
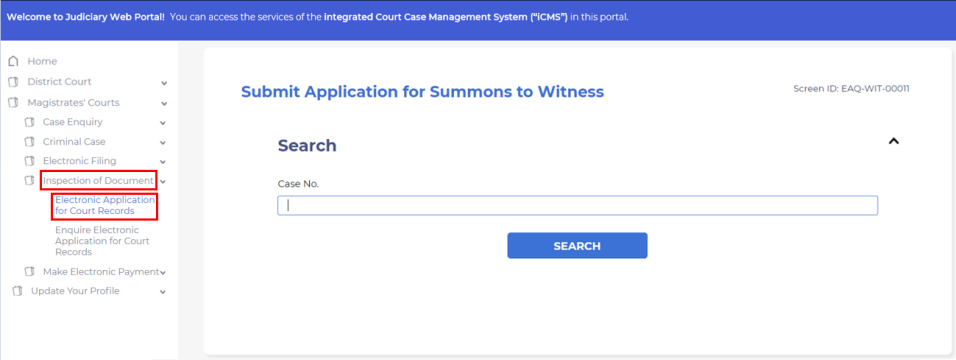
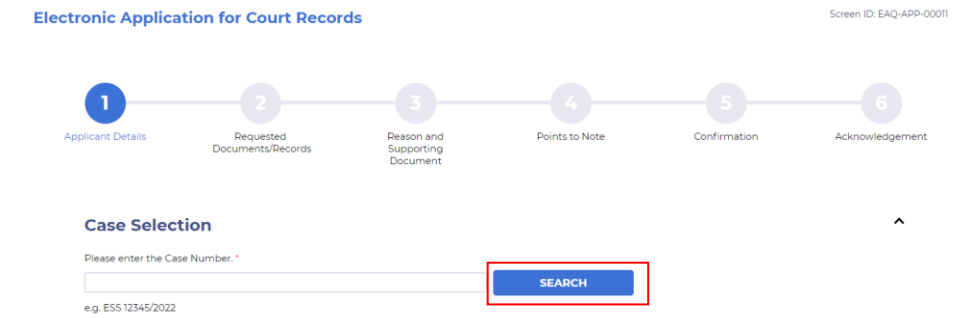
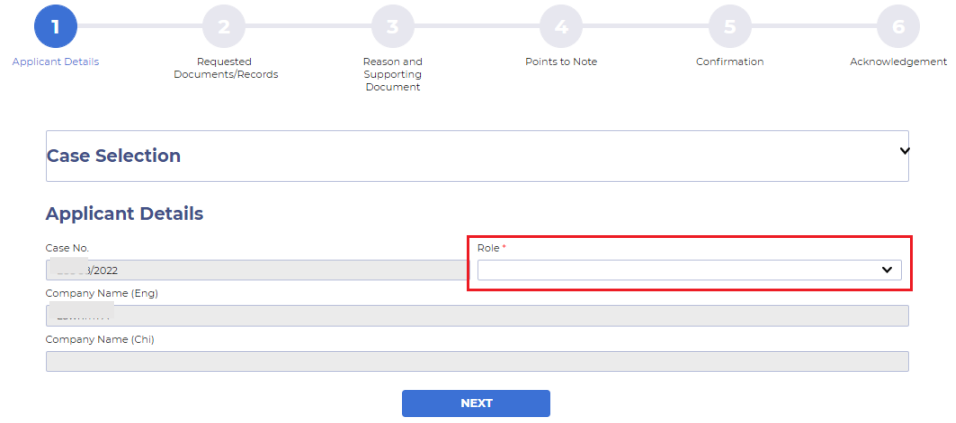
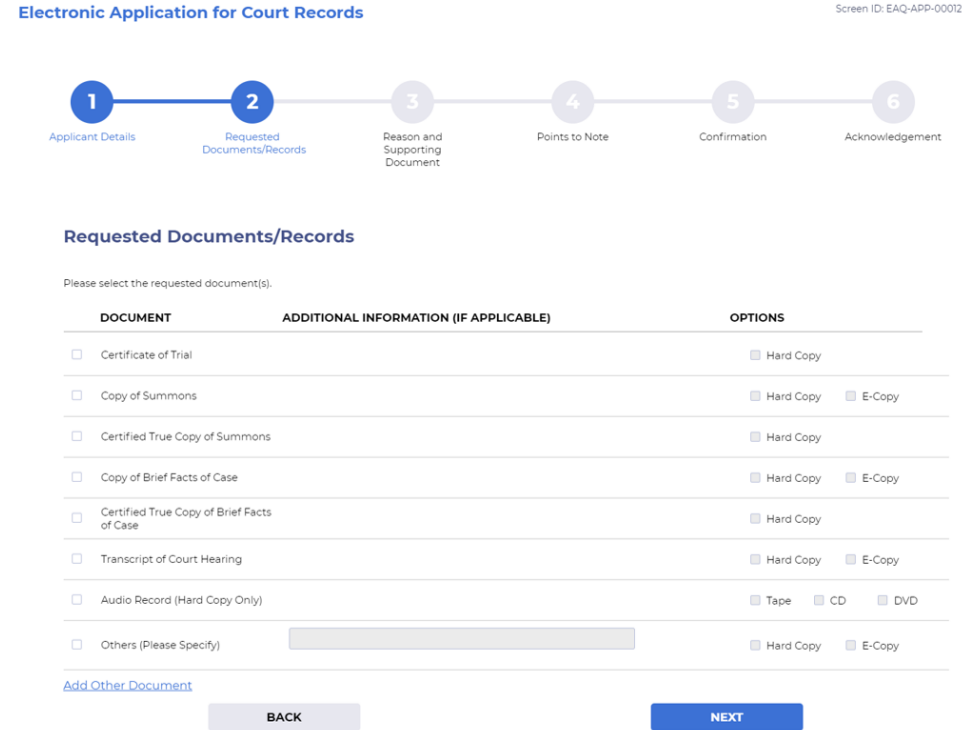
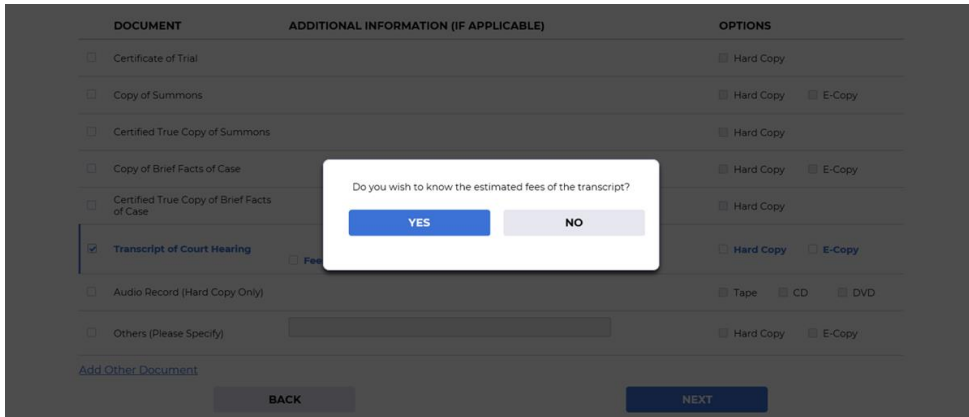


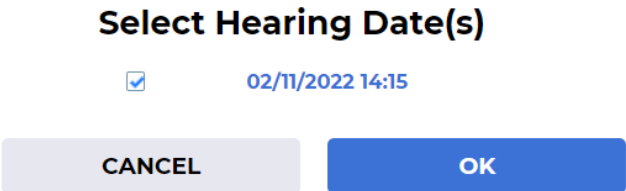
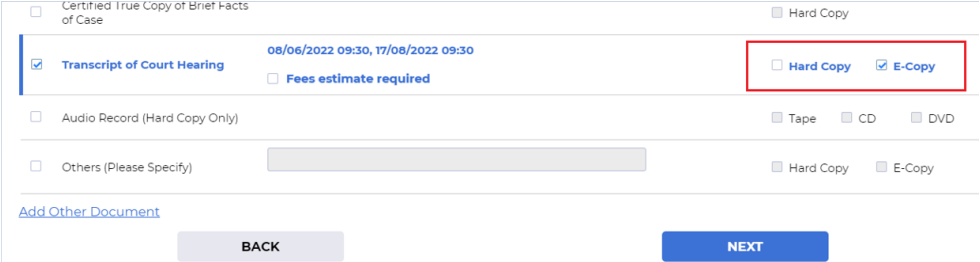
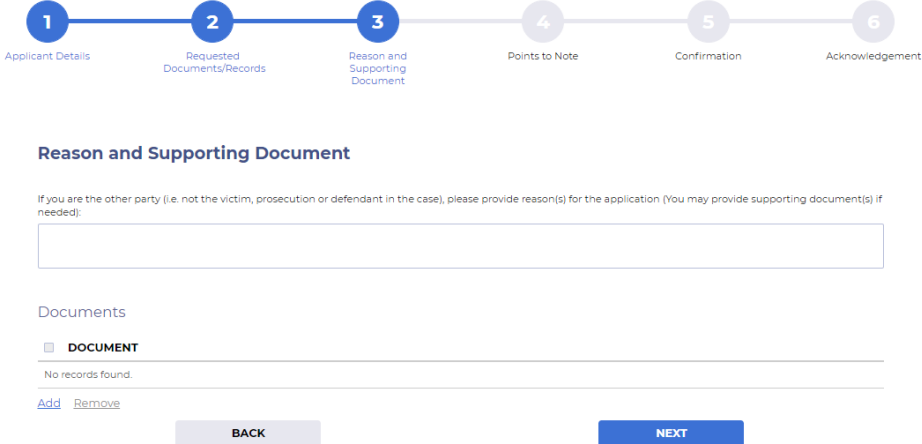
Electronic Application for Court Records

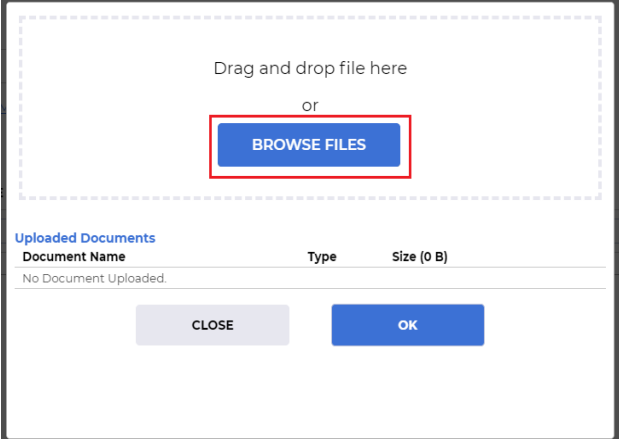
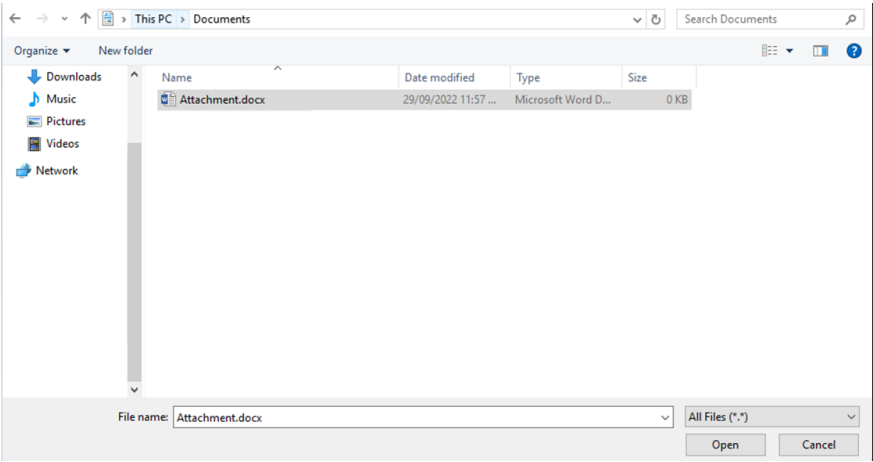
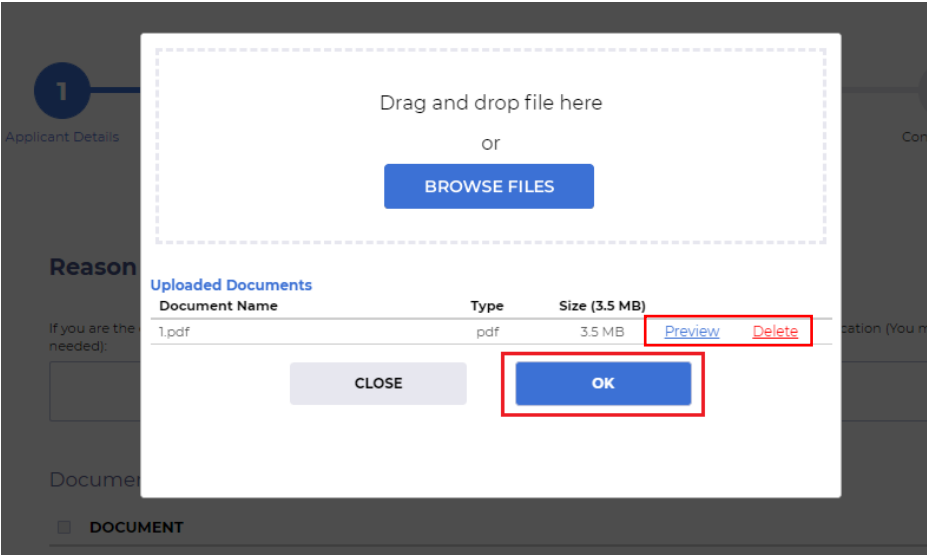
This step-by-step guide outlines the general process required to make application for court records using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

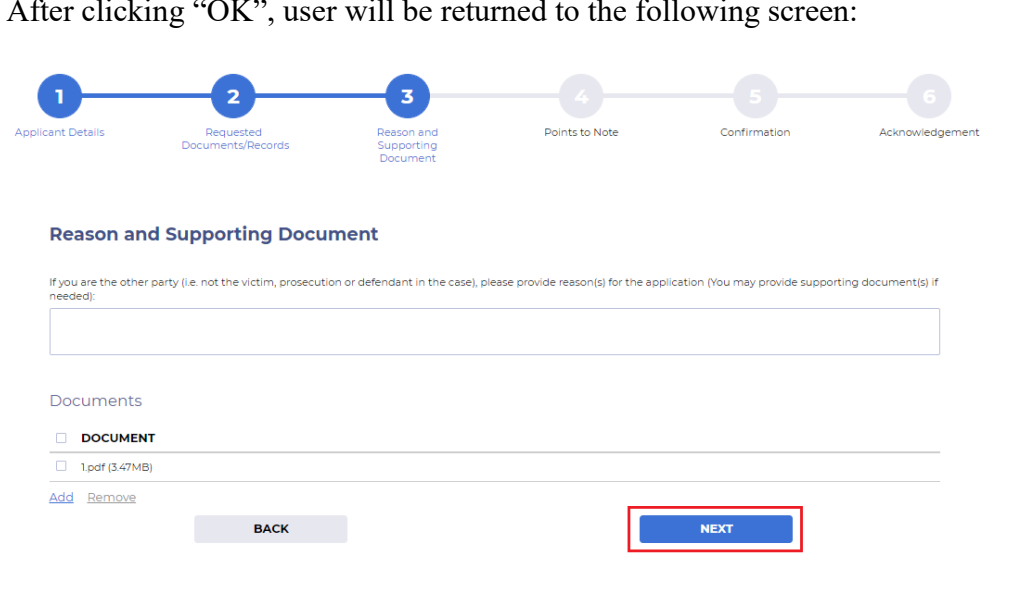
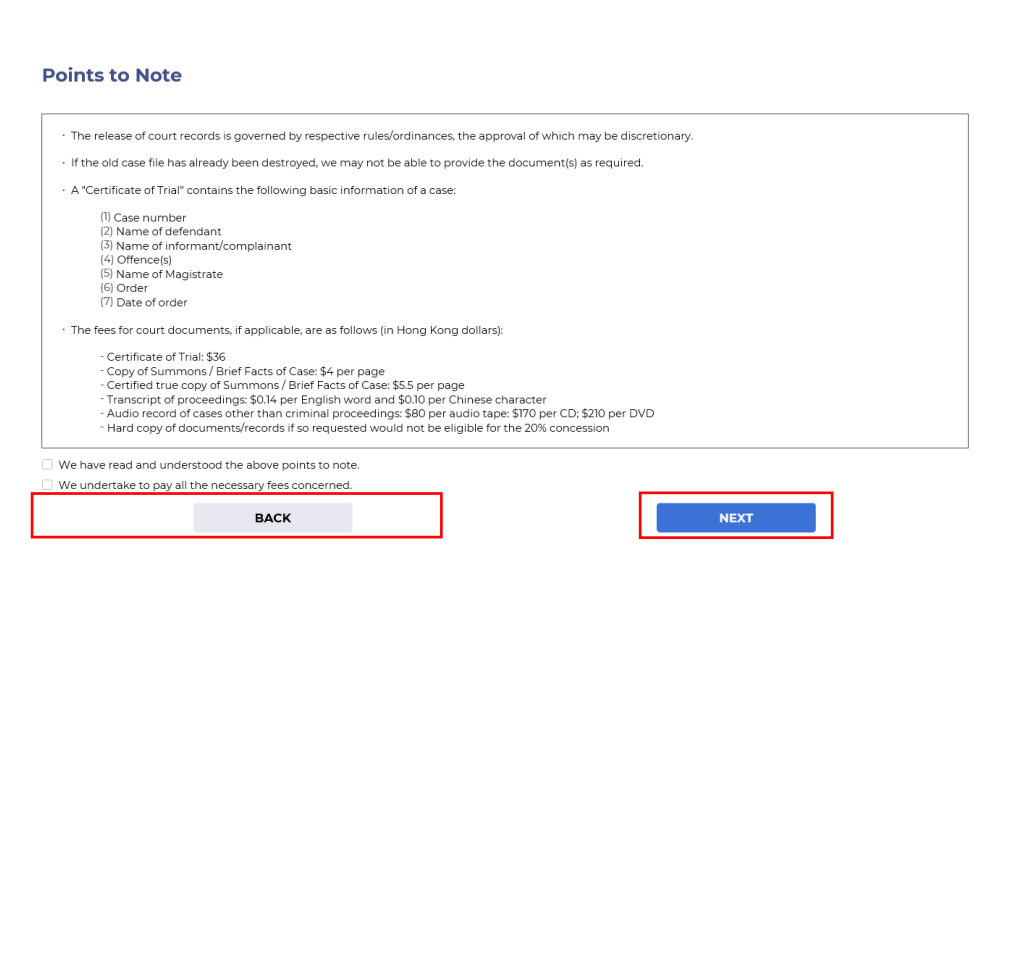
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h2>LOGIN</h2> <p>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>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;">  <h2>SIGN IN</h2> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Individual User (“IU”)"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div>

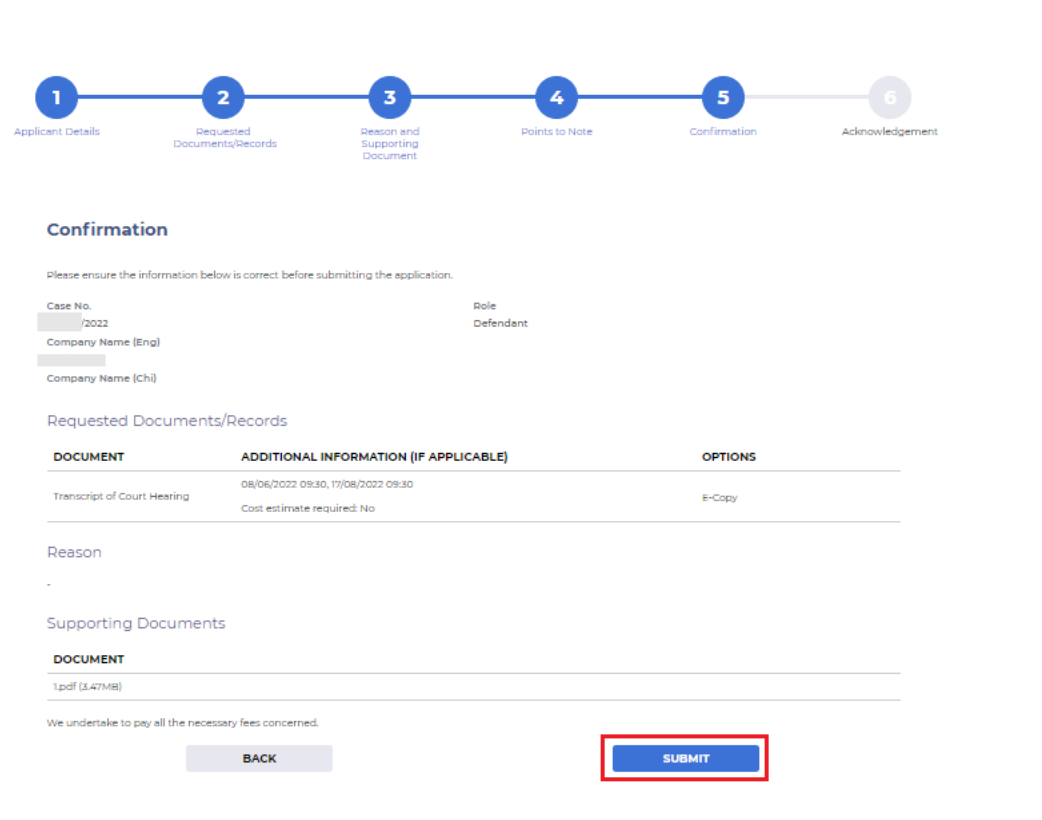
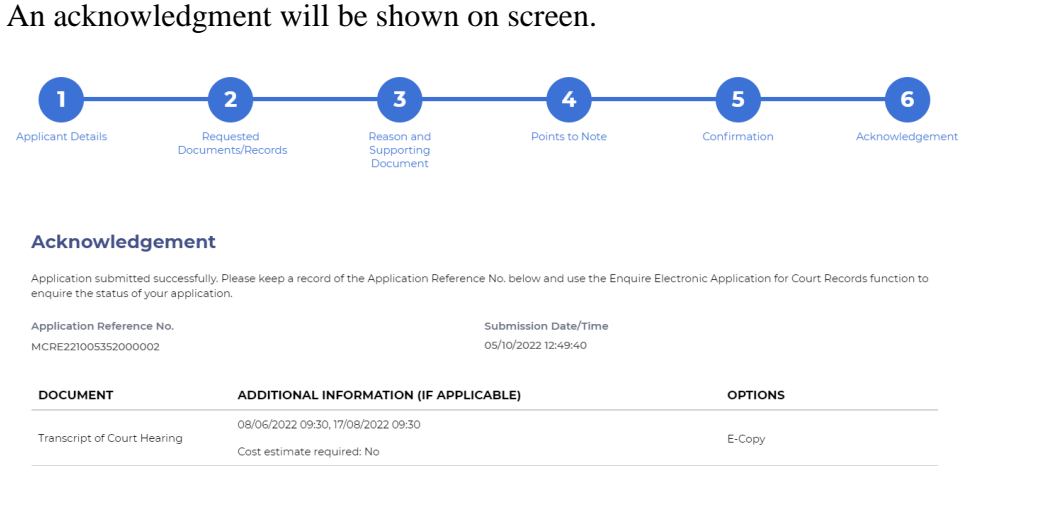
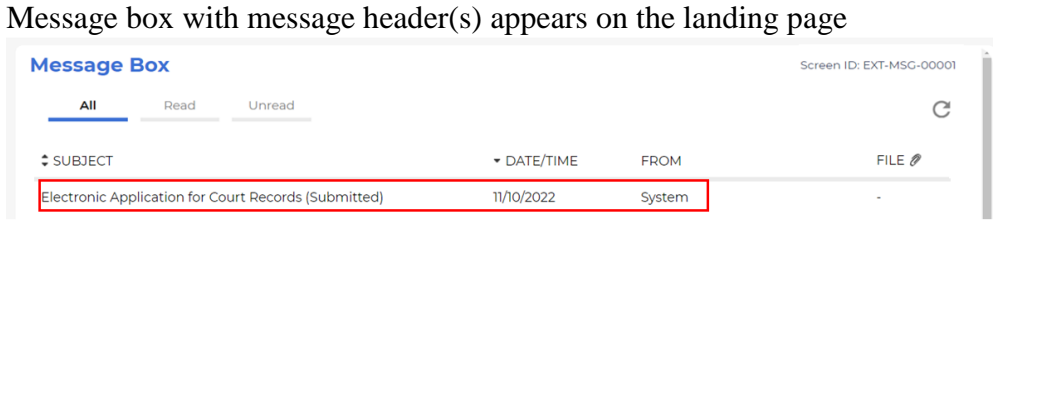
Item	Process	Relevant screenshots for reference
2.	<p><u>Access the function</u></p> <p>Select court level, e.g. “Magistrates’ Courts” ></p> <p>Click “Inspection of Document” ></p> <p>Select “Electronic Application for Court Records”</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> District Court Magistrates’ Courts Case Enquiry Criminal Case Electronic Filing Inspection of Document <ul style="list-style-type: none"> Electronic Application for Court Records Enquire Electronic Application for Court Records Make Electronic Payment Update Your Profile <p>Submit Application for Summons to Witness</p> <p>Search</p> <p>Case No.</p> <p>SEARCH</p>
3.	<p><u>Enter case number</u></p> <p>Enter the case number and click “SEARCH”.</p>	<p>UI for case selection is displayed.</p>  <p>Electronic Application for Court Records</p> <p>1 Applicant Details</p> <p>2 Requested Documents/Records</p> <p>3 Reason and Supporting Document</p> <p>4 Points to Note</p> <p>5 Confirmation</p> <p>6 Acknowledgement</p> <p>Case Selection</p> <p>Please enter the Case Number.*</p> <p>SEARCH</p> <p>e.g. ESS 12345/2022</p>
4.	<p><u>Input role of applicant</u></p> <p>Select the “Role” and click “NEXT”.</p> <p>Note: The “Role” will be auto-indicated by system on the following conditions:</p> <p><u>For IU</u></p> <p>The case has been linked-up with your IU account.</p> <p><u>For OU</u></p> <p>i. The case has been linked-up with your organization.</p>	 <p>1 Applicant Details</p> <p>2 Requested Documents/Records</p> <p>3 Reason and Supporting Document</p> <p>4 Points to Note</p> <p>5 Confirmation</p> <p>6 Acknowledgement</p> <p>Case Selection</p> <p>Applicant Details</p> <p>Case No.</p> <p>Role *</p> <p>Company Name (Eng)</p> <p>Company Name (Chi)</p> <p>NEXT</p>

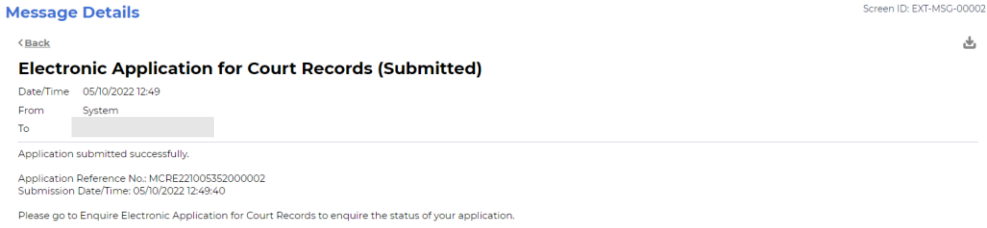
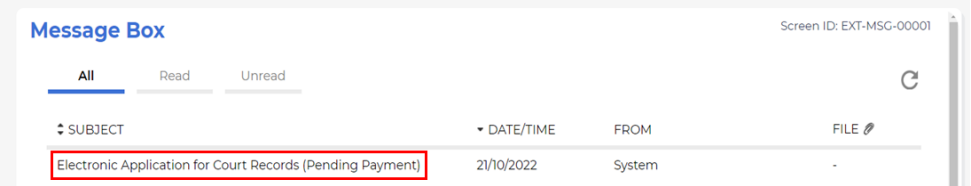
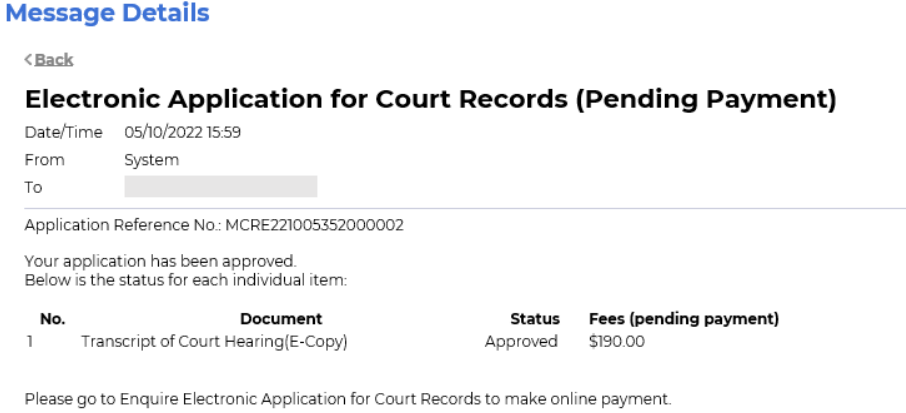
Item	Process	Relevant screenshots for reference																											
	ii. The PA/SA has assigned the case to you.																												
5.	<p>Select document</p> <p>Select relevant document(s) and form of document(s) from the available options. You can choose more than one option.</p> <p>Below is an example of application for transcript.</p>	 <p>Electronic Application for Court Records Screen ID: EAQ-APP-00012</p> <p>1 Applicant Details — 2 Requested Documents/Records — 3 Reason and Supporting Document — 4 Points to Note — 5 Confirmation — 6 Acknowledgement</p> <p>Requested Documents/Records</p> <p>Please select the requested document(s).</p> <table border="1"> <thead> <tr> <th>DOCUMENT</th> <th>ADDITIONAL INFORMATION (IF APPLICABLE)</th> <th>OPTIONS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Certificate of Trial</td> <td></td> <td><input type="checkbox"/> Hard Copy</td> </tr> <tr> <td><input type="checkbox"/> Copy of Summons</td> <td></td> <td><input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy</td> </tr> <tr> <td><input type="checkbox"/> Certified True Copy of Summons</td> <td></td> <td><input type="checkbox"/> Hard Copy</td> </tr> <tr> <td><input type="checkbox"/> Copy of Brief Facts of Case</td> <td></td> <td><input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy</td> </tr> <tr> <td><input type="checkbox"/> Certified True Copy of Brief Facts of Case</td> <td></td> <td><input type="checkbox"/> Hard Copy</td> </tr> <tr> <td><input type="checkbox"/> Transcript of Court Hearing</td> <td></td> <td><input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy</td> </tr> <tr> <td><input type="checkbox"/> Audio Record (Hard Copy Only)</td> <td></td> <td><input type="checkbox"/> Tape <input type="checkbox"/> CD <input type="checkbox"/> DVD</td> </tr> <tr> <td><input type="checkbox"/> Others (Please Specify) <input type="text"/></td> <td></td> <td><input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy</td> </tr> </tbody> </table> <p>Add Other Document</p> <p style="text-align: center;"><input type="button" value="BACK"/> <input type="button" value="NEXT"/></p>	DOCUMENT	ADDITIONAL INFORMATION (IF APPLICABLE)	OPTIONS	<input type="checkbox"/> Certificate of Trial		<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Copy of Summons		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy	<input type="checkbox"/> Certified True Copy of Summons		<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Copy of Brief Facts of Case		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy	<input type="checkbox"/> Certified True Copy of Brief Facts of Case		<input type="checkbox"/> Hard Copy	<input type="checkbox"/> Transcript of Court Hearing		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy	<input type="checkbox"/> Audio Record (Hard Copy Only)		<input type="checkbox"/> Tape <input type="checkbox"/> CD <input type="checkbox"/> DVD	<input type="checkbox"/> Others (Please Specify) <input type="text"/>		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy
DOCUMENT	ADDITIONAL INFORMATION (IF APPLICABLE)	OPTIONS																											
<input type="checkbox"/> Certificate of Trial		<input type="checkbox"/> Hard Copy																											
<input type="checkbox"/> Copy of Summons		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy																											
<input type="checkbox"/> Certified True Copy of Summons		<input type="checkbox"/> Hard Copy																											
<input type="checkbox"/> Copy of Brief Facts of Case		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy																											
<input type="checkbox"/> Certified True Copy of Brief Facts of Case		<input type="checkbox"/> Hard Copy																											
<input type="checkbox"/> Transcript of Court Hearing		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy																											
<input type="checkbox"/> Audio Record (Hard Copy Only)		<input type="checkbox"/> Tape <input type="checkbox"/> CD <input type="checkbox"/> DVD																											
<input type="checkbox"/> Others (Please Specify) <input type="text"/>		<input type="checkbox"/> Hard Copy <input type="checkbox"/> E-Copy																											
6.	<p>Indicate if estimated fees of the transcript are needed</p> <p>If “YES” is clicked, court staff will estimate the fees of the transcript for your confirmation.</p> <p>If “NO” is clicked, court staff will process the application without providing the estimated fees of the transcript for your confirmation.</p>	 <p>Requested Documents/Records</p> <p>Do you wish to know the estimated fees of the transcript?</p> <p style="text-align: center;"><input type="button" value="YES"/> <input type="button" value="NO"/></p>																											

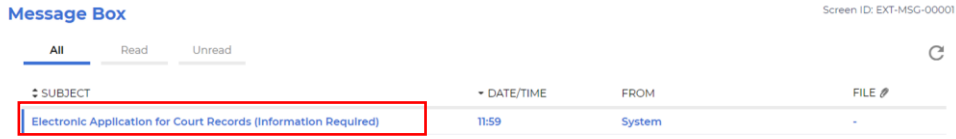
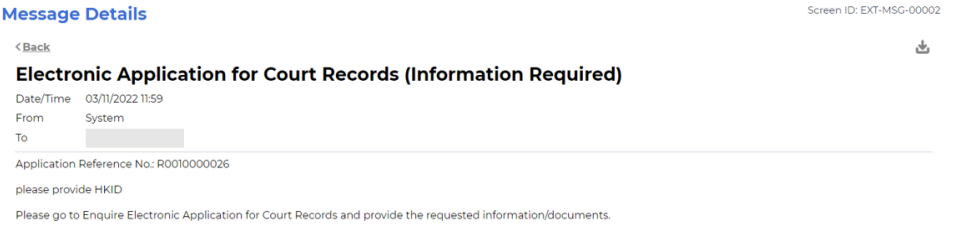
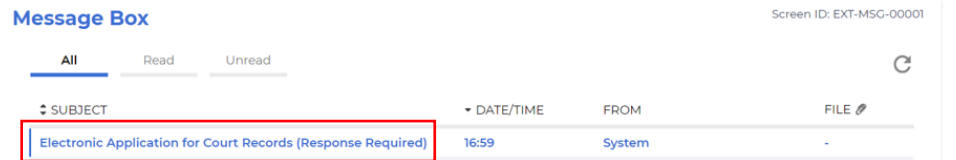
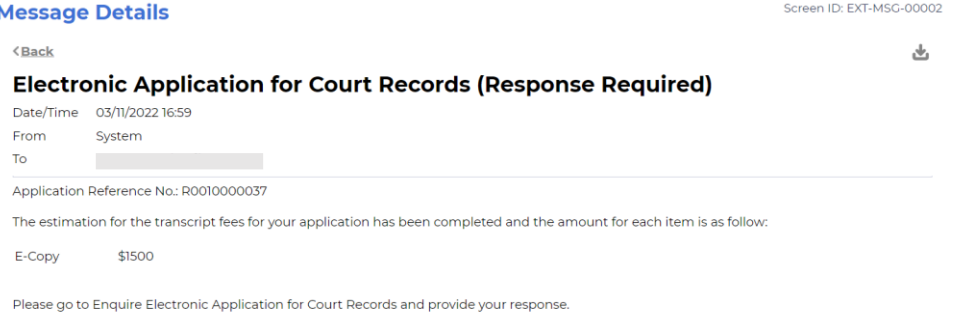
Item	Process	Relevant screenshots for reference
	<p>Below is an example of the application for transcript which does not require estimation of fees being approved.</p>	
7.	<p>Select hearing date(s)</p> <p>Select one or more hearing dates and click “OK”.</p>	
8.	<p>Select hard copy or e-copy</p> <p>Select Hard Copy or E-Copy and click “NEXT”.</p>	
9.	<p>Input reason and upload supporting documents</p> <p>If you are not parties of the case, such as prosecution, defendant or victim, input the reason for the application and upload supporting document if needed.</p> <p>If applicable, click “Add” for uploading the supporting document(s).</p>	

Item	Process	Relevant screenshots for reference
10.	<p><u>Input reason and upload supporting documents (cont'd)</u></p> <p>Click “BROWSE FILES”</p>	
11.	<p><u>Input reason and upload supporting documents (cont'd)</u></p> <p>Browse and select the file for upload and click “Open”.</p>	
12.	<p><u>Input reason and upload supporting documents (cont'd)</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>The file name, type and size of the added document will be shown.</p> 


Item	Process	Relevant screenshots for reference
	<p>Or, click “Delete” if the uploaded document is not in order</p> <p>Click “NEXT” to proceed</p>	<p>After clicking “OK”, user will be returned to the following screen:</p> 
13.	<p><u>Points to Note</u></p> <p>Read the “Points to Note”, tick the boxes “We have read and understood the above points to note.” and “We undertake to pay all the necessary fees concerned.” if they are understood and agreed.</p> <p>Click “NEXT”.</p>	

Item	Process	Relevant screenshots for reference
14.	<p><u>Confirmation</u></p> <p>Check if the application is in order, click “BACK” to go back to previous pages for amendment or click “SUBMIT” to submit the application.</p>	
15.	<p><u>Acknowledgement</u></p> <p>An acknowledgement will be shown.</p>	<p>An acknowledgment will be shown on screen.</p> 
16.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home” from menu on the left ></p> <p>Access Message Box ></p>	<p>Message box with message header(s) appears on the landing page</p> 

Item	Process	Relevant screenshots for reference								
	Click the message header to read the content	<p>Click the message header to read the content and the attachment therein</p>  <p>The screenshot shows a message header with the following details: Message Details, Screen ID: EXT-MSG-0002, < Back, Electronic Application for Court Records (Submitted), Date/Time: 05/10/2022 12:49, From: System, To: [Redacted]. Below the header, it states: 'Application submitted successfully. Application Reference No.: MCRE221005352000002. Submission Date/Time: 05/10/2022 12:49:40. Please go to Enquire Electronic Application for Court Records to enquire the status of your application.'</p>								
17.	Internal Process by Judiciary	Sender will receive a message in iCMS message box after internal process by Judiciary.								
18.	<p><u>Message for payment sent to the message box of OU/IU as appropriate</u></p> <p>If the application is approved and payment is required, message of pending payment will be sent to the message box</p> <p>Or if payment is not required, message of approval will be sent to the message box</p> <p>Click “Home” ></p> <p>Access Message Box ></p> <p>Click the message header to read the content</p> <p><i>[Note: For the steps of making payment and downloading electronic records, please refer to step-by-step guide “Enquire Electronic Application for Court Records” for</i></p>	<p>Message box with message header(s) appears on the landing page</p>  <p>The screenshot shows a message box with the following details: Message Box, Screen ID: EXT-MSG-00001, All (selected), Read, Unread, Refresh icon. Below the filters, there is a table with columns: SUBJECT, DATE/TIME, FROM, FILE. One message is listed: 'Electronic Application for Court Records (Pending Payment)', 21/10/2022, System, -.</p> <p>Click the message header to read the content and the attachment therein</p>  <p>The screenshot shows a message details page with the following details: Message Details, < Back, Electronic Application for Court Records (Pending Payment), Date/Time: 05/10/2022 15:59, From: System, To: [Redacted]. Below the header, it states: 'Application Reference No.: MCRE221005352000002. Your application has been approved. Below is the status for each individual item:'</p> <table border="1" data-bbox="526 1398 1281 1444"> <thead> <tr> <th>No.</th> <th>Document</th> <th>Status</th> <th>Fees (pending payment)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Transcript of Court Hearing(E-Copy)</td> <td>Approved</td> <td>\$190.00</td> </tr> </tbody> </table> <p>Please go to Enquire Electronic Application for Court Records to make online payment.</p>	No.	Document	Status	Fees (pending payment)	1	Transcript of Court Hearing(E-Copy)	Approved	\$190.00
No.	Document	Status	Fees (pending payment)							
1	Transcript of Court Hearing(E-Copy)	Approved	\$190.00							

Item	Process	Relevant screenshots for reference
	<p><i>more information if necessary.]</i></p>	
<p>19.</p> <p><u>Other scenarios (if applicable)</u></p> <p>Or if the application is processed by the Court and more information is required, a message of information required will be sent to your Message Box</p> <p><i>[Note: For the steps of providing information, please refer to step-by-step guide “Enquire Electronic Application for Court Records” for more information if necessary.]</i></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 attachment therein</p> 
<p>20.</p> <p><u>Other scenarios (if applicable) (cont'd)</u></p> <p>Or if you have indicated your preference to receive the estimation of transcript fees in the application in step 6, a message of response required will be sent to your Message Box to confirm the estimation of transcript fees</p> <p><i>[Note: For the steps of providing response to the estimation of</i></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 attachment therein</p> 

Item	Process	Relevant screenshots for reference
	<p><i>transcript fees, please refer to step-by-step guide “Enquire Electronic Application for Court Records” for more information if necessary.]</i></p>	

 Internal process by Judiciary