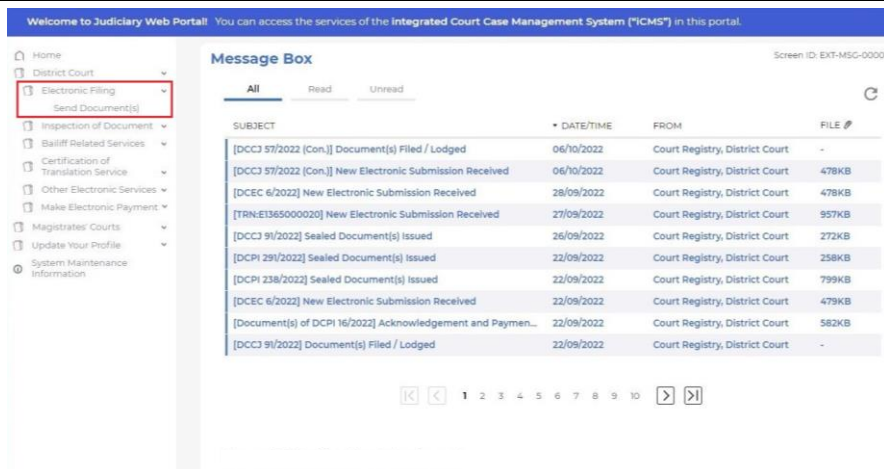
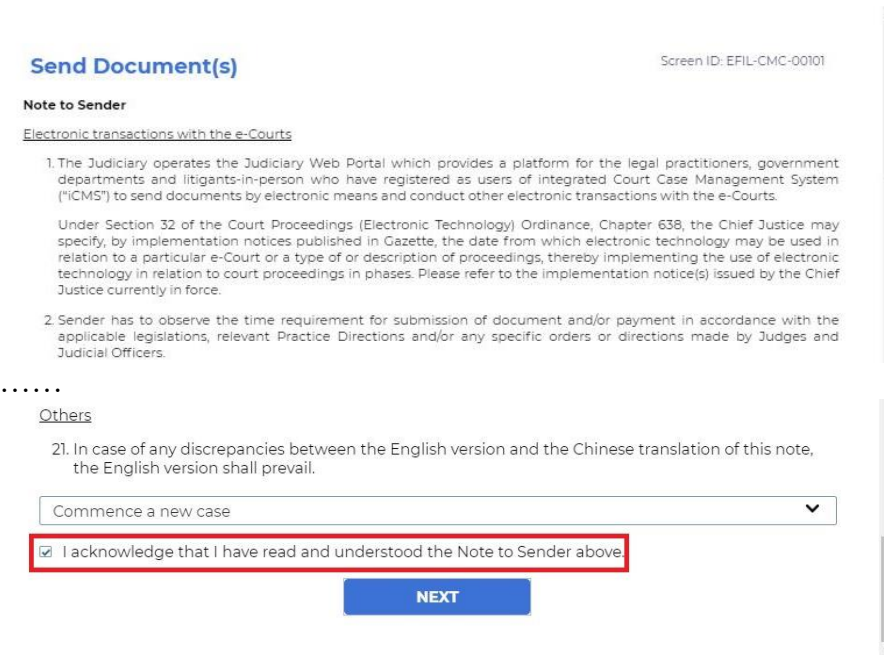
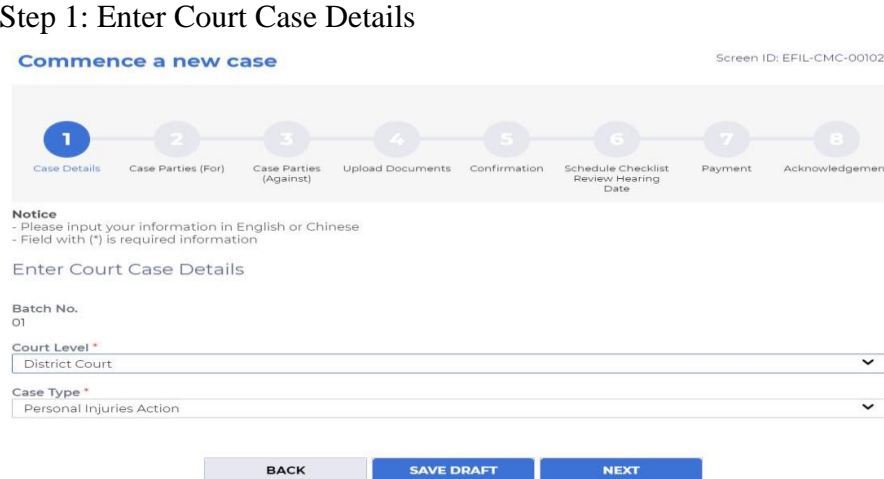


## Commence a new case (other than Government Department)

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><b><u>Login user account</u></b></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></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><b>LOGIN</b></p> <p>Register an Account   Account Activation   Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></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><b>LOGIN</b></p> <p>Register an Account   Account Activation   Reset Password</p>

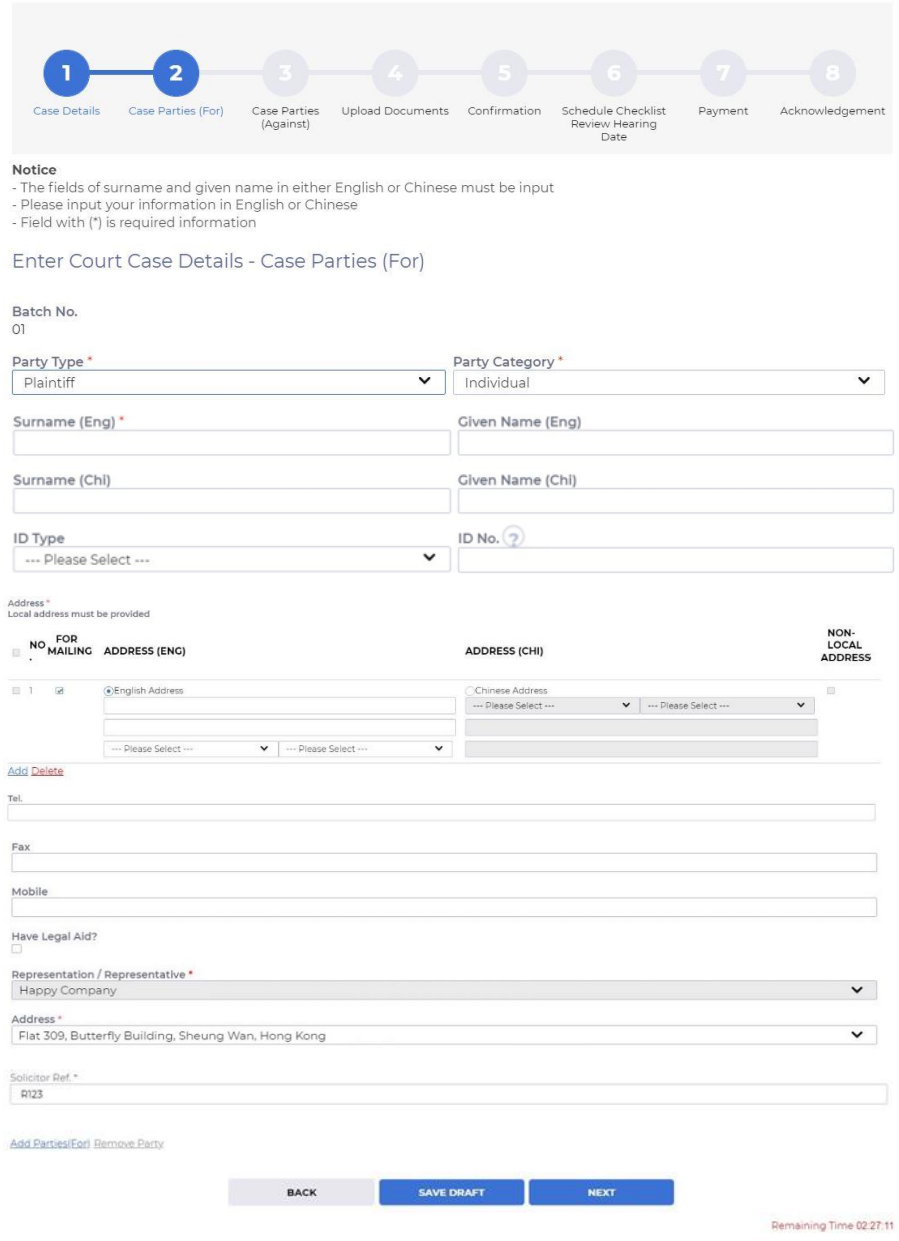
## Step-by-step guide - “Commence a new case (other than Government Department)”

Item	Process	Related screenshots for reference																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “District Court”&gt;</p> <p>Click “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"><li>District Court</li><li>Electronic Filing (Send Document(s))</li><li>Inspection of Document</li><li>Balliff Related Services</li><li>Certification of Translation Service</li><li>Other Electronic Services</li><li>Make Electronic Payment</li><li>Magistrates’ Courts</li><li>Update Your Profile</li><li>System Maintenance Information</li></ul> <p>Message Box</p> <p>All Read Unread</p> <table><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:E1365000020] New Electronic Submission Received</td><td>27/09/2022</td><td>Court Registry, District Court</td><td>957KB</td></tr><tr><td>[DCCJ 91/2022] Sealed Document(s) Issued</td><td>26/09/2022</td><td>Court Registry, District Court</td><td>272KB</td></tr><tr><td>[DCCJ 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 91/2022] 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:E1365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCCJ 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 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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3.	<p><b><u>Select the required function</u></b></p> <p>Select “Commence a new case”&gt;</p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” &gt;</p> <p>Click “NEXT”&gt;</p>	 <p>Send Document(s)</p> <p>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><b><u>Input case details</u></b></p> <p>Input “Court Level*” and “Case Type*”&gt;</p> <p>e.g. input “District Court” in “Court Level*”, “Personal Injuries Action” in “Case Type*”</p> <p>Click “NEXT”&gt;</p>	 <p>Commence a new case</p> <p>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</p> <ul style="list-style-type: none"><li>Please input your information in English or Chinese</li><li>Field with (*) is required information</li></ul> <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>																																												

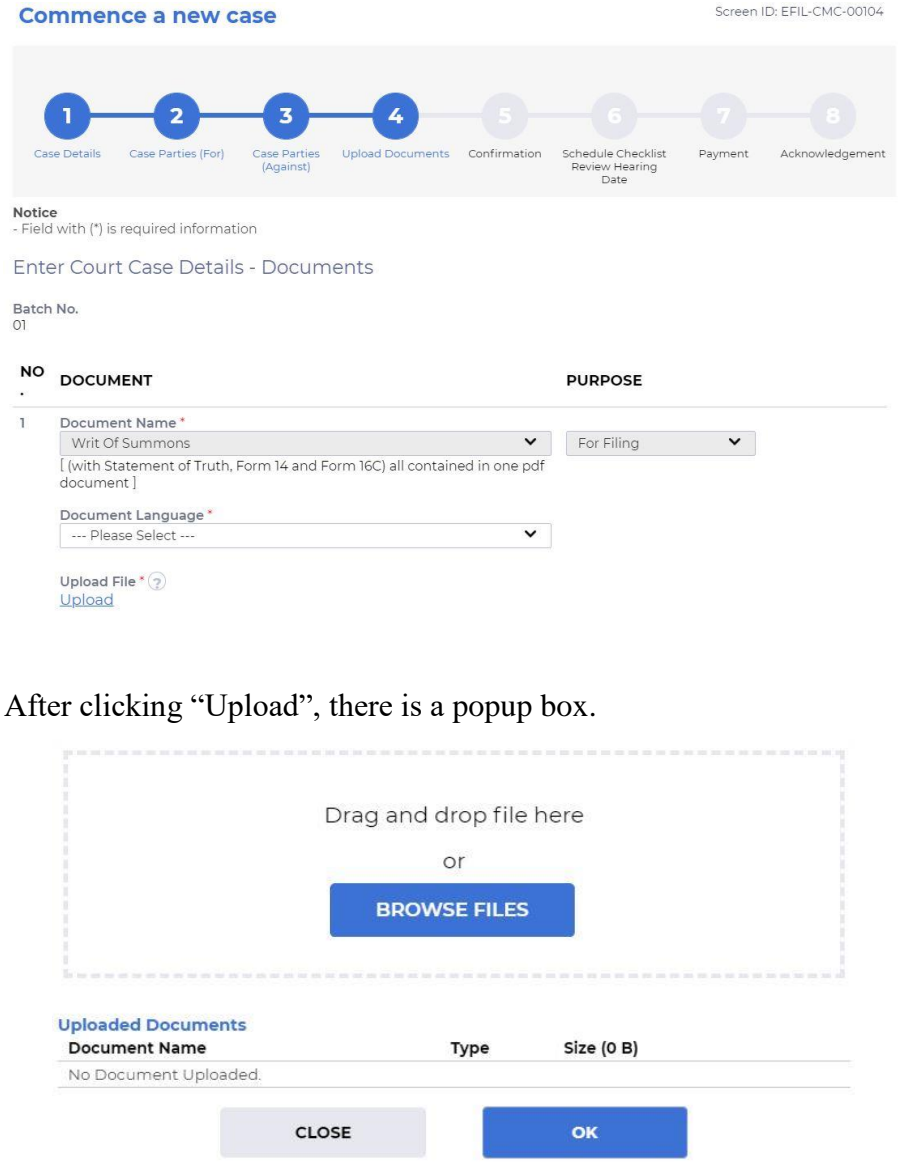
Step-by-step guide - “Commence a new case (other than Government Department)”

Item	Process	Related screenshots for reference
5.	<p><b><u>Input case details (cont'd)</u></b></p> <p>Input “Claim Nature*”&gt;</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*”&gt;</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)&gt;</p> <p>Input “The 1<sup>st</sup> Accident Date*”/ “The 2<sup>nd</sup> Accident Date” as appropriate&gt;</p> <p>Select “Originating Document”&gt;</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 &gt;</p> <p>Click “NEXT”&gt;</p>	<div><div>Commence a new case</div><div>Screen ID: EFIL-CMC-00102</div><div><div><div>1</div><div>Case Details</div></div><div><div>2</div><div>Case Parties (For)</div></div><div><div>3</div><div>Case Parties (Against)</div></div><div><div>4</div><div>Upload Documents</div></div><div><div>5</div><div>Confirmation</div></div><div><div>6</div><div>Schedule Checklist Review Hearing Date</div></div><div><div>7</div><div>Payment</div></div><div><div>8</div><div>Acknowledgement</div></div></div><div><div>Notice</div><div><div>- Please input your information in English or Chinese</div><div>- Field with (*) is required information</div></div></div><div><div>Enter Court Case Details</div><div><div>Batch No.</div><div>01</div></div><div><div>Court Level *</div><div>District Court</div></div><div><div>Case Type *</div><div>Personal Injuries Action</div></div><div><div>Intended Action ?</div><div></div></div><div><div>Claim Nature *</div><div>Personal Injuries Action</div></div><div><div>Nature of Relief *</div><div>Monetary Claim Only</div></div><div><div><div><div><div><div></div></div></div><div>Unspecified Amount</div></div><div><div><div><div><div></div></div></div><div>NO.</div><div>CURRENCY</div><div>CLAIM AMOUNT</div></div><div><div><div><div>1</div><div>Hong Kong Dollars</div></div><div></div></div><div><div><div></div></div><div>Waiver Made</div></div></div></div></div><div><div>Add</div><div>Delete</div></div></div><div><div>Accident Type *</div><div>--- Please Select ---</div></div><div><div>The 1st Accident Date * ?</div><div><div>DD/MM/YYYY</div><div></div></div></div><div><div>The 2nd Accident Date ?</div><div><div>DD/MM/YYYY</div><div></div></div></div><div><div>Originating Document *</div><div>Writ Of Summons</div></div><div><div>The relief(s) sought fall within the following section(s) of the District Court Ordinance *</div><div>(a) the District Court Ordinance (Cap. 336) ?</div><div></div></div><div><div><div><div><div></div></div></div><div>NO.</div><div>OTHER SECTION(S)</div></div><div>No records found.</div><div><div>Add</div><div>Delete</div></div></div><div><div>(b) other enactment (other than Cap. 336)</div><div><div><div><div><div></div></div></div><div>NO.</div><div>OTHER ENACTMENT</div></div><div>No records found.</div><div><div>Add</div><div>Delete</div></div></div></div><div><div><div>BACK</div><div>SAVE DRAFT</div><div>NEXT</div></div></div></div></div>

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

Item	Process	Related screenshots for reference
6.	<p><b><u>Input Plaintiff details</u></b></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)*” &gt;</p> <p>Input “Given Name (Eng)” &gt;</p> <p>Select “ID Type” &gt;</p> <p>Input “ID No.” &gt;</p> <p>Input “Address*” &gt;</p> <p>Select district and region&gt;</p> <p>Click “Add” for any additional address(es)</p> <p>“Representation/ Representative*” is prefilled (in accordance with user profile of OU/IU) &gt;</p> <p>Select “Address*”&gt;</p> <p>Input “Solicitor Ref.*”&gt; <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”&gt;</p>	<p>Step 2: Enter Court Case Details - Case Parties (For)</p> <p>Commence a new case <span>Screen ID: EFIL-CMC-00103</span></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>

Item	Process	Related screenshots for reference
7.	<p><b><u>Input Defendant details</u></b></p> <p>“Defendant” 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)*” &gt;</p> <p>Input “Given Name (Eng)” &gt;</p> <p>Select “ID Type” &gt;</p> <p>Input “ID No.” &gt;</p> <p>Input “Address*” &gt;</p> <p>Select district and region&gt;</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”&gt;</p>	<p>Step 3: Enter Court Case Details - Case Parties (Against)</p> <p>Commence a new case <span style="float: right;">Screen ID: EFIL-CMC-00103</span></p> <p><b>Notice</b></p> <ul style="list-style-type: none"> <li>- The fields of surname and given name in either English or Chinese must be input</li> <li>- Please input your information in English or Chinese</li> <li>- Field with (*) is required information</li> </ul> <p>Enter Court Case Details - Case Parties (Against)</p> <p>Batch No. 01</p> <p>Party Type * Defendant</p> <p>Party Category * Individual</p> <p>Surname (Eng) * </p> <p>Given Name (Eng) </p> <p>Surname (Chi) </p> <p>Given Name (Chi) </p> <p>ID Type --- Please Select ---</p> <p>ID No. ? </p> <p>Address *</p> <p><input type="checkbox"/> NO MAILING ADDRESS (ENG) <input type="checkbox"/> ADDRESS (CHI) <input type="checkbox"/> NON-LOCAL ADDRESS</p> <p><input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 English Address Chinese Address --- Please Select --- --- Please Select --- --- Please Select --- --- Please Select ---</p> <p><a href="#">Add</a> <a href="#">Delete</a></p> <p>Tel. </p> <p>Fax </p> <p>Mobile </p> <p>Representation / Representative In Person 無律師代表</p> <p><a href="#">Add Parties(Against)</a> <a href="#">Remove Party</a></p> <p>BACK SAVE DRAFT NEXT</p>

Item	Process	Related screenshots for reference												
8.	<p><b><u>Upload documents</u></b></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"> <li>• “Writ of Summons”</li> <li>• “Checklist Review Notice”</li> <li>• “Solicitors’ Certificate”</li> <li>• “Mediation Certificate”</li> <li>• “Statement of Claim”</li> </ul> <p>Select language in “Document Language*”&gt;</p> <p>“Purpose” is defaulted and cannot be changed</p> <p>Click “Upload” &gt;</p> <p>Click “BROWSE FILES” and select document&gt;</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>Commence a new case <span>Screen ID: EFIL-CMC-00104</span></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><b>Notice</b> - 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 ]  Document Language *  --- Please Select --- </td><td>For Filing</td></tr> </tbody> </table> <p>Upload File* ? <a href="#">Upload</a></p> <p>After clicking “Upload”, there is a popup box.</p> <p>Drag and drop file here or <b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th><th>Type</th><th>Size (0 B)</th></tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td></tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p>	NO	DOCUMENT	PURPOSE	1	Document Name * Writ Of Summons [ (with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document ] Document Language * --- Please Select ---	For Filing	Document Name	Type	Size (0 B)	No Document Uploaded.		
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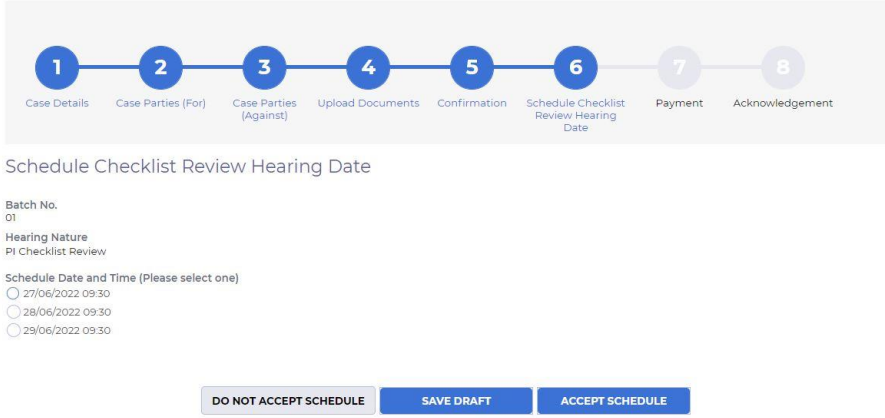
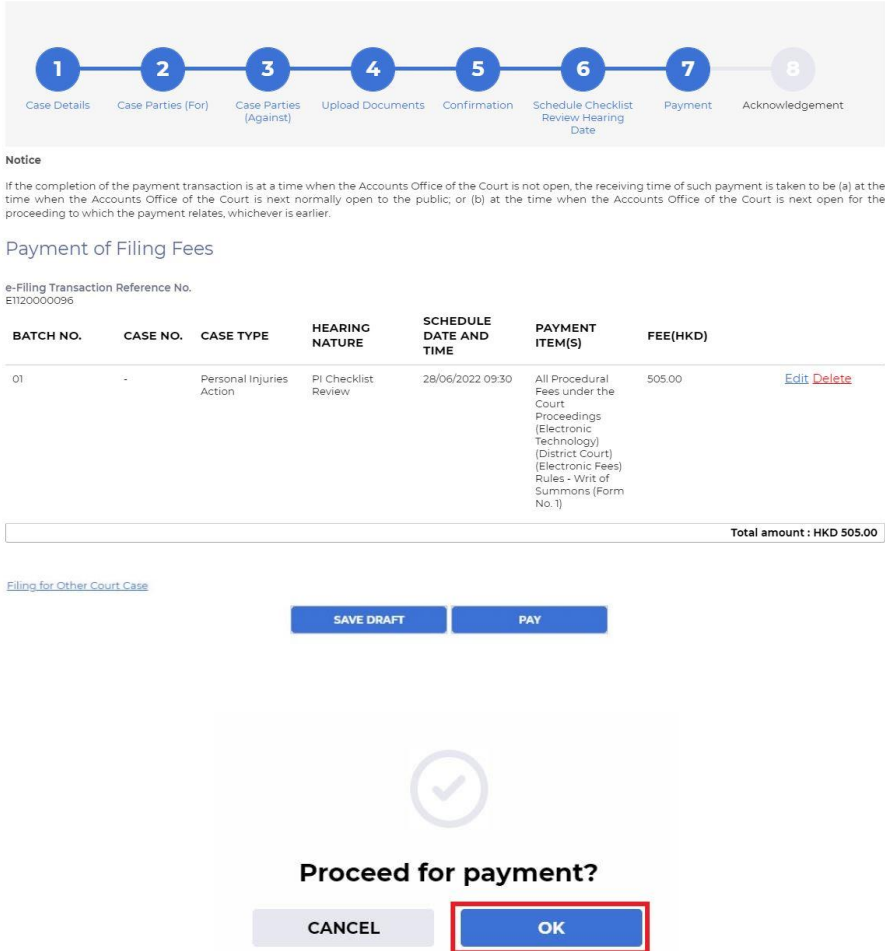
Item	Process	Related screenshots for reference																										
9.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>Click “NEXT”&gt;</p>	<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 (101.8 KB)</th><th></th></tr></thead><tbody><tr><td>Writ of Summons (DCPI).pdf</td><td>pdf</td><td>101.8 KB</td><td><div>PreviewDelete</div></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div> <div><table><thead><tr><th>NO</th><th>DOCUMENT</th><th>PURPOSE</th></tr></thead><tbody><tr><td>1</td><td><div>Document Name *</div><div>Writ Of Summons</div><div>[ (with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document ]</div><div>Document Language *</div><div>English</div><div>Upload File * ?</div><div>Writ of Summons (DCPI).pdf(101.79KB) Reset</div></td><td><div>For Filing</div></td></tr><tr><td>2</td><td><div>Document Name *</div><div>Checklist Review Notice</div><div>[ pursuant to para.99 of P.D.18.1 ]</div><div>Document Language *</div><div>English</div><div>Upload File * ?</div><div>Checklist Review Notice.pdf(3.31M) Reset</div></td><td><div>For Filing</div></td></tr><tr><td>3</td><td><div>Document Name *</div><div>Solicitors' Certificate</div><div>[ pursuant to para.55 of P.D.18.1 ]</div><div>Document Language *</div><div>English</div><div>Upload File * ?</div><div>Solicitors' Certificate.pdf(89.29KB) Reset</div></td><td><div>For Filing</div></td></tr><tr><td>4</td><td><div>Document Name *</div><div>Mediation Certificate</div><div>[ pursuant to para.35 of P.D.18.1 ]</div><div>Document Language *</div><div>English</div><div>Upload File * ?</div><div>Mediation Certificate.pdf(1.72M) Reset</div></td><td><div>For Filing</div></td></tr><tr><td>5</td><td><div>Document Name *</div><div>Statement of Claim</div><div>[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]</div><div>Document Language *</div><div>English</div><div>Upload File * ?</div><div>Statement of Claim (DCPI).pdf(1.32M) Reset</div></td><td><div>For Filing</div><div>Delete</div></td></tr></tbody></table><div>Total 5 file(s) (6.53M)</div><div>Add Document</div><div><div>BACK</div><div>SAVE DRAFT</div><div>NEXT</div></div></div>	Document Name	Type	Size (101.8 KB)		Writ of Summons (DCPI).pdf	pdf	101.8 KB	<div>PreviewDelete</div>	NO	DOCUMENT	PURPOSE	1	<div>Document Name *</div> <div>Writ Of Summons</div> <div>[ (with Statement of Truth, Form 14 and Form 16C) all contained in one pdf document ]</div> <div>Document Language *</div> <div>English</div> <div>Upload File * ?</div> <div>Writ of Summons (DCPI).pdf(101.79KB) Reset</div>	<div>For Filing</div>	2	<div>Document Name *</div> <div>Checklist Review Notice</div> <div>[ pursuant to para.99 of P.D.18.1 ]</div> <div>Document Language *</div> <div>English</div> <div>Upload File * ?</div> <div>Checklist Review Notice.pdf(3.31M) Reset</div>	<div>For Filing</div>	3	<div>Document Name *</div> <div>Solicitors' Certificate</div> <div>[ pursuant to para.55 of P.D.18.1 ]</div> <div>Document Language *</div> <div>English</div> <div>Upload File * ?</div> <div>Solicitors' Certificate.pdf(89.29KB) Reset</div>	<div>For Filing</div>	4	<div>Document Name *</div> <div>Mediation Certificate</div> <div>[ pursuant to para.35 of P.D.18.1 ]</div> <div>Document Language *</div> <div>English</div> <div>Upload File * ?</div> <div>Mediation Certificate.pdf(1.72M) Reset</div>	<div>For Filing</div>	5	<div>Document Name *</div> <div>Statement of Claim</div> <div>[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]</div> <div>Document Language *</div> <div>English</div> <div>Upload File * ?</div> <div>Statement of Claim (DCPI).pdf(1.32M) Reset</div>	<div>For Filing</div> <div>Delete</div>
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Step-by-step guide - “Commence a new case (other than Government Department)”


Item	Process	Related screenshots for reference																														
10.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “CONFIRM”&gt;</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&gt;</p>	<p>Step 5: Confirm Details of the Filing</p> <div><div>Commence a new case</div><div>Screen ID: EFIL-CMC-00105</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Case Details</div><div>Case Parties (For)</div><div>Case Parties (Against)</div><div>Upload Documents</div><div>Confirmation</div><div>Schedule Checklist Review Hearing Date</div><div>Payment</div><div>Acknowledgement</div></div></div></div> <p>Confirm Details of the Filing</p> <div><div>Batch No. 01</div><div>Court Level District Court</div><div>Case Type Personal Injuries Action</div><div>Intended Action -</div><div>Claim Nature Personal Injuries Action</div></div> <p>.....</p> <p>Uploaded Documents</p> <table><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> <div><div>BACK</div><div>SAVE DRAFT</div><div>CONFIRM</div></div> <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)”


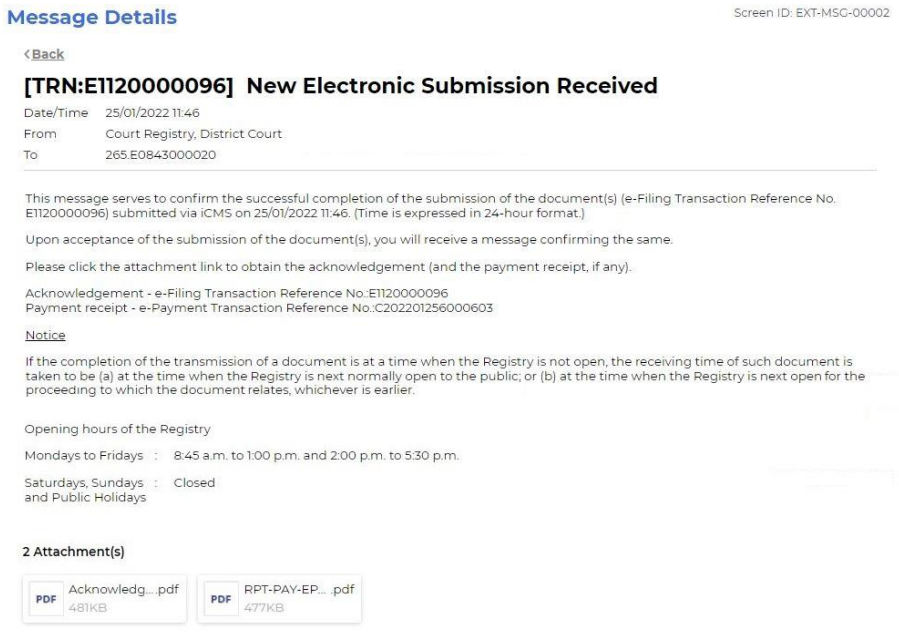
Item	Process	Related screenshots for reference
11.	<p><b><u>Schedule Checklist Review hearing date</u></b> (only in the case of commencement of Personal Injuries Action)</p> <p>Check radio button to select the schedule date and time&gt;</p> <p>Click “ACCEPT SCHEDULE”&gt;</p> <p><i>[Note: Submission cannot be saved successfully until a hearing date is selected.]</i></p>	<p>Step 6: Schedule Checklist Review Hearing Date</p> <p>Commence a new case <span style="float: right;">Screen ID: EFIL-CMC-00106</span></p> 
12.	<p><b><u>Payment</u></b></p> <p>Click “PAY” &gt;</p> <p>Click “OK” in the popup up of “Proceed for payment?”&gt;</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> <p>Commence a new case <span style="float: right;">Screen ID: EFIL-CMC-00107</span></p> 



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

Item	Process	Related screenshots for reference
13.	<p>Select one “Payment Method” and the “PAY” will be activated</p> <p>Click “PAY” &gt;</p> <p><i>[Note:</i></p> <p><i>(i) If credit card or web-based PPS Shop&amp;Buy Service is selected, you will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>(ii) If deposit account (applicable to Organization Accounts with deposit accounts only) is selected, the payment details will be displayed for confirmation. Click “PAY” to proceed.</i></p> <p><i>Upon successful payment, you will be redirected back to iCMS to proceed to Step 8 at item 14.]</i></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p>	<p><b>Online Payment Service</b> <span>Screen ID: EPY-SET-0001</span></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>  <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</li> <li>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused.</li> <li>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</li> <li>For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.</li> <li>Balance of deposit account will only be refunded upon termination of Organization Account.</li> <li>If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</li> </ul>

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

Item	Process	Related screenshots for reference																																																								
14.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?” &gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the popup up of “Confirm to download file?” &gt;</p> <p>Click “Open file” to retrieve the Payment receipt&gt;</p>	<div><div>Step 8: Acknowledgement</div><div>Commence a new case</div><div>Screen ID: EFIL-CM1</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Case Details</div><div>Case Parties (For)</div><div>Case Parties (Against)</div><div>Upload Documents</div><div>Confirmation</div><div>Schedule Checklist Review Hearing Date</div><div>Payment</div><div>Acknowledgement</div></div></div></div> <div><div>Notice</div><div>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.</div></div> <div><div>Acknowledgement</div><div><div><div>Submitted By Mr. Lau To Fu (265.E0843000020)</div><div>Submitted On 25/01/2022 11:46:18</div><div>e-Payment Transaction Date Time 25/01/2022 11:46:04</div><div>e-Payment Method Credit Card(JCB)</div></div><div><div>Organization Happy Company</div><div>e-Filing Transaction Reference No. ET120000096</div><div>e-Payment Transaction Reference No. C202201256000603</div></div></div><div><div>Transaction Summary</div><table><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><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></table><div>Total amount : HKD 505.00</div></div><div><div>The Following Document(s) Have Been Uploaded</div><table><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><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></table></div><div><div>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</div><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div><div><div>Acknowledgement - .....pdf</div><div>Payment Receipt - e-.....pdf</div></div><div><div>Open file</div><div>Open file</div></div></div></div></div>	BATCH NO.	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Item	Process	Related screenshots for reference
15.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></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”&gt;</p> <p>Access Message Box&gt;</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> 
16.	<p><b>Internal process by Judiciary</b></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>

Item	Process	Related screenshots for reference
17.	<p><b><u>New Case Created message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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