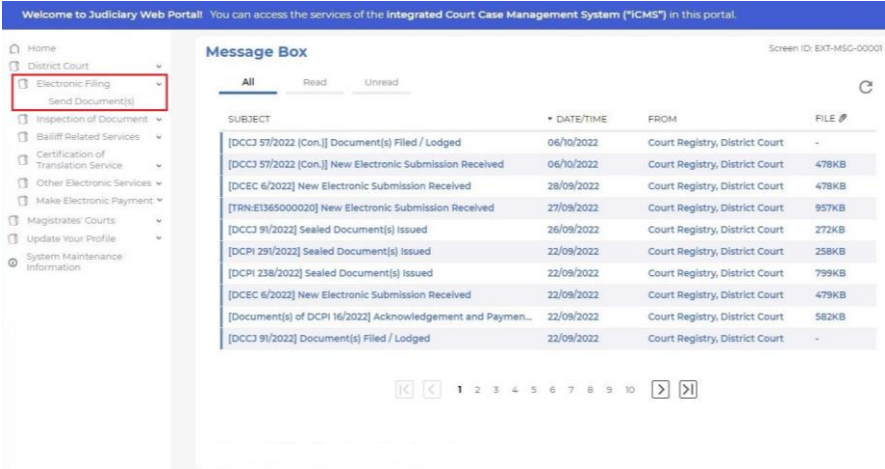
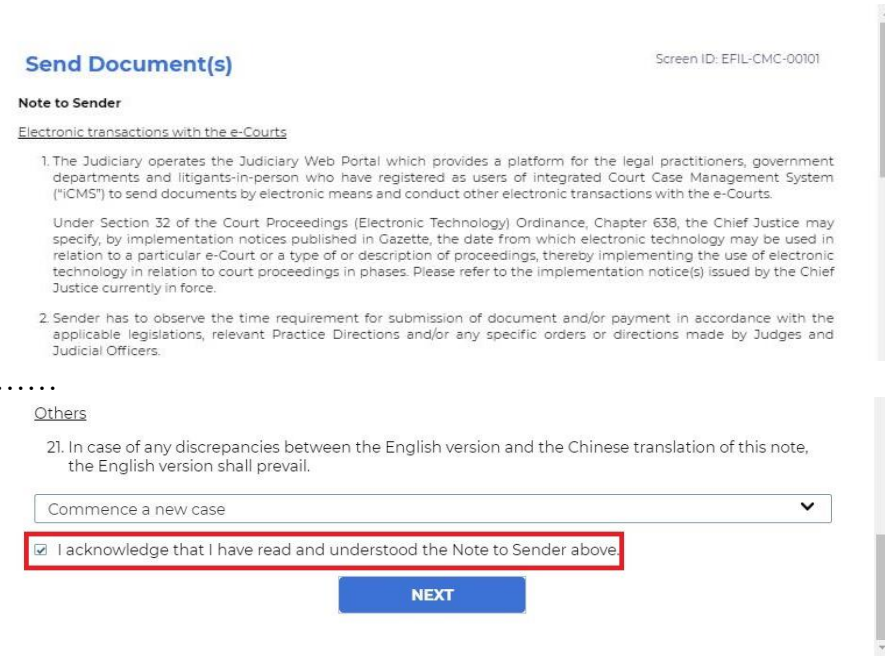
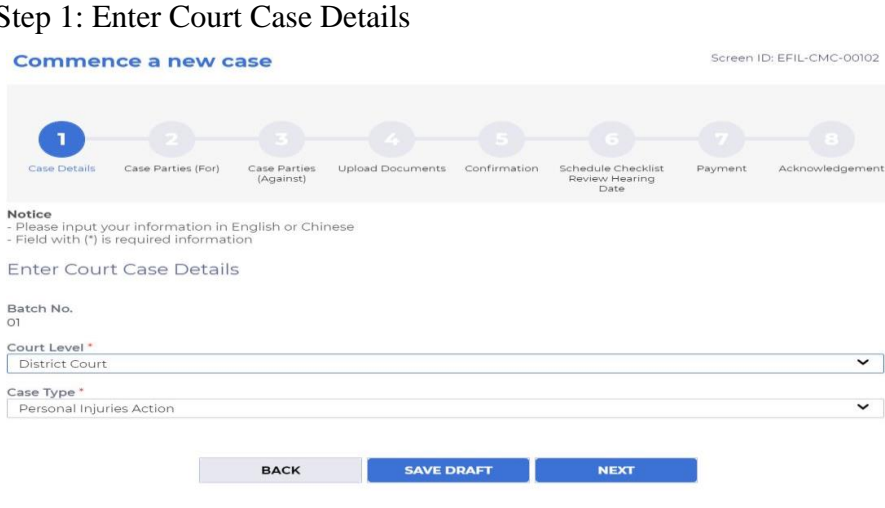


Commence a new case (other than Government Department)

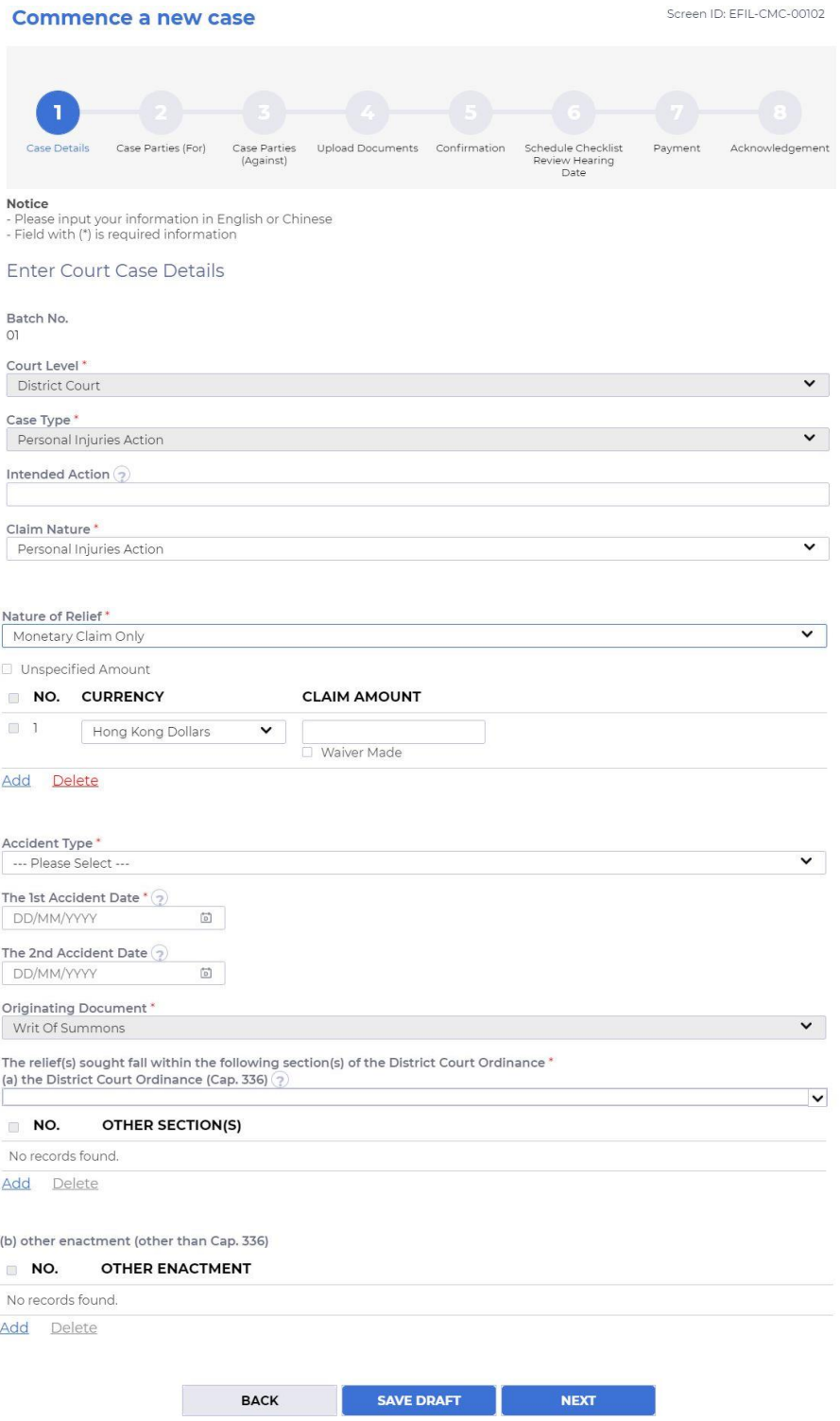
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;"> Register an Account Account Activation Reset Password </p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;"> Register an Account Account Activation Reset Password </p>


Step-by-step guide - “Commence a new case (other than Government Department)”

Item	Process	Related screenshots for reference																																												
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>	 <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 Electronic Filing (Send Document(s)) Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates’ Courts Update Your Profile System Maintenance Information</p> <p>Message Box 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>[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 57/2022 (Con.)) New Electronic Submission Received</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>28/09/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[TRN:E136500020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 9/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 29/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPI 238/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 9/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)) New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN:E136500020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 9/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 29/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB	[DCPI 238/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	799KB	[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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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) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</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>																																												
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>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>																																												

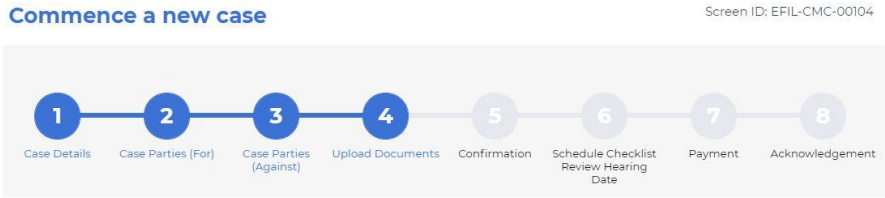

Step-by-step guide - “Commence a new case (other than Government Department)”

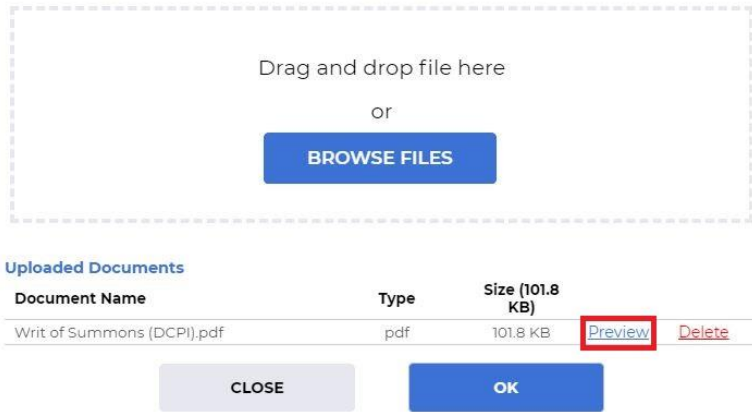
Item	Process	Related screenshots for reference														
5.	<p><u>Input case details (cont'd)</u></p> <p>Input “Claim Nature*”></p> <p><i>[Note: Claim nature is prefilled as “Personal Injuries Action” if “Personal Injuries Action” is selected in “Case Type*”.]</i></p> <p>Input “Nature of Relief*”></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>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>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><input type="checkbox"/> 1</td> <td>Hong Kong Dollars</td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="checkbox"/> Waiver Made</p> <p>Add Delete</p> <p>Accident Type * --- Please Select ---</p> <p>The 1st Accident Date * ? DD/MM/YYYY</p> <p>The 2nd Accident Date ? DD/MM/YYYY</p> <p>Originating Document * Writ Of Summons</p> <p>The relief(s) sought fall within the following section(s) of the District Court Ordinance * (a) the District Court Ordinance (Cap. 336) ?</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>OTHER SECTION(S)</th> </tr> </thead> <tbody> <tr> <td colspan="2">No records found.</td> </tr> </tbody> </table> <p>Add Delete</p> <p>(b) other enactment (other than Cap. 336)</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>OTHER ENACTMENT</th> </tr> </thead> <tbody> <tr> <td colspan="2">No records found.</td> </tr> </tbody> </table> <p>Add Delete</p> <p>BACK SAVE DRAFT NEXT</p>	NO.	CURRENCY	CLAIM AMOUNT	<input type="checkbox"/> 1	Hong Kong Dollars	<input type="text"/>	NO.	OTHER SECTION(S)	No records found.		NO.	OTHER ENACTMENT	No records found.	
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Step-by-step guide - “Commence a new case (other than Government Department)”

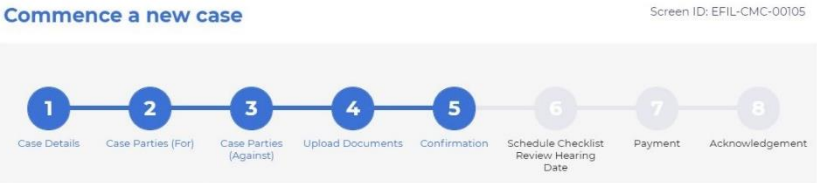
Item	Process	Related screenshots for reference										
6.	<p><u>Input Plaintiff details</u></p> <p>“Plaintiff” in “Party Type*” and “Individual” in “Party Category*” is prefilled</p> <p><i>[Note: Please change “Party Category” as appropriate.]</i></p> <p>Input “Surname (Eng)*” ></p> <p>Input “Given 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>“Representation/ Representative*” is prefilled (in accordance with user profile of OU/IU)</p> <p>></p> <p>Select “Address*”></p> <p>Input “Solicitor Ref.*”></p> <p><i>[Note: Only applicable to OU account user.]</i></p> <p>Click “Add Parties(For)” and repeat the steps for any additional Plaintiff(s)</p> <p>Click “NEXT”></p>	<p>Step 2: Enter Court Case Details - Case Parties (For)</p> <p>Commence a new case Screen ID: EFIL-CMC-00103</p>  <p>Notice</p> <ul style="list-style-type: none"> - The fields of surname and given name in either English or Chinese must be input - Please input your information in English or Chinese - Field with (*) is required information <p>Enter Court Case Details - Case Parties (For)</p> <p>Batch No. 01</p> <p>Party Type * Plaintiff</p> <p>Party Category * Individual</p> <p>Surname (Eng) * Given Name (Eng)</p> <p>Surname (Chi) Given Name (Chi)</p> <p>ID Type --- Please Select ---</p> <p>ID No. ?</p> <p>Address * Local address must be provided</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>FOR MAILING</th> <th>ADDRESS (ENG)</th> <th>ADDRESS (CHI)</th> <th>NON-LOCAL ADDRESS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>English Address --- Please Select ---</td> <td>Chinese Address --- Please Select ---</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Add Delete</p> <p>Tel. Fax Mobile</p> <p>Have Legal Aid? <input type="checkbox"/></p> <p>Representation / Representative * Happy Company</p> <p>Address * Flat 309, Butterfly Building, Sheung Wan, Hong Kong</p> <p>Solicitor Ref. * #123</p> <p>Add Parties(For) Remove Party</p> <p>BACK SAVE DRAFT NEXT</p> <p style="text-align: right;">Remaining Time 02:27:11</p> <p><i>[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.]</i></p>	NO.	FOR MAILING	ADDRESS (ENG)	ADDRESS (CHI)	NON-LOCAL ADDRESS	1	<input checked="" type="checkbox"/>	English Address --- Please Select ---	Chinese Address --- Please Select ---	<input type="checkbox"/>
NO.	FOR MAILING	ADDRESS (ENG)	ADDRESS (CHI)	NON-LOCAL ADDRESS								
1	<input checked="" type="checkbox"/>	English Address --- Please Select ---	Chinese Address --- Please Select ---	<input type="checkbox"/>								

Item	Process	Related screenshots for reference
7.	<p><u>Input Defendant details</u></p> <p>“Defendant” in “Party Type*” and “Individual” in “Party Category*” is pre-filled</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>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>Step 3: Enter Court Case Details - Case Parties (Against)</p> <p>Commence a new case Screen ID: EFIL-CMC-00103</p> <p>Notice</p> <ul style="list-style-type: none"> - The fields of surname and given name in either English or Chinese must be input - Please input your information in English or Chinese - Field with (*) is required information <p>Enter Court Case Details - Case Parties (Against)</p> <p>Batch No. 01</p> <p>Party Type * Party Category * Defendant Individual</p> <p>Surname (Eng) * Given Name (Eng) Given Name (Chi)</p> <p>Surname (Chi) Given Name (Chi)</p> <p>ID Type ID No. ? --- Please Select ---</p> <p>Address * <input type="checkbox"/> NO MAILING ADDRESS (ENG) <input type="checkbox"/> ADDRESS (CHI) <input type="checkbox"/> NON-LOCAL ADDRESS</p> <p> <input checked="" type="radio"/> English Address <input type="radio"/> Chinese Address --- Please Select --- --- Please Select --- --- Please Select --- --- Please Select --- </p> <p>Add Delete</p> <p>Tel. Fax Mobile</p> <p>Representation / Representative In Person 親自代辦</p> <p>Add Parties(Against) Remove Party</p> <p>BACK SAVE DRAFT NEXT</p>

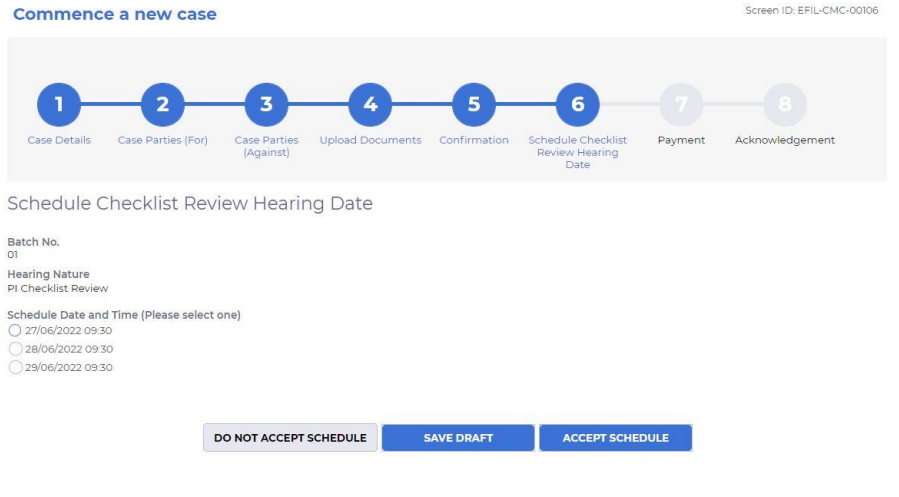
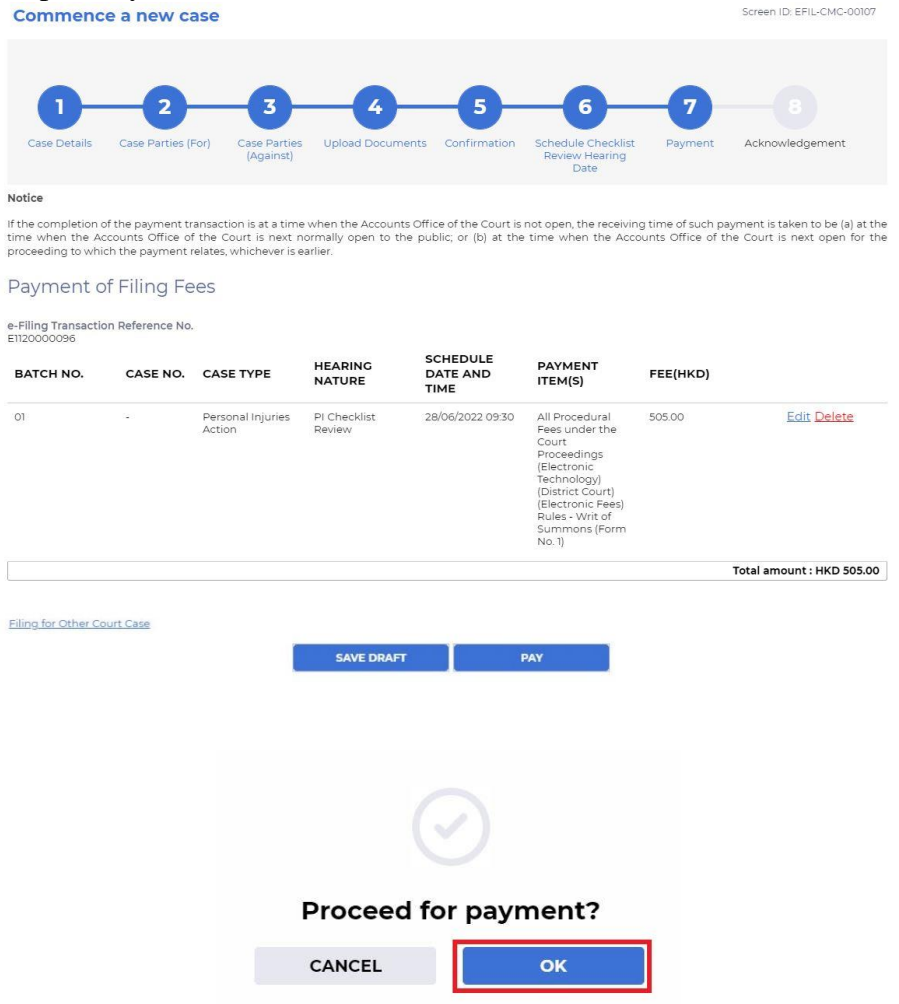
Item	Process	Related screenshots for reference																		
8.	<p><u>Upload documents</u></p> <p>e.g. documents bundled for submission in the case of commencement of Personal Injuries Action are as follows:</p> <ul style="list-style-type: none"> • “Writ of Summons” • “Checklist Review Notice” • “Solicitors’ Certificate” • “Mediation Certificate” • “Statement of Claim” <p>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>Step 4: Enter Court Case Details - Documents</p>  <p>Screen ID: EFIL-CMC-00104</p> <p>Notice - Field with (*) is required information</p> <p>Enter Court Case Details - Documents</p> <p>Batch No. 01</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENT</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Document Name * Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document] </td> <td>For Filing</td> </tr> <tr> <td></td> <td> Document Language * --- Please Select --- </td> <td></td> </tr> </tbody> </table> <p>Upload File* ? Upload</p> <p>After clicking “Upload”, there is a popup box.</p>  <table border="1"> <thead> <tr> <th colspan="3">Uploaded Documents</th> </tr> <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>CLOSE OK</p>	NO	DOCUMENT	PURPOSE	1	Document Name * Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]	For Filing		Document Language * --- Please Select ---		Uploaded Documents			Document Name	Type	Size (0 B)	No Document Uploaded.		
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9.	<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>	 <p>The screenshot shows a file upload area with a dashed box and the text "Drag and drop file here" or "BROWSE FILES". Below this is a table titled "Uploaded Documents" with columns for Document Name, Type, and Size. One document is listed: "Writ of Summons (DCPI).pdf" (pdf, 101.8 KB). A red box highlights the "Preview" button next to it, and a "Delete" button is also visible. Below the table are "CLOSE" and "OK" buttons.</p> <p>Below the table is a form with the following structure:</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENT</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]</p> <p>Document Language * English</p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p> </td> <td>For Filing</td> </tr> <tr> <td>2</td> <td> <p>Document Name * Checklist Review Notice [pursuant to para.99 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Checklist Review Notice.pdf(3.31M) Reset</p> </td> <td>For Filing</td> </tr> <tr> <td>3</td> <td> <p>Document Name * Solicitors' Certificate [pursuant to para.55 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Solicitors' Certificate.pdf(89.29KB) Reset</p> </td> <td>For Filing</td> </tr> <tr> <td>4</td> <td> <p>Document Name * Mediation Certificate [pursuant to para.35 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Mediation Certificate.pdf(1.72M) Reset</p> </td> <td>For Filing</td> </tr> <tr> <td>5</td> <td> <p>Document Name * Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language * English</p> <p>Upload File * ? Statement of Claim (DCPI).pdf(1.32M) Reset</p> </td> <td>For Filing Delete</td> </tr> </tbody> </table> <p>Total 5 file(s) (6.53M)</p> <p>Add Document</p> <p>Buttons: BACK, SAVE DRAFT, NEXT</p>	NO	DOCUMENT	PURPOSE	1	<p>Document Name * Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]</p> <p>Document Language * English</p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p>	For Filing	2	<p>Document Name * Checklist Review Notice [pursuant to para.99 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Checklist Review Notice.pdf(3.31M) Reset</p>	For Filing	3	<p>Document Name * Solicitors' Certificate [pursuant to para.55 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Solicitors' Certificate.pdf(89.29KB) Reset</p>	For Filing	4	<p>Document Name * Mediation Certificate [pursuant to para.35 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Mediation Certificate.pdf(1.72M) Reset</p>	For Filing	5	<p>Document Name * Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language * English</p> <p>Upload File * ? Statement of Claim (DCPI).pdf(1.32M) Reset</p>	For Filing Delete
NO	DOCUMENT	PURPOSE																		
1	<p>Document Name * Writ Of Summons [(with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document]</p> <p>Document Language * English</p> <p>Upload File * ? Writ of Summons (DCPI).pdf(101.79KB) Reset</p>	For Filing																		
2	<p>Document Name * Checklist Review Notice [pursuant to para.99 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Checklist Review Notice.pdf(3.31M) Reset</p>	For Filing																		
3	<p>Document Name * Solicitors' Certificate [pursuant to para.55 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Solicitors' Certificate.pdf(89.29KB) Reset</p>	For Filing																		
4	<p>Document Name * Mediation Certificate [pursuant to para.35 of P.D.18.1]</p> <p>Document Language * English</p> <p>Upload File * ? Mediation Certificate.pdf(1.72M) Reset</p>	For Filing																		
5	<p>Document Name * Statement of Claim [(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language * English</p> <p>Upload File * ? Statement of Claim (DCPI).pdf(1.32M) Reset</p>	For Filing Delete																		

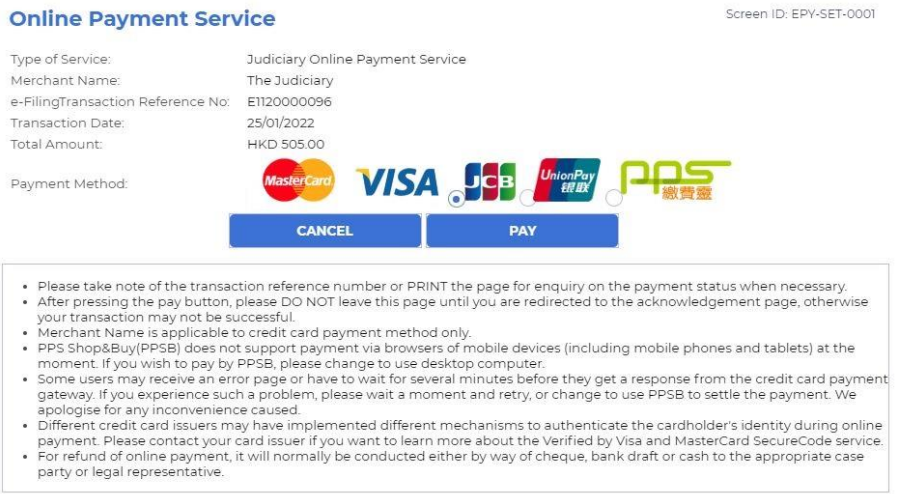

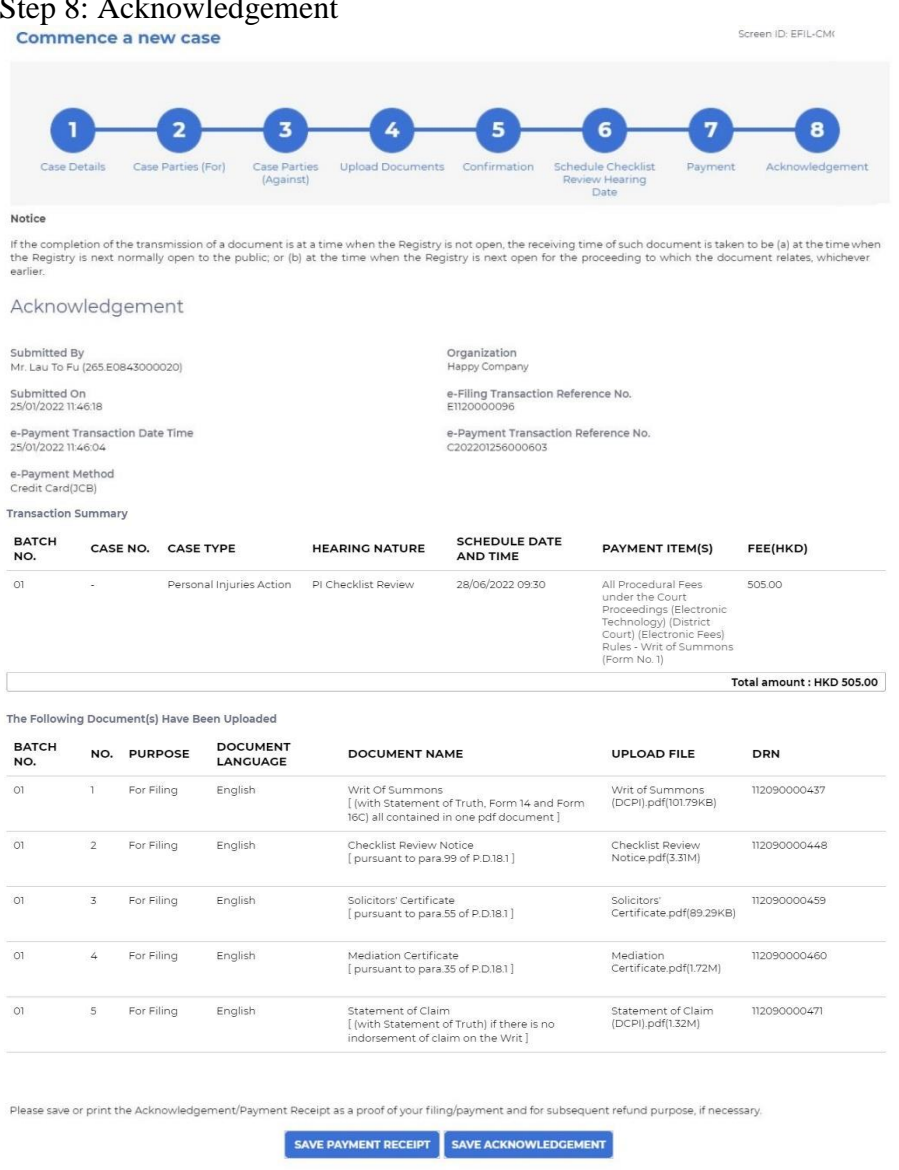
Step-by-step guide - “Commence a new case (other than Government Department)”

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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>.....</p> <p>Uploaded Documents</p> <table border="1"> <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(101.79KB)</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(3.31M)</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(89.29KB)</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(1.72M)</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(1.32M)</td> </tr> </tbody> </table> <p>BACK SAVE DRAFT CONFIRM</p> <p>Remaining Time 02:30:28</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(101.79KB)	2	Checklist Review Notice [pursuant to para.99 of P.D.18.1]	English	For Filing	Checklist Review Notice.pdf(3.31M)	3	Solicitors' Certificate [pursuant to para.55 of P.D.18.1]	English	For Filing	Solicitors' Certificate.pdf(89.29KB)	4	Mediation Certificate [pursuant to para.35 of P.D.18.1]	English	For Filing	Mediation Certificate.pdf(1.72M)	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(1.32M)
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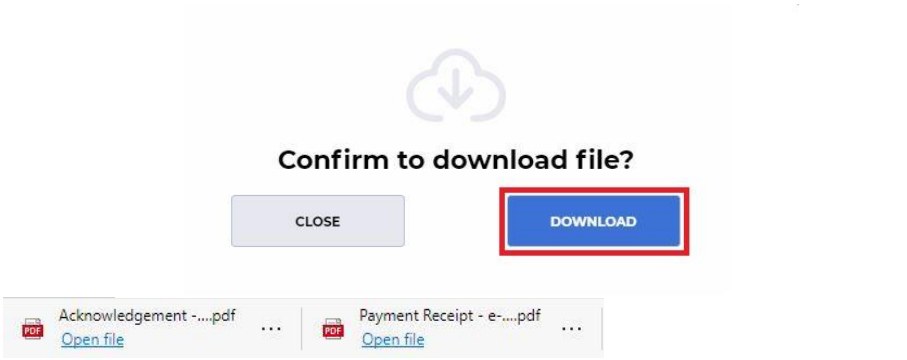

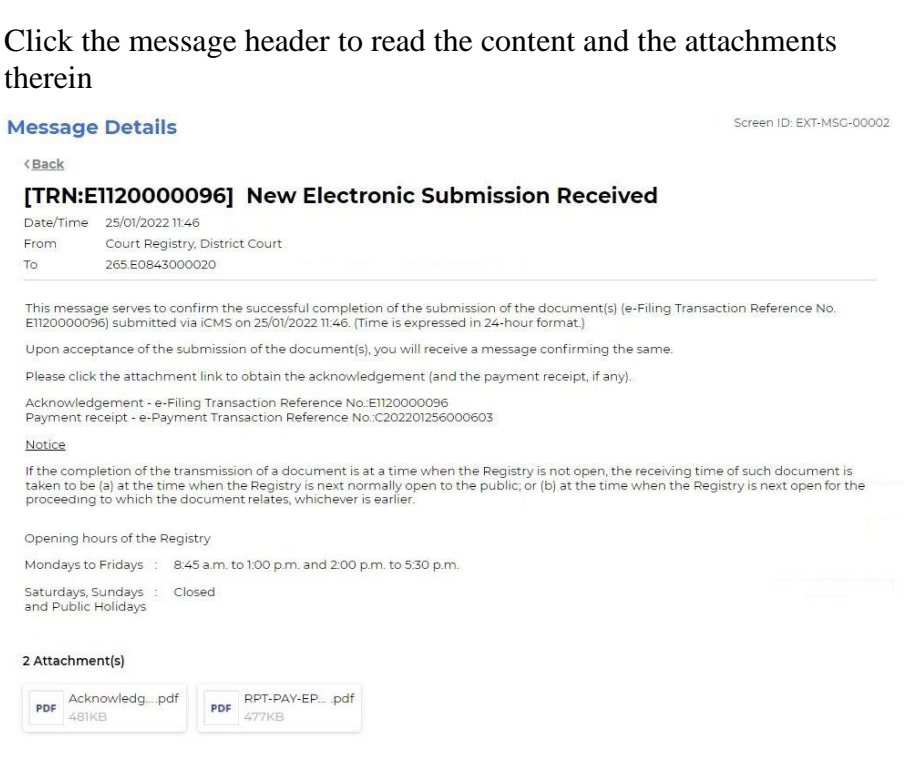
Step-by-step guide - “Commence a new case (other than Government Department)”

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 up of “Proceed for payment?”></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 8 at item 14 .]</i></p>	<p>Step 7: Payment</p> 

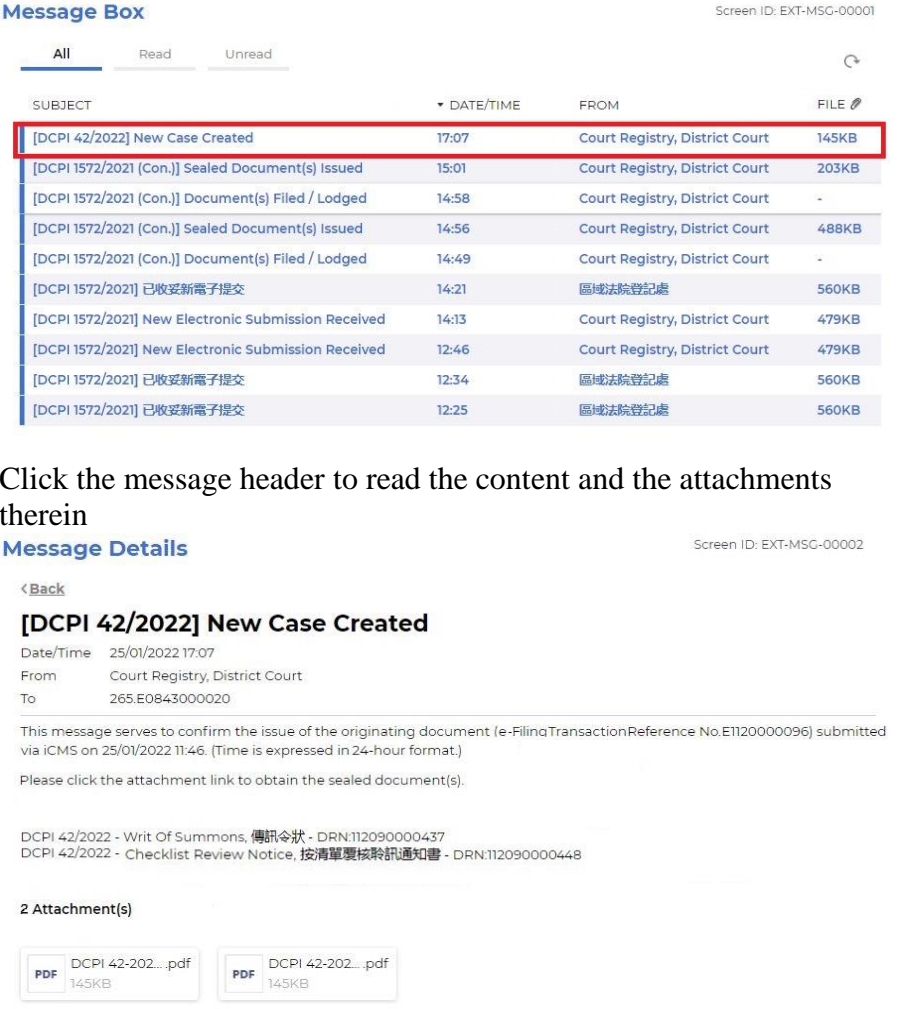
Step-by-step guide - “Commence a new case (other than Government Department)”

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13.	<p>Select one “Payment Method” and the “PAY” will be activated</p> <p>Click “PAY” ></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p>	 <p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing/Transaction Reference No: E1120000096 Transaction Date: 25/01/2022 Total Amount: HKD 505.00</p> <p>Payment Method: </p> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. 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. Merchant Name is applicable to credit card payment method only. PPS Shop&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. 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. 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. 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. 																																																															
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>Step 8: Acknowledgement Screen ID: EFIL-CM1</p> <p>Commence a new case</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</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 earlier.</p> <p>Acknowledgement</p> <p>Submitted By: Mr. Lau To Fu (265.E0843000020) Organization: Happy Company Submitted On: 25/01/2022 11:46:18 e-Filing Transaction Reference No: E1120000096 e-Payment Transaction Date Time: 25/01/2022 11:46:04 e-Payment Transaction Reference No: C202201256000603 e-Payment Method: Credit Card(JCB)</p> <p>Transaction Summary</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>28/06/2022 09:30</td> <td>All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)</td> <td>505.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total amount : HKD 505.00</td> <td></td> </tr> </tbody> </table> <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>112090000437</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.18.1]</td> <td>Checklist Review Notice.pdf(3.31M)</td> <td>112090000448</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.18.1]</td> <td>Solicitors' Certificate.pdf(89.29KB)</td> <td>112090000459</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.18.1]</td> <td>Mediation Certificate.pdf(1.72M)</td> <td>112090000460</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>112090000471</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><input type="button" value="SAVE PAYMENT RECEIPT"/> <input type="button" value="SAVE ACKNOWLEDGEMENT"/></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	28/06/2022 09:30	All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - Writ of Summons (Form No.1)	505.00	Total amount : HKD 505.00							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)	112090000437	01	2	For Filing	English	Checklist Review Notice [pursuant to para 99 of P.D.18.1]	Checklist Review Notice.pdf(3.31M)	112090000448	01	3	For Filing	English	Solicitors' Certificate [pursuant to para 55 of P.D.18.1]	Solicitors' Certificate.pdf(89.29KB)	112090000459	01	4	For Filing	English	Mediation Certificate [pursuant to para.35 of P.D.18.1]	Mediation Certificate.pdf(1.72M)	112090000460	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)	112090000471
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Step-by-step guide - “Commence a new case (other than Government Department)”

Item	Process	Related screenshots for reference
	<p>Click “DOWNLOAD” in the popup up of “Confirm to download file?” ></p> <p>Click “Open file” to retrieve the Payment receipt></p>	
15.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p><i>[Note: For Organization Account, 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>Click the message header to read the content and the attachments therein</p> 

Step-by-step guide - “Commence a new case (other than Government Department)”

Item	Process	Related screenshots for reference
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/IU as appropriate</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>

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