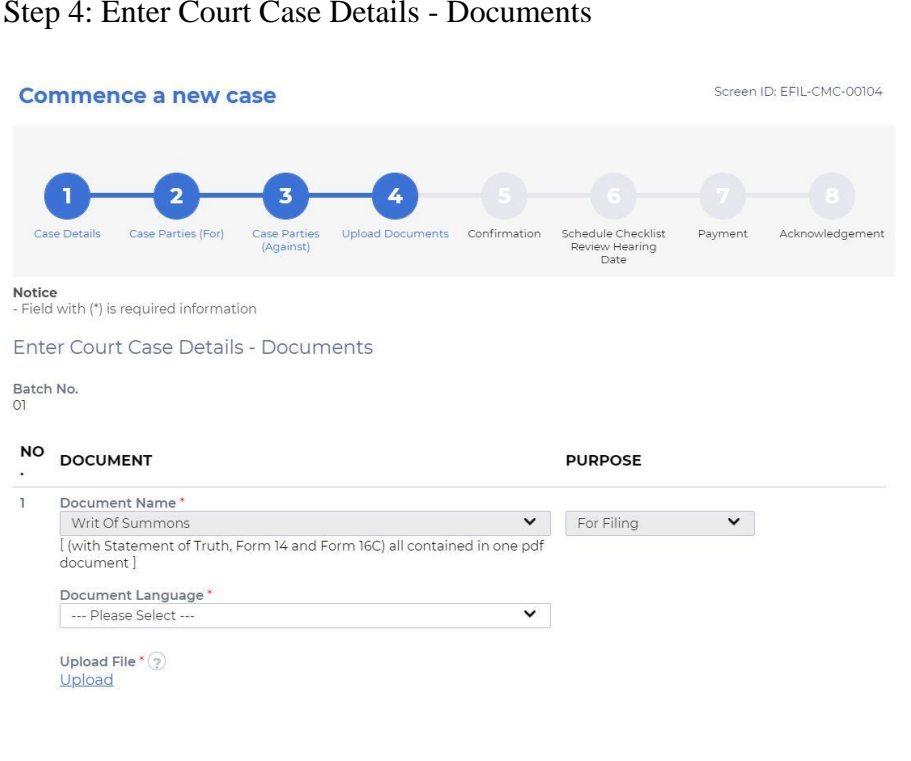
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

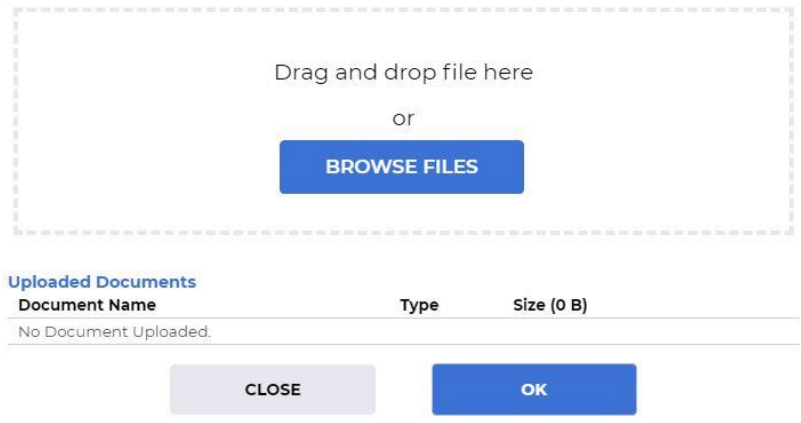
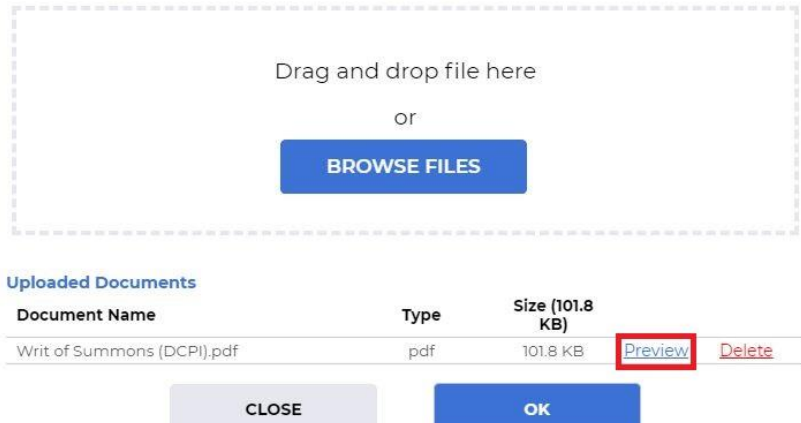
Item	Process	Related screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Government Department</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> 
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	
3.	<p><u>Select the required function</u></p> <p>Select “Commence a new case”></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”></p> <p>Click “NEXT”></p>	<p>Send Document(s)</p> <p>Screen ID: EPIL-CMC-00101</p> <p>Note to Sender</p> <p><u>Electronic transactions with the e-Courts</u></p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of integrated Court Case Management System (“iCMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Commence a new case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above</p> <p>NEXT</p>

Item	Process	Related screenshots for reference						
4.	<p><u>Input case details</u></p> <p>Input “Court Level*” and “Case Type*”></p> <p>e.g. input “District Court” in “Court Level*”, “Personal Injuries Action” in “Case Type*”</p> <p>Click “NEXT”></p>	<p>Step 1 - Enter Court Case Details</p>  <p>Commence a new case Screen ID: EFIL-CMC-00102</p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement</p> <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level * District Court</p> <p>Case Type * Personal Injuries Action</p> <p>BACK SAVE DRAFT NEXT</p>						
5.	<p><u>Input case details (cont'd)</u></p> <p>Input “Claim Nature*”></p> <p><i>[Note: Claim nature is prefilled as “Personal Injuries Action” if “Personal Injuries Action” is selected in “Case Type*”.]</i></p> <p>Input “Nature of Relief*”></p> <p><i>[Note: If “Mixed Claim”/ “Monetary Claim Only” is selected, please input “Currency” and “Claim Amount”]</i></p> <p>Select “Accident Type*” (only in the case of commencement of Personal Injuries Action)></p> <p>Input “The 1st Accident Date*”/ “The 2nd Accident Date” as appropriate></p>	<p>Commence a new case Screen ID: EFIL-CMC-00102</p>  <p>Commence a new case Screen ID: EFIL-CMC-00102</p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement</p> <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level * District Court</p> <p>Case Type * Personal Injuries Action</p> <p>Intended Action (?)</p> <p>Claim Nature * Personal Injuries Action</p> <p>Nature of Relief * Monetary Claim Only</p> <p><input type="checkbox"/> Unspecified Amount</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CURRENCY</th> <th>CLAIM AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hong Kong Dollars</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Waiver Made</p> <p>Add Delete</p>	NO.	CURRENCY	CLAIM AMOUNT	1	Hong Kong Dollars	
NO.	CURRENCY	CLAIM AMOUNT						
1	Hong Kong Dollars							

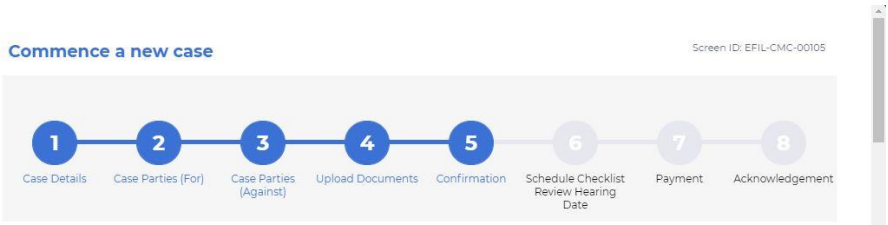
Item	Process	Related screenshots for reference
	<p>Select “Originating Document*”></p> <p><i>[Note: Originating document is prefilled as “Writ of Summons” if Personal Injuries Action is selected at “Case Type*”]</i></p> <p>Select the section under which the relief(s) is sought></p> <p>Click “NEXT”></p>	
<p>6.</p>	<p><u>Input Plaintiff details</u></p> <p>“Plaintiff” in “Party Type*” and “Individual” in “Party Category*” is prefilled</p> <p><i>[Note: Please change “Party Category” as appropriate.]</i></p> <p>Input “Surname (Eng)*”></p> <p>Input “Given Name (Eng)”></p> <p>Select “ID Type”></p> <p>Input “ID No.”></p> <p>Input “Address*”></p> <p>Select district and region></p> <p>Click “Add” for any additional address(es)></p>	<p>Step 2: Enter Court Case Details - Case Parties (For)</p> <p>Commence a new case Screen ID: EFIL-CMC-00103</p> 

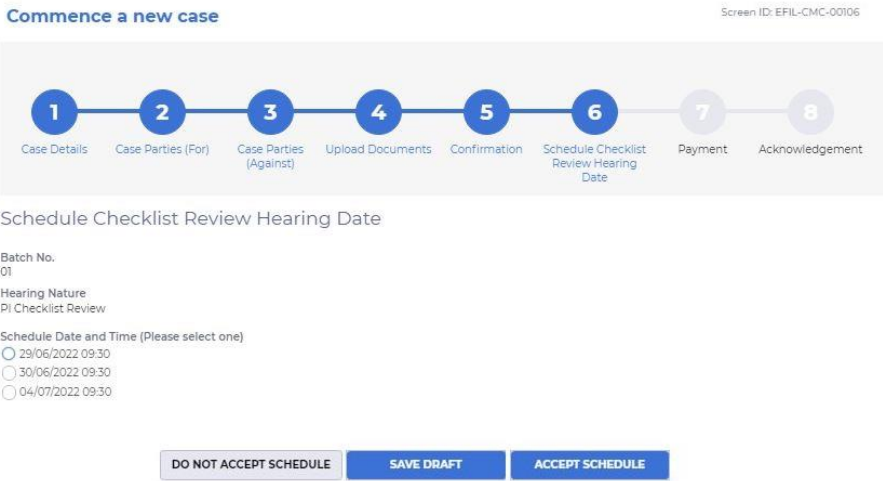
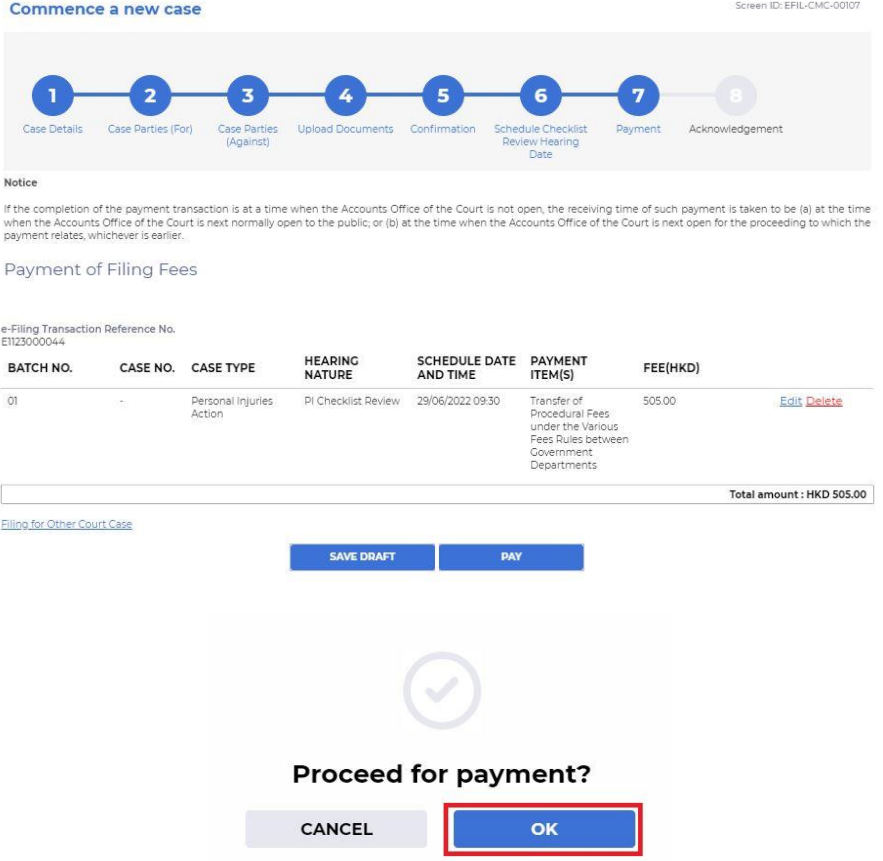
Item	Process	Related screenshots for reference
	<p>Tick “Have Legal Aid?” check box as appropriate</p> <p>“Representation/ Representative*” is prefilled (in accordance with user profile of OU)></p> <p>Select “Address*”></p> <p>Input “Solicitor Ref.*”></p> <p>Click “Add Parties(For)” and repeat the steps for any additional Plaintiff(s)</p> <p>Click “NEXT”></p>	 <p>The screenshot shows a form titled 'Commence a new case' with a screen ID of 'EFIL-CMC-00103'. It includes a 'Have Legal Aid?' checkbox, a 'Representation / Representative' dropdown menu set to 'Department of Justice', and an 'Address' dropdown menu set to '6th Floor, Main Wing and East Wing, Justice Place, 18 Lower Albert Road, Central'. There is also a 'Solicitors Ref.' field. At the bottom, there are three buttons: 'BACK', 'SAVE DRAFT', and 'NEXT'. A note below the form states: '[Note: You may save the submission as draft at any time before confirmation and payment. Please refer to “How to save (and retrieve) a draft submission before commencing a new case?” video clip, and/ or the step-by-step guide on “Save (and retrieve) a draft submission before commencing a new case” for more information.]’</p>
<p>7.</p>	<p><u>Input Defendant details</u></p> <p>“Defendant” in “Party Type*” and “Individual” in “Party Category*” is prefilled</p> <p>[Note: Please change “Party Category” as appropriate.]</p> <p>Input “Surname (Eng)*”></p> <p>Input “Given Name (Eng)”></p>	<p>Step 3: Enter Court Case Details - Case Parties (Against)</p>  <p>The screenshot shows a progress bar with 8 steps: 1. Case Details, 2. Case Parties (For), 3. Case Parties (Against), 4. Upload Documents, 5. Confirmation, 6. Schedule Checklist Review/ Hearing Date, 7. Payment, 8. Acknowledgement. Below the progress bar is a 'Notice' section with instructions: '- The fields of surname and given name in either English or Chinese must be input', '- Please input your information in English or Chinese', and '- Field with (*) is required information'. The form title is 'Enter Court Case Details - Case Parties (Against)'. It includes a 'Batch No.' field with the value '01', and two dropdown menus for 'Party Type*' (set to 'Defendant') and 'Party Category*' (set to 'Individual'). There are also input fields for 'Surname (Eng)*' and 'Given Name (Eng)'. The screen ID 'EFIL-CMC-00103' is visible in the top right corner.</p>

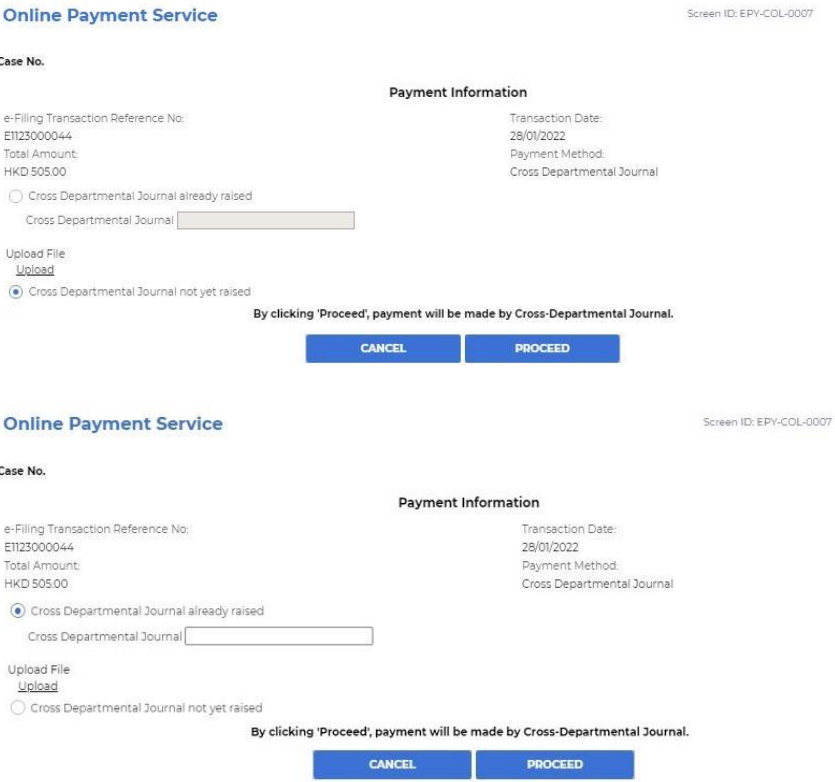
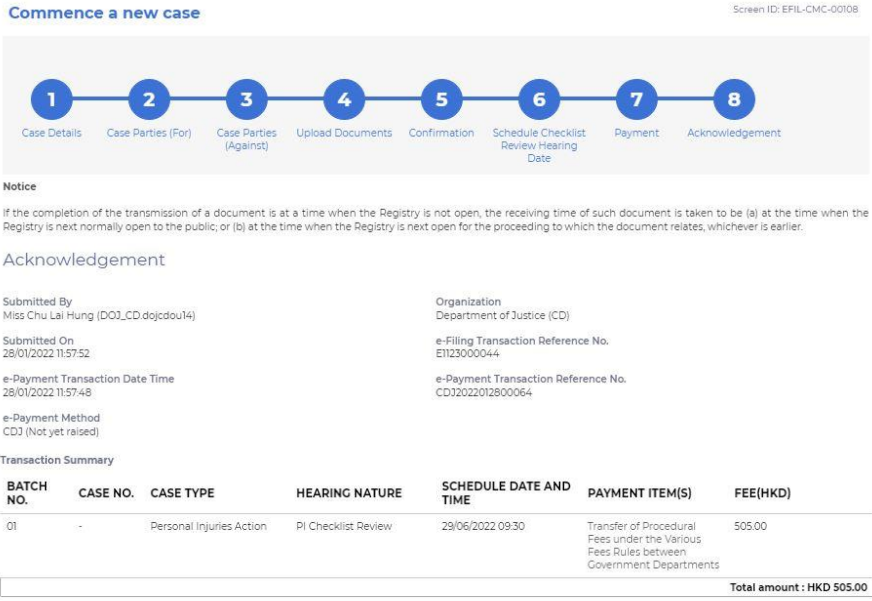
Item	Process	Related screenshots for reference
	<p>Select “ID Type”></p> <p>Input “ID No.” ></p> <p>Input “Address*” ></p> <p>Select district and region></p> <p>Click “Add” for any additional address(es) ></p> <p>Select “Representation/ Representative” otherwise it is defaulted as “In Person”</p> <p>Click “Add Parties(Against)” and repeat the steps for any additional Defendant(s)</p> <p>Click “NEXT”></p>	 <p>The screenshot shows a web form for commencing a new case. It includes input fields for 'Surname (Chi)', 'Given Name (Chi)', 'ID Type' (a dropdown menu), and 'ID No.'. There is a section for 'Address' with options for 'English Address' and 'Chinese Address', each with its own input fields and dropdown menus. Below this is a 'Representation / Representative' dropdown menu currently set to 'In Person 無律師代表'. At the bottom, there are three buttons: 'BACK', 'SAVE DRAFT', and 'NEXT'.</p>
<p>8.</p>	<p><u>Upload documents</u></p> <p>e.g. documents bundled for submission in the case of commencement of Personal Injuries Action are as follows:</p> <ul style="list-style-type: none"> • “Writ of Summons” • “Checklist Review Notice” • “Solicitors’ Certificate” • “Mediation Certificate” • “Statement of Claim” <p><i>[Note: Legal Aid Department may add “Legal Aid Certificate” and “Notice of Issue of Legal Aid Certificate” as appropriate by clicking “Add Document”.]</i></p>	<p>Step 4: Enter Court Case Details - Documents</p>  <p>The screenshot shows a progress bar with 8 steps: 1. Case Details, 2. Case Parties (For), 3. Case Parties (Against), 4. Upload Documents (current step), 5. Confirmation, 6. Schedule Checklist Review Hearing Date, 7. Payment, 8. Acknowledgement. Below the progress bar is a form titled 'Enter Court Case Details - Documents'. It includes a 'Batch No.' field with the value '01'. There is a table with columns 'NO', 'DOCUMENT', and 'PURPOSE'. The first row shows '1' in the 'NO' column, 'Writ Of Summons' in the 'DOCUMENT' column, and 'For Filing' in the 'PURPOSE' column. Below the table is a 'Document Language' dropdown menu and an 'Upload File' button with an 'Upload' link.</p> <p>After clicking “Upload”, there is a popup box.</p>

Item	Process	Related screenshots for reference
	<p>Select language in “Document Language*”></p> <p>“Purpose” is defaulted and cannot be changed</p> <p>Click “Upload” ></p> <p>click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” 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>9.</p>	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT”></p>	



Item	Process	Related screenshots for reference																		
		<div style="border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%; text-align: left;">NO</th> <th style="width: 70%; text-align: left;">DOCUMENT</th> <th style="width: 25%; text-align: left;">PURPOSE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <p>Document Name * <input type="text" value="Writ Of Summons"/> [with Statement of Truth, Form 14 and Form 16C] all contained in one pdf document]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p> </td> <td style="text-align: left;"> <input type="text" value="For Filing"/> </td> </tr> <tr> <td style="text-align: center;">2</td> <td> <p>Document Name * <input type="text" value="Checklist Review Notice"/> [pursuant to para.99 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Checklist Review Notice.pdf(3.31M) Reset</p> </td> <td style="text-align: left;"> <input type="text" value="For Filing"/> </td> </tr> <tr> <td style="text-align: center;">3</td> <td> <p>Document Name * <input type="text" value="Solicitors' Certificate"/> [pursuant to para.55 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Solicitors' Certificate.pdf(89.29KB) Reset</p> </td> <td style="text-align: left;"> <input type="text" value="For Filing"/> </td> </tr> <tr> <td style="text-align: center;">4</td> <td> <p>Document Name * <input type="text" value="Mediation Certificate"/> [pursuant to para.35 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Mediation Certificate.pdf(1.72M) Reset</p> </td> <td style="text-align: left;"> <input type="text" value="For Filing"/> </td> </tr> <tr> <td style="text-align: center;">5</td> <td> <p>Document Name * <input type="text" value="Statement of Claim"/> [(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Statement of Claim (DCPI).pdf(1.32M) Reset</p> </td> <td style="text-align: left;"> <input type="text" value="For Filing"/> Delete </td> </tr> </tbody> </table> <div style="background-color: #2c4e64; color: white; padding: 5px; text-align: center; margin-top: 10px;"> Total 5 file(s) (6.53M) </div> <p style="margin-top: 5px;">Add Document</p> <div style="text-align: center; margin-top: 20px;"> BACK SAVE DRAFT NEXT </div> </div>	NO	DOCUMENT	PURPOSE	1	<p>Document Name * <input type="text" value="Writ Of Summons"/> [with Statement of Truth, Form 14 and Form 16C] all contained in one pdf document]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p>	<input type="text" value="For Filing"/>	2	<p>Document Name * <input type="text" value="Checklist Review Notice"/> [pursuant to para.99 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Checklist Review Notice.pdf(3.31M) Reset</p>	<input type="text" value="For Filing"/>	3	<p>Document Name * <input type="text" value="Solicitors' Certificate"/> [pursuant to para.55 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Solicitors' Certificate.pdf(89.29KB) Reset</p>	<input type="text" value="For Filing"/>	4	<p>Document Name * <input type="text" value="Mediation Certificate"/> [pursuant to para.35 of P.D.18.1]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Mediation Certificate.pdf(1.72M) Reset</p>	<input type="text" value="For Filing"/>	5	<p>Document Name * <input type="text" value="Statement of Claim"/> [(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Statement of Claim (DCPI).pdf(1.32M) Reset</p>	<input type="text" value="For Filing"/> Delete
NO	DOCUMENT	PURPOSE																		
1	<p>Document Name * <input type="text" value="Writ Of Summons"/> [with Statement of Truth, Form 14 and Form 16C] all contained in one pdf document]</p> <p>Document Language * <input type="text" value="English"/></p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p>	<input type="text" value="For Filing"/>																		
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10.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Step 5: Confirm Details of the Filing</p>  <p>Confirm Details of the Filing</p> <p>Batch No. 01</p> <p>Court Level District Court</p> <p>Case Type Personal Injuries Action</p> <p>Intended Action -</p> <p>Claim Nature Personal Injuries Action</p> <p>Nature of Relief Monetary Claim Only</p> <p>Claim Amount Hong Kong Dollars 85,000.00</p> <p>Accident Type Non-Industrial</p> <p>.....</p> <p>Uploaded Documents</p> <table border="1" data-bbox="613 1052 1446 1392"> <thead> <tr> <th>NO.</th> <th>DOCUMENT NAME</th> <th>DOCUMENT LANGUAGE</th> <th>PURPOSE</th> <th>UPLOAD FILE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]</td> <td>English</td> <td>For Filing</td> <td>Writ of Summons (DCPI).pdf(724.65KB)</td> </tr> <tr> <td>2</td> <td>Checklist Review Notice [pursuant to para.99 of P.D.18.1]</td> <td>English</td> <td>For Filing</td> <td>Checklist Review Notice.pdf(3.89M)</td> </tr> <tr> <td>3</td> <td>Solicitors' Certificate [pursuant to para.55 of P.D.18.1]</td> <td>English</td> <td>For Filing</td> <td>Solicitors' Certificate.pdf(708.50KB)</td> </tr> <tr> <td>4</td> <td>Mediation Certificate [pursuant to para.35 of P.D.18.1]</td> <td>English</td> <td>For Filing</td> <td>Mediation Certificate.pdf(707.56KB)</td> </tr> <tr> <td>5</td> <td>Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]</td> <td>English</td> <td>For Filing</td> <td>Statement of Claim (DCPI).pdf(705.82KB)</td> </tr> </tbody> </table> <p>BACK SAVE DRAFT CONFIRM</p>	NO.	DOCUMENT NAME	DOCUMENT LANGUAGE	PURPOSE	UPLOAD FILE	1	Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]	English	For Filing	Writ of Summons (DCPI).pdf(724.65KB)	2	Checklist Review Notice [pursuant to para.99 of P.D.18.1]	English	For Filing	Checklist Review Notice.pdf(3.89M)	3	Solicitors' Certificate [pursuant to para.55 of P.D.18.1]	English	For Filing	Solicitors' Certificate.pdf(708.50KB)	4	Mediation Certificate [pursuant to para.35 of P.D.18.1]	English	For Filing	Mediation Certificate.pdf(707.56KB)	5	Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]	English	For Filing	Statement of Claim (DCPI).pdf(705.82KB)
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Item	Process	Related screenshots for reference
11.	<p><u>Schedule Checklist Review hearing date</u> (only in the case of commencement of Personal Injuries Action)</p> <p>Check radio button to select the schedule date and time></p> <p>Click “ACCEPT SCHEDULE”></p> <p><i>[Note: Submission cannot be saved successfully until a hearing date is selected.]</i></p>	<p>Step 6: Schedule Checklist Review Hearing Date</p> 
12.	<p><u>Payment</u></p> <p>Click “PAY”></p> <p>Click “OK” in the popup box of “Proceed for payment?”></p> <p><i>[Note: Payment is not applicable to Legal Aid Department.]</i></p>	<p>Step 7: Payment</p> 

Item	Process	Related screenshots for reference														
13.	<p><u>Settle payment</u></p> <p>Select “Cross Departmental Journal not yet raised”></p> <p>OR</p> <p>Select “Cross Departmental Journal already raised” then input the “Cross Departmental Journal” and click “Upload”></p> <p>Click “Proceed”></p>	 <p>The screenshots show the 'Online Payment Service' interface. The top screenshot (Screen ID: EPY-COL-0007) shows the 'Cross Departmental Journal not yet raised' option selected. The bottom screenshot (Screen ID: EPY-COL-0007) shows the 'Cross Departmental Journal already raised' option selected with a text input field for the journal number.</p>														
14.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT” ></p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Receipt></p>	<p>Step 8: Acknowledgement</p>  <p>The screenshot shows the 'Commence a new case' process flow and acknowledgement details. The process flow includes steps: Case Details, Case Parties (For), Case Parties (Against), Upload Documents, Confirmation, Schedule Checklist Review Hearing Date, Payment, and Acknowledgement. The acknowledgement details include submission information and a transaction summary table.</p> <table border="1"> <thead> <tr> <th>BATCH NO.</th> <th>CASE NO.</th> <th>CASE TYPE</th> <th>HEARING NATURE</th> <th>SCHEDULE DATE AND TIME</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>-</td> <td>Personal Injuries Action</td> <td>PI Checklist Review</td> <td>29/06/2022 09:30</td> <td>Transfer of Procedural Fees under the Various Fees Rules between Government Departments</td> <td>505.00</td> </tr> </tbody> </table> <p>Total amount : HKD 505.00</p>	BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	FEE(HKD)	01	-	Personal Injuries Action	PI Checklist Review	29/06/2022 09:30	Transfer of Procedural Fees under the Various Fees Rules between Government Departments	505.00
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		<p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <thead> <tr> <th>BATCH NO.</th> <th>NO.</th> <th>PURPOSE</th> <th>DOCUMENT LANGUAGE</th> <th>DOCUMENT NAME</th> <th>UPLOAD FILE</th> <th>DRN</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>1</td> <td>For Filing</td> <td>English</td> <td>Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]</td> <td>Writ of Summons (DCPI).pdf(101.79KB)</td> <td>112390000182</td> </tr> <tr> <td>01</td> <td>2</td> <td>For Filing</td> <td>English</td> <td>Checklist Review Notice [pursuant to para.99 of P.D.181]</td> <td>Checklist Review Notice.pdf(3.31M)</td> <td>112390000183</td> </tr> <tr> <td>01</td> <td>3</td> <td>For Filing</td> <td>English</td> <td>Solicitors' Certificate [pursuant to para.55 of P.D.181]</td> <td>Solicitors' Certificate.pdf(89.29KB)</td> <td>112390000205</td> </tr> <tr> <td>01</td> <td>4</td> <td>For Filing</td> <td>English</td> <td>Mediation Certificate [pursuant to para.35 of P.D.181]</td> <td>Mediation Certificate.pdf(100.76KB)</td> <td>112390000216</td> </tr> <tr> <td>01</td> <td>5</td> <td>For Filing</td> <td>English</td> <td>Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]</td> <td>Statement of Claim (DCPI).pdf(1.32M)</td> <td>112390000227</td> </tr> </tbody> </table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p>SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT</p> <p></p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p></p>	BATCH NO.	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	01	1	For Filing	English	Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]	Writ of Summons (DCPI).pdf(101.79KB)	112390000182	01	2	For Filing	English	Checklist Review Notice [pursuant to para.99 of P.D.181]	Checklist Review Notice.pdf(3.31M)	112390000183	01	3	For Filing	English	Solicitors' Certificate [pursuant to para.55 of P.D.181]	Solicitors' Certificate.pdf(89.29KB)	112390000205	01	4	For Filing	English	Mediation Certificate [pursuant to para.35 of P.D.181]	Mediation Certificate.pdf(100.76KB)	112390000216	01	5	For Filing	English	Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]	Statement of Claim (DCPI).pdf(1.32M)	112390000227
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<p>15.</p> <p><u>Acknowledgement message sent to message box of OU</u></p> <p><i>[Note: The acknowledgement will also be sent to the message box of Default OU if the case concerned has not been assigned to any designated OUs by way of case profile (e.g. Personal Injuries Action of the District Court).]</i></p> <p>Click “Home”</p> <p>Access Message Box></p> <p>Click the message header to read the content</p>		<p>Message box with message header(s) appears on the landing page</p> <p>Screen ID: EXT-MSG-00001</p> <p>Message Box</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[TRN:E1123000044] New Electronic Submission Received</td> <td>11:57</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[TRN:E112000165] New Electronic Submission Received</td> <td>17/01/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[TRN:E1101000691] New Electronic Submission Received</td> <td>06/01/2022</td> <td>Court Registry, District Court</td> <td>1067KB</td> </tr> <tr> <td>[TRN:E1101000332] New Electronic Submission Received</td> <td>06/01/2022</td> <td>Court Registry, District Court</td> <td>1067KB</td> </tr> <tr> <td>[DCPI 1593/2021] New Case Created</td> <td>31/12/2021</td> <td>Court Registry, District Court</td> <td>481KB</td> </tr> </tbody> </table> <p>Clicks the message header to read the content and the attachments therein</p> <p>Screen ID: EXT-MSG-00002</p> <p>Message Details</p> <p>< Back</p> <p>[TRN:E1123000044] New Electronic Submission Received</p> <p>Date/Time 28/01/2022 11:57 From Court Registry, District Court To DOJ_CD.dojcdou14</p> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1123000044) submitted via iCMS on 28/01/2022 11:57. (Time is expressed in 24-hour format.)</p> <p>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</p> <p>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</p> <p>Acknowledgement - e-Filing Transaction Reference No. E1123000044 Payment receipt - e-Payment Transaction Reference No. CDJ2022012800064</p> <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays</p> <p>2 Attachment(s)</p> <p> </p>	SUBJECT	DATE/TIME	FROM	FILE	[TRN:E1123000044] New Electronic Submission Received	11:57	Court Registry, District Court	958KB	[TRN:E112000165] New Electronic Submission Received	17/01/2022	Court Registry, District Court	479KB	[TRN:E1101000691] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB	[TRN:E1101000332] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB	[DCPI 1593/2021] New Case Created	31/12/2021	Court Registry, District Court	481KB																		
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16.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the document(s) is/are found not in order.]</i></p>
17.	<p><u>New Case Created message sent to the message box of OU</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachments therein</p> 

Internal process by Judiciary