

Create Organization User (OU) Account and set up iCMS functional roles

Account types

There are three types of sub-accounts for individuals within an Organization Account, namely

- (a) PA Account;
- (b) SA Account; and
- (c) OU Account.

After completion of the account activation process, holders of PA Account, or SA Account, may open OU Account(s) assigned with (i) different branch codes¹; and (ii) respective rights (i.e. iCMS Roles), to carry out actual electronic transactions with the e-Courts. Alternatively, a PA and a SA, may create an OU Account for himself/herself if he/she wishes to conduct electronic transactions on his/her own.

iCMS role of an OU

By default, an OU is only able to maintain one’s own profile.

Unless there is assignment of iCMS Role(s) to an OU, the related OU is unable to perform any electronic transaction with the e-Courts. Details of the iCMS Roles for the OUs are set out at Appendix II.

iCMS role: Court Case Processing (Full access)

Taking an OU Account holder with the iCMS roles and functions in the District Court as an example, an OU with the iCMS role “Court Case Processing (Full access)” is able to file/send documents online and perform all iCMS functions (including conducting inspection of filed documents and other electronic services). By means of the Message Box on the iCMS, the OUs will receive messages and documents from the court cases that their accounts are linked-up with.

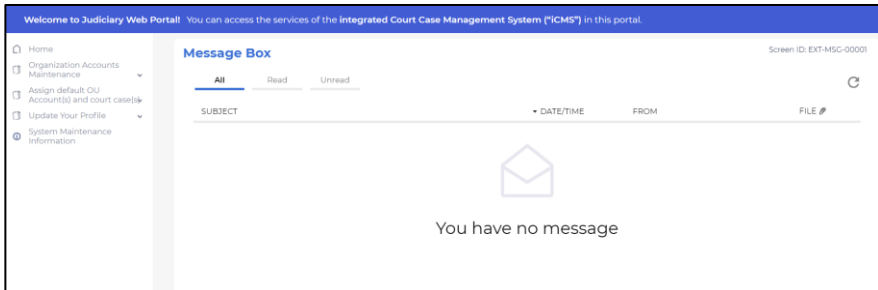
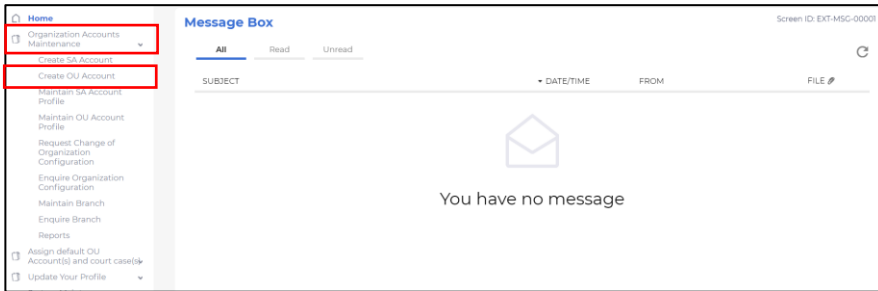
PA, or SA, may also create OU Accounts with iCMS role “Court Case Processing”. The main difference between the two iCMS roles is that, OU Accounts with iCMS role “Court Case Processing” will not have access to application for certification of translation service, or be able to make electronic payment separately.

OUs with iCMS roles to “Conduct Other Electronic Services” and “Make Electronic Payment” cannot file/send documents by means of the iCMS even if a court case is linked up these OU accounts.


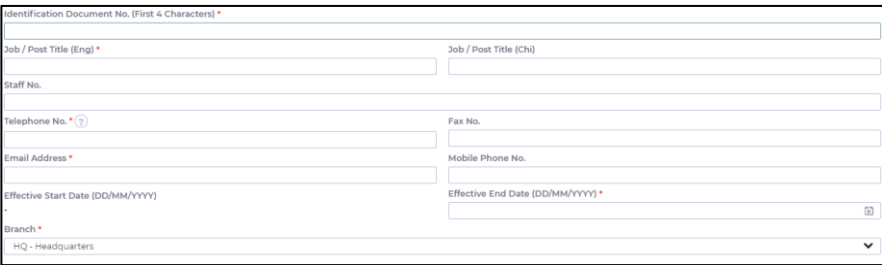
¹ Please refer to the step-by-step guide **Maintain Branch** for more information.

Step-by-step guide - “Create OU Account and set up iCMS functional roles”

This step-by-step guide outlines the general process required **to create an OU account by a PA, or by a SA, and set up iCMS functional roles**. 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.	<u>Login user account</u> <i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i>	<p>The landing page after logged-in is displayed</p> 
2.	<u>Organization Accounts Maintenance</u> Under Main Menu > Organization Accounts Maintenance > Select “Create OU Account” ² >	

² The first OU Account created by the PA will be automatically set as the default OU Account for the Organization to receive case-specific messages of court cases which have not been assigned to any OU Account. For details, please refer to step-by-step guides on **Maintain default OU Account** and **Enquire default OU Account**.

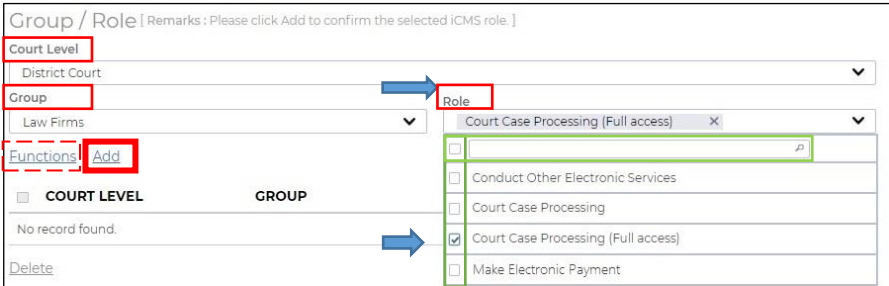
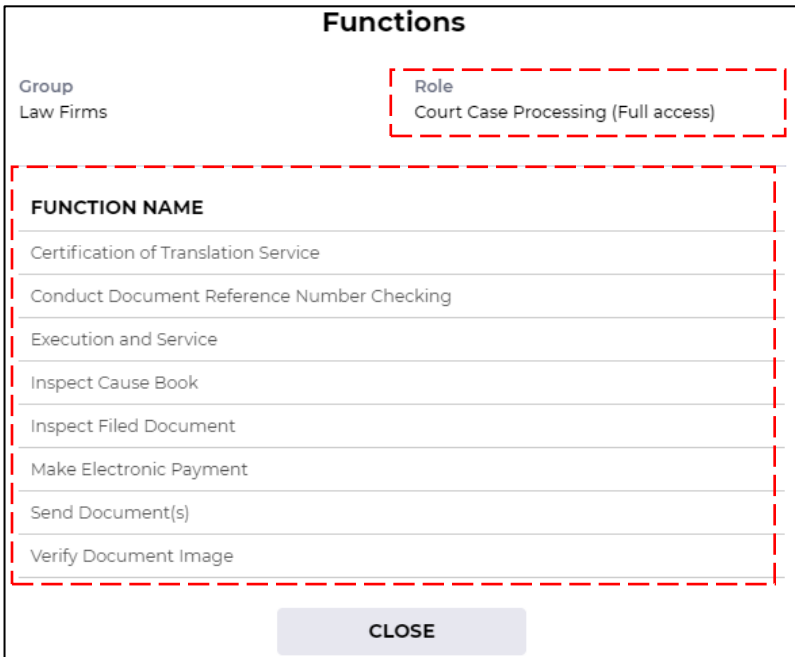
Item	Process	Related screenshots for reference
3.	<p><u>Input personal particulars of the OU</u></p> <p>Select an appropriate Title > Input Surname (Eng)³ and Given Name (Eng)³ > Input Surname (Chi) and Given Name (Chi) > Select an appropriate Identification Document Type > <i>[Note: If the option “Other Identity Document” is selected, please fill in the textbox under the field “Identification Document Type (Others) (Eng)/(Chi)” >]</i></p> <p>Input Identification Document No. > Input Job/Post Title (Eng) > Input Staff No. > Input Telephone No.³ > Input Fax No. > Input Email Address⁴ > Input Mobile Phone No. > Click the Date Picker to select an Effective End Date (DD/MM/YYYY)⁵ > Select the appropriate Branch¹ ></p>	<p>The “Create OU Account” screen is displayed</p>  <p><i>[Scroll down]</i></p> 

³ This information will be used as one of the answers to the security questions for Account Activation process.

⁴ The related email address will be used for receiving messages from the iCMS.

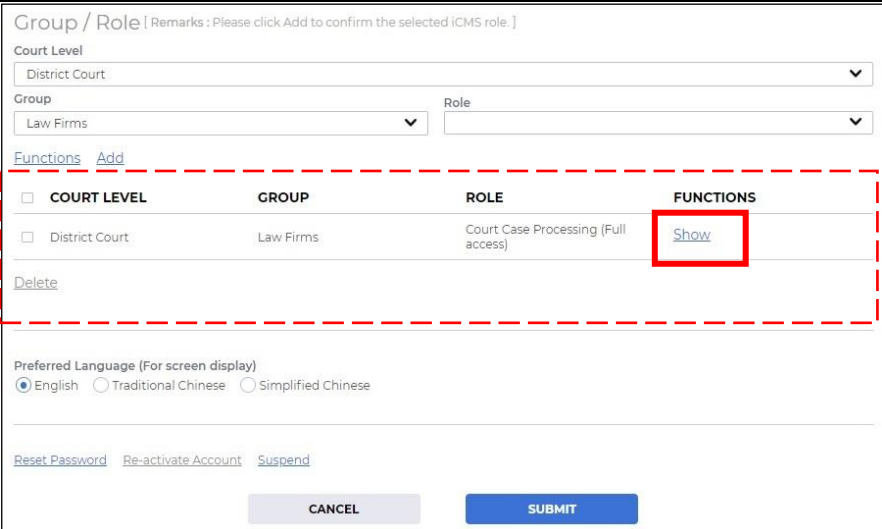
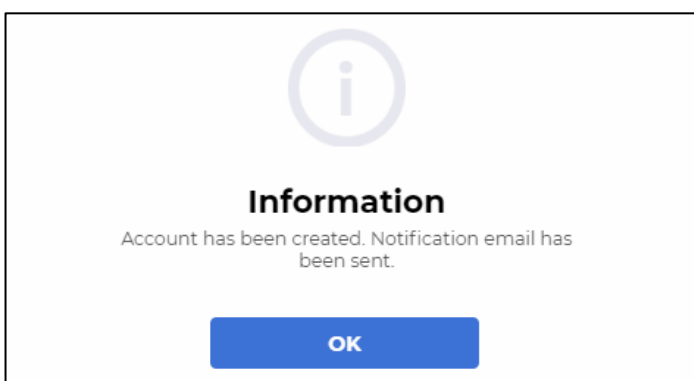
⁵ The Effective End Date represents the end date (inclusive) of an account to be able to access to the system.

Step-by-step guide - “Create OU Account and set up iCMS functional roles”

Item	Process	Related screenshots for reference
	<p>For assigning an iCMS role to an OU, choose the appropriate Court Level ></p> <p>Pick the appropriate Group ></p> <p>Select the respective Role⁶ ></p> <p><i>[Note: To select the Role, you may tick the checkbox next to a specific role or you may tick the checkbox next to the search bar above the drop-down list of “Role” to select all roles ></i></p> <p>Click “Add” and one new entry will appear at the Group / Role table ></p> <p><i>[Note: You may click “Functions” to view the list of functions of selected “Role”] ></i></p>	<p><i>[Scroll down]</i></p>  <p>The list of function(s) of the Role “Court Case Processing (Full access)” is displayed</p> 

⁶ Based upon the internal policy of the Organization, PA/SA may assign different iCMS Role(s) to each OU Account.

Step-by-step guide - “Create OU Account and set up iCMS functional roles”

Item	Process	Related screenshots for reference
	<p>For viewing the functions of the selected Role again, click “Show” ></p> <p>Select Preferred Language (for screen display) ></p> <p>Click “SUBMIT” ></p>	
4.	<p><u>Acknowledgement</u></p> <p>Click “OK” to finish the process</p> <p>Repeat Items 2 to 4 to create other OU account(s) if so requires</p>	<p>A pop-up message screen is displayed</p> 
NOTE	<p>The account holder will receive Notification via the registered email address. Please refer to step-by-step guide Activate a PA account (procedures applicable to Secondary Administrator (SA) & Organization User (OU) Accounts) for more information.</p>	

Appendix II

Summary of iCMS Roles & Functions in the District Court for an OU Account holder

iCMS Roles Functions	Court Case Processing (Full access)	Court Case Processing	Conduct Other Electronic Services	Make Electronic Payment
Electronic Filing ➤ Send Document(s)	√	√		
Inspection of Document ➤ Inspect Filed Document ➤ Inspect Cause Book	√	√	√	
Bailiff related services	√	√		
Certification of Translation Service ➤ Submit Application ➤ Maintain Draft Application ➤ Resubmit Application ➤ Download Certified Documents ➤ Refund Application	√		√	
Other Electronic Services ➤ Conduct Document Reference Number Checking ➤ Verify Document Image	√	√	√	
Make Electronic Payment	√		√	√

Summary of iCMS Roles & Functions in the Magistrates’ Courts for an OU Account holder

iCMS Roles Functions	Basic Access	Basic Access (Without Case Enquiry Function)
Electronic Filing ➤ Case Document Submission	√	√
Criminal Case ➤ Submit Application for Summons to Witness	√	√
Inspection of Document ➤ Electronic Application for Court Records ➤ Enquire Electronic Application for Court Records	√	√
Case Enquiry ➤ Enquire Summons and Notice ➤ Enquire Interpreter Request Status	√	
Certification of Translation Service ➤ Submit Application ➤ Maintain Draft Application ➤ Resubmit Application ➤ Download Certified Documents ➤ Refund Application	√	√
Other Electronic Services ➤ Conduct Document Reference Number Checking ➤ Verify Document Image	√	√
Make Electronic Payment	√	√

Summary of iCMS Roles & Functions in the Small Claims Tribunal for an OU Account holder

iCMS Roles Functions	Court Case Processing (Full access)	Court Case Processing	Conduct Other Electronic Services	Make Electronic Payment
Electronic Filing ➤ Send Document(s)	√	√		
Inspection of Document ➤ Inspect Filed Document ➤ Inspect Cause Book	√	√	√	
Bailiff Related Services ➤ Execution	√	√		
Certification of Translation Service ➤ Submit Application ➤ Maintain Draft Application ➤ Resubmit Application ➤ Download Certified Documents ➤ Refund Application	√		√	
Other Electronic Services ➤ Conduct Document Reference Number Checking ➤ Verify Document Image	√	√	√	
Make Electronic Payment	√		√	√