Create and Top up Deposit Account

This step-by-step guide outlines the general process required to create and top up a deposit account 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	Relevant screenshots for reference	
Create	Create deposit account		
[Note: holder.	[Note: The function of creating a deposit account is only available for Primary Administrator ("PA") account holder.]		
1.	Login user account		
	By PA account holder.	Screen ID: AUTH-LGN-00001	
	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Code* Login Name* Password* LOGIN Register an Account Account Activation Reset Password	
2.	Access "Maintain Deposit Account" function Click "Deposit Account Maintenance"> Select "Maintain Deposit Account">	C Home Screen ID: EXT-MSC-00001 Organization Accounts C Assign default OU Assign default OU Assign default OU Assign default OU Assign default OU Assign default OU Assign default OU Assign default OU Maintenance Maintenance Maintenance Maintenance Invitation for Creation of Deposit Account Update Your Profile	
3.	Create a deposit account Click "Create account" to create a deposit account for the Organization Account >	BRANCH BRANCH BRANCH DEPOSIT DATE OF DEPOSIT CURRENT BALANCE HQ Headquarters Active - - Create account	

Item	Process	Relevant screenshots for reference
		The "Judiciary Deposit Account in Integrated Court Case Management System Terms and Conditions" (Terms and Conditions) screen is displayed.
	Having read and understood the Terms and Conditions , tick the checkbox of	Create Account
	"I acknowledge that I have read and understood the terms and conditions above ">	Judiciary Deposit Account in Integrated Court Case Management System Terms and Conditions
		 Agreement to Terms and Conditions These terms and conditions apply to the use of deposit account by organization account users under the integrated Court Case Management System ("ICKS"). The use of deposit account constitutes unconditional acceptance of these terms and conditions as the same may be modified and/or supplemented from time to time in accordance with these terms and conditions. Definitions
	Click "NEXT">	"e-Court" means a court and/or a tribunal specified by the rules made by the Chief Justice under Section 6 of the Court Proceedings (Electronic Technology) Ordinance;
		 Indemnity The organization agrees to indemnify the Judiciary against any losses, damages, costs, liabilities and expenses incurred by the Judiciary in relation to claims or disputes which arise from the User's use of the deposit account. The Judiciary's failure or delay to exercise or enforce any right in these terms and conditions does not waive the Judiciary's right to enforce that right. Variation The Judiciary may modify, suspend or discontinue any information or features of the deposit account at any time, with or without notice, and without liability. The Judiciary may modify and/or supplement these terms and conditions at any time and from time to time with or without any prior notice. Revised acceptance of the updated or amended terms. The User should check the Message Box or visit this webpage from time to time for the updated terms and conditions. Language The Standitions shall be been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail. Choice of Law and Jurisdiction These terms and conditions shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region. Any dispute arising under these terms and conditions and the terms and conditions shall be subject to the exclusive jurisdiction of the courts of the Hong Kong Special Administrative Region. Any dispute arising under these terms and conditions about Ancel
4.	Select payment method and input amount of	Step 1: Input Application Details
	initial deposit	
	Select "Payment Method*", e.g. "Online payment by credit card or PPSB". For "Payment over the counter", please refer to items 8 - 10>	Application Details Payment Acknowledgement Ackno
	Input "Amount (HKD)">	 Please present the payment advice to any of the accounts offices of Court of Final Appeal, High Court, District Court, Small Claims Tribunal and Magistrates' Courts for payment. The address and opening hours of the accounts offices can be found <u>here</u>. If payment is made by cheque over the counters, please allow 5 working days for the cheque to be cleared by banks before the payment is credited to the deposit account/sub-account.
		Field with * is required information Payment Method *
	[Note: Payment ceiling for online credit card payment	Online payment by credit card or PPSB Amount (HKD) •
	is HK\$3,300 while that for web-based PPS Shop&Buy	(Minimum amount for initial deposit: HKD 3,000) CANCEL OK

Item	Process	Relevant screenshots	for reference
	Service ("PPSB") as set by the service provider is HK\$100,000.]		
Online	e payment of deposit by credi	t card or PPSB	
5.	Online Payment Service	Step 2: Payment	
	Select one "Payment Method" and the "PAY" will be activated.	Online Payment Service Type of Service: Merchant Name: Deposit Account Transaction Reference No: Deposit Account Number: Transaction Date: Total Amount:	Screen ID: EPY-SET-0001 The Judiciary R2016000518 LAWFIRMZ-000 09/07/2024 HKD 3,300.00
	Click "PAY">	Payment Method:	
	[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 3 at item 6.]	 Please take note of the transaction refer After pressing the pay button, please DC transaction may not be successful. Merchant Name is applicable to credit c. PPS Shop&Buy(PPSB) does not support you wish to pay by PPSB, please change Some users may receive an error page o gateway. If you experience such a proble Accounts with deposit accounts only) or Different credit card issuers may have in Please contact your card issuer if you we For refund of online payment by credit c appropriate case party or legal represent deposit account. Balance of deposit account will only be if the payment exceeds the ceiling of the 	CANCEL PAY ence number or PRINT the page for enquiry on the payment status when necessary. NOT leave this page until you are redirected to the acknowledgement page, otherwise your ard payment method only. payment wis browsers of mobile devices (including mobile phones and tablets) at the moment. If to use desktop computer. It have to wait for several minutes before they get a response from the credit card payment m, please wait a moment and retry, or change to use deposit account (applicable to Organization PPSB to settle the payment. We apologise for any inconvenience caused. Iplemented different mechanisms to authenticate the cardholder's identity during online payment. It to learn more about the Verified by Visa and MasterCard SecureCode service. ard or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the tative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by tion Accounts with deposit accounts only), the refund amount will be credited to the same deposit efunded upon termination of Organization Account. payment method, such payment method will not be shown above.
6.	Acknowledgement	Step 3: Acknowledgme	ent
	Click "SAVE PAYMENT RECEIPT">	Create Account	Screen ID: EPY-DEP-00103
	Click "DOWNLOAD" in	Application Details	Payment Acknowledgement
	the pop-up of "Confirm to download file?">	Acknowledgement Submitted By Ms. Wong Po Po(LAWFIRMZ.itooou1) Submitted On	Organization Z & Co. Solicitor Deposit Account Transaction Reference No.
	Click "Open file" to retrieve the Payment Receipt >	09/07/2024 164/315 e-Payment Transaction Date Time 09/07/2024 164/428 e-Payment Method Credit Card[DCB] Please save or print the Payment Receipt as a pr	P2016000518 e-Payment Transaction Reference No. C202407098000809 Deposit Account Number LAWFIRMZ-000
			CLOSE SAVE PAYMENT RECEIPT
		Co	nfirm to download file?
		CLO	DSE DOWNLOAD
		R2016000518_Paympdf Open file	

Item	Process	Relevant screenshots for reference	
7.	Acknowledgement	Message box with message header(s) appears on the landing page	
	message sent to the	C Home Screen Dr ExtrASG-00001	
	message box of PA	Anison and a count (see (see (see (see (see (see (see (se	
	Click "Home">	Deposit Account Maintain Deposit Account Maintain Deposit Account Account Application for Created 16:44 Finance Section 482KB Application for Created 16:4	
	Access Message Box>	Enquire Deposit Account Invitation for Creation of Deposit Account for Making Electronic Payments in ICMS 1630 Finance Section	
	Click the message header to	Click the message header to open and read the content and attachment	
	open and read the content	therein	
	and attachment therein.	Morecado Detaile Screen ID: EXT-MSG-0002	
		Kask &	
		Deposit Account Created Date/Time 09/07/2024 16:44 From Finance Section To LAWFIRMZ/toooul This message serves to confirm the successful payment of initial deposit (e-Payment Transaction Reference No. C2024/07098000809) made via iCMS on 09/07/2024 16:44-28 This message serves to confirm the successful payment of initial deposit (e-Payment Transaction Reference No. C2024/07098000809) made via iCMS on 09/07/2024 16:44-28 Time is expressed in 24-hour format). The deposit account (account no: LAWFIRMZ-000) has been created and is now available for use. Please click the attachment link to obtain the payment receipt. Deposit sub-account(s) has/ have also been created for the existing branch(es) (if any) automatically by the system. If you would like to top up the deposit sub-account(s) or transfer the deposit from deposit account (account film as account(s) you can submit the request in the "Maintain Deposit Account" function of ICMS.	
		1 Attachment/e	
		Popp Payment Receipt - e-Payment TRN-R2016000518.pdf	
		482KB	
Payme	ent of deposit over the counter	r	
8.	Select payment method	Step 1: Input Application Details	
	and input amount of	Create Account Screen ID: EPY-DEP-00102	
	<u>initial deposit</u>		
	Salast "Daymont over the	1 2 3	
	Select Fayment over the	Application Details Payment Acknowledgement	
	Matha d*?	Note:	
	Method [*] >	The deposit can be paid by the following methods. Please select the payment method and input the deposit amount. Please note that the deposit account/ sub- account balance will only be refunded upon termination of Organization Account. (i) Online payment	
	Input "Amount (HKD)">	 Online provide and payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card payment is \$3,300 for each payment transaction. 	
		 For payments exceeding \$3,300, it must be made through web-based PPS Shop&Buy Service ("PPSB") subject to in which the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently \$100,000. 	
	Click OK >	 (ii) Payment over the counters A payment advice will be generated by the system. The payment advice will lapse if payment is not made by the payment due date printed on the payment advice. A fresh request for creation of deposit account is required to be submitted after the payment advice has lapsed. Please present the payment advice to any of the accounts offices of Court of Final Appeal, high Court, District Court, Small Claims Tribunal and Magistrates' Courts for payment. The address and opening hours of the accounts offices are be found <u>here</u>. If payment is made by cheque over the counters, please allow 5 working days for the cheque to be cleared by banks before the payment is credited to the deposit account. 	
		Field with * is required information	
		Payment Method *	
		Payment over the counter	
		(Minimum amount for initial deposit: HKD 3,000)	
		CANCEL	

Item	Process	Relevant screenshots for reference	
9.	<u>Acknowledgement</u>	Step 2: Acknowledgment	
	Click "SAVE PAYMENT ADVICE" to download the payment advice for settlement in designated account offices> Click "DOWNLOAD" in the pop-up of "Confirm to download file?" > Click "Open file" to retrieve the payment advice > <u>INote: The payment advice can be settled in designated accounts offices. For details of the designated accounts offices, please refer to the website of the Judiciary (https://www.judiciary.hk/e n/e_courts/faq_epayment.ht ml).]</u>	<text></text>	
10.	Acknowledgement message sent to the message box of PA Click "Home"> Access Message Box> Click the message header to open and read the content and attachment therein. [Note: Please follow the instructions on the payment advice for settling the initial deposit.]	Message box with message header(s) appears on the landing page Image: Second	

Item	Process	Relevant screenshots for reference
Тор ц	n deposit account	
[Note: Organi	[Note: The function of topping up deposit account is available for PA, Secondary Administrator ("SA") and Organization User ("OU") account holders.]	
11.	Login user account	
	Either by PA, SA or OU account holder. [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Screen ID: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Cogin Name* Password* LOGIN Register an Account [Account Activation] Reset Password
12.	Access "Maintain DepositAccount" functionClick "Deposit AccountMaintenance">Select "Maintain DepositAccount">	Home Granization Accounts Maintenance Maintain Deposit Account Enquire Deposit Account Update Your Profile V
13.	Top up deposit account Scroll the bar to the right	Maintain Deposit Account Screen ID: EPY-DEP-00100
		BRANCH BRANCH BRANCH BRANCH DEPOSIT DATE OF DEPOSIT CURRENT B. CODE DESCRIPTION STATUS NUMBER DATE OF ACCOUNT (HKD) (AS A NUMBER STATUS 21/11/2024 18
		HQ Headquarters Active LAWFIRMZ-000 09/07/2024 Active 3,300.00
	Click "Top-up">	Image: Screen ID: EPY-DEP-00100
	[Note: For SA and OU account holder, he/ she can	DATE OF DEPOSIT CURRENT BALANCE ACCOUNT (HKD) (AS AT CREATION STATUS 21/11/2024 18:02:29)
	top up deposit account/ sub- account of the branch assigned. SA account holder can top up deposit account and sub-accounts	O 09/07/2024 Active 3,300.00 Transaction Details Top-up Image: Cenerate Deposit Account Balance Report Image: Cenerate Deposit Account Balance Report Image: Cenerate Deposit Account Balance Report

Item	Process	Relevant screenshots for reference
Item		
	of all branches provided	
	Account - SA (All	
	Branches)" is assigned by	
	the PA.]	
14.	Select payment method	Step 1: Input Top-up Details
	and input top-up amount	Top-up Screen ID: EPY-DEP-00106
	ppp	
	Select "Payment Method*",	
	e.g. "Online payment by	
	credit card or PPSB". For	Top-up Details Payment Acknowledgement
	"Payment over the	Note:
	counter", please refer to	The deposit can be paid by the following methods. Please select the payment method and input the deposit amount. Please note that the deposit account/sub-account balance will only be refunded upon termination of Organization Account.
	items 18-20>	 Online payment Online credit card payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card
	Input "A mount (HKD)">	 For payment is HK\$3,300 for each payment transaction. For payments exceeding HK\$3,300, it must be made through web-based PPS Shop&Buy Service ("PPSB") subject to in which
	input Aniount (IIKD) >	(ii) Payment over the counter
	Click "OK">	 A payment advice will be generated by the system. The payment advice will lapse if payment is not made by the expiry date specified in the payment advice. A fresh request for top-up is required to be submitted after the payment advice has lapsed.
	Note: Payment coiling for	 Please present the payment advice to any of the accounts offices of Court of Final Appeal, High Court, District Court, Small Claims Tribunal and Magistrates' Courts for payment. The address and opening hours of the accounts offices can be found here.
	online credit card payment	 If payment is made by cheque over the counters, please allow 5 working days for the cheque to be cleared by banks before the payment is credited to the deposit account/ sub-account.
	is HK\$3,300 while that for	Field with * is required information
	PPSB as set by the service	Receiving Deposit Account and Branch Code
	provider is HK\$100,000.]	LAWFIRM-000 (HQ) Payment Method *
		Online payment by credit card or PPSB
		Amount (HKD) *
Onlin	a tan un narmant hu anadit a	CANCEL OK
Unin	e top-up payment by credit ca	
15.	Online Payment Service	Step 2: Payment
	Select one "Payment	Online Payment Service Screen ID: EPY-SET-0001
	Method" and the "PAY"	Type of Service: Judiciary Online Payment Service
	will be activated.	Deposit Account Transaction Reference No: R23600316
		Transaction Date: 26/06/2025
	Click "PAY">	
	[Note: You will be	
	redirected to the website of	CANCEL PAY
	External Payment Service	 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
	Provider for payment.	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 deposit account (applicable to Organization Accounts
	Upon successful payment,	with deposit accounts only) or 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. Delease contact wour card issuer if you want to learn more about the Verified by Vice and MaterCard Securice Core service.
	you will be realisected back	 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 dependent account of a second second
	3 at item 16 1	 deposit account, (applicable to organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account. Balance of deposit account will only be refunded upon termination of Organization Account.
		If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.

Item	Process	Relevant screenshots for reference	
16.	Acknowledgement	Step 3: Acknowledgement	
	Click "SAVE PAYMENT RECEIPT">	Top-up Screen ID: EPY-DEP-00107	
	Click "DOWNLOAD" in the pop-up of "Confirm to download file?">	Top-up Details Payment Acknowledgement	
	Click "Open file" to retrieve the Payment Receipt>	Acknowledgement Submitted By Mr. Cheung Siu Ming (LAWFIRM.itoopai) Creanization S. Cheung Adios & Co. Submitted On 26/06/2025 ISIS/39 Deposit Account Transaction Reference No. R2268020030616 e-Payment Transaction Date Time 26/06/2025 ISIS/35 Deposit Account Number LAWFIRM-000 Please save or print the Payment Receipt as a proof of your payment. Deposit Account Number LAWFIRM-000 Please save or print the Payment Receipt as a proof of your payment. SAVE PAYMENT RECEIPT CLOSE SAVE PAYMENT RECEIPT CLOSE Deposit Account file? CLOSE DownLoad file? R2151000350_Paympdf	
17.	Acknowledgement message sent to the message box of PA/ SA/ OU concerned Click "Home"> Access Message Box> Click the message header to open and read the content and attachments therein.	Message box with message header(s) appears on the landing page Image: Superior State Image: State	

Item	Process	Relevant screenshots for reference
Тор-и	p payment over the counter	Message Details Screen ID: EXT-MSG-00002 Gack Image: Comparison of the second seco
18.	Select payment method	Step 1: Input Top-up Details
10.	and input ton-up amount	Screen ID: FPV-DFP-00106
	Select "Payment over the counter" under "Payment Method*"> Input "Amount (HKD)"> Click "OK">	Concel Concel
19.	Acknowledgement	Step 3: Acknowledgement
	Click "SAVE PAYMENT ADVICE" to download the payment advice for settlement in designated accounts offices> Click "DOWNLOAD" in the pop-up of "Confirm to download file?" >	Top-up 2 3 Top-up Calls Bymen Acknowledgement Mainteed Py Organization Calls Mcchang Size Mining (LAWFIRM.tooper) S. Cherup Adios & Co. Depose Accnowledgement Minineed Pi Organization Depose Accnowledgement Depose Accnowledgement Minineed Pi S. Cherup Adios & Co. Depose Accnowledgement Depose Accnowledgement Minineed Pick Depose Accnowledgement Depose Accnowledgement DeposeAccnowledgement

Item	Process	Relevant screenshots for reference
	Click "Open file" to retrieve the payment advice > <u>INote: The payment advice</u> <u>can be settled in designated</u> <u>accounts offices. For</u> <u>details of the designated</u> <u>accounts offices, please</u> <u>refer to the website of the</u> <u>Judiciary</u> (<u>https://www.judiciary.hk/e</u> <u>n/e_courts/faq_epayment.ht</u> ml).1	CLOSE Deposit Account Pay,pdf Open file
20.	Acknowledgement message sent sent to the message box of PA/ SA/ OU concerned Click "Home"> Access Message Box> Click the message header to open and read the content	Message box with message header(s) appears on the landing page
	and attachments therein. [Note: Please follow the instructions on the payment advice for settling the top- up payment.]	Click the message header to open and read the content and attachment therein 15:20 Message Details Screen ID: EXT-MSC-00002 Clack Clack Celept of Request for Topping Up Deposit Account Date/Time 26/06/2025 15:20 Prom Enance Section To LAWFIRM.toopal This message serves to confirm the receipt of request for topping up deposit account (account number: LAWFIRM-000) made via iCMS on 26/06/2025 15:20:17 (Time is expressed in 24-hour format). Please click the attachment link to obtain the payment advice for settlement of payment. If payment is not made by the expiry date specified in the payment advice, the payment advice will lapse and a fresh request for top-up needs to be submitted in iCMS again. If payment is made by cheque, please allow 5 working days for the cheque to be cleared by banks. I Attachment(s) Prof Payment Advice - Advice NO-DP20250626152017460.pdf SEXEM