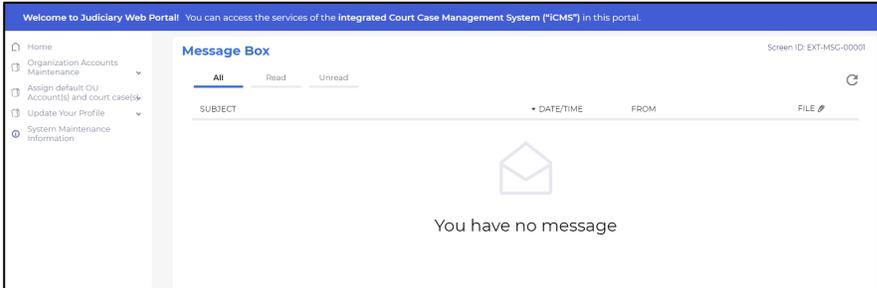
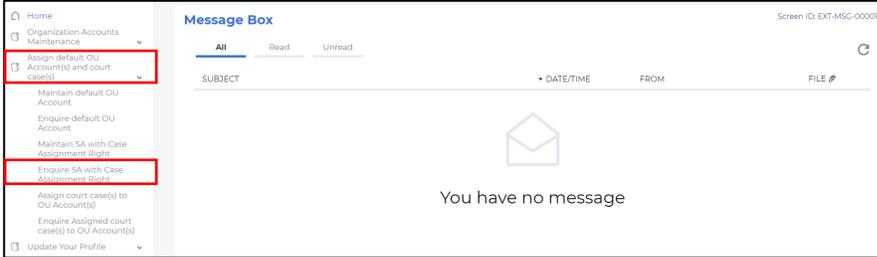
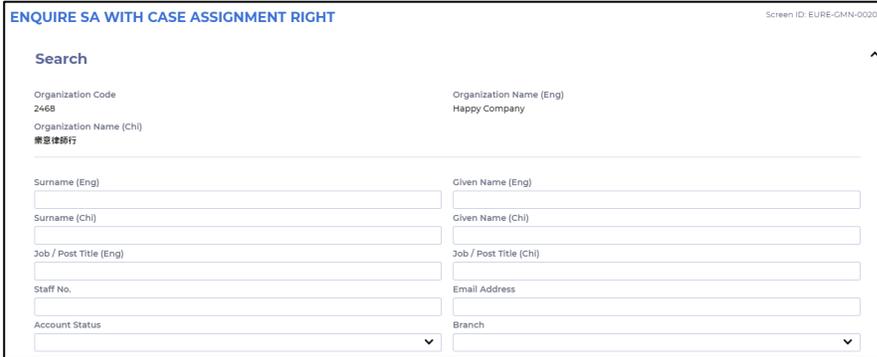
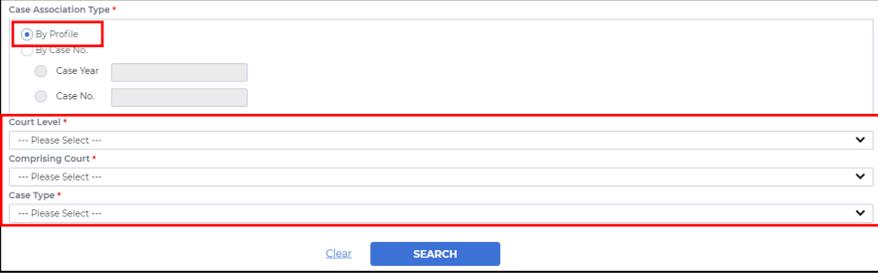
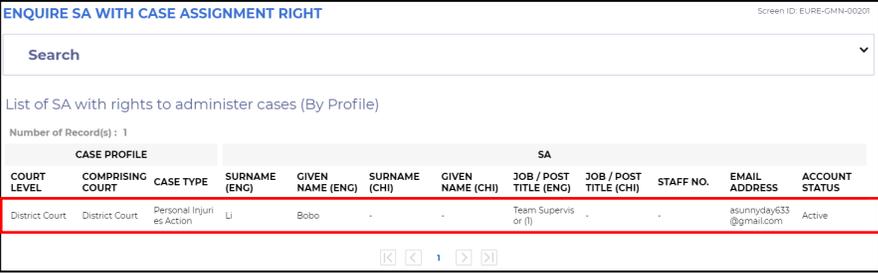
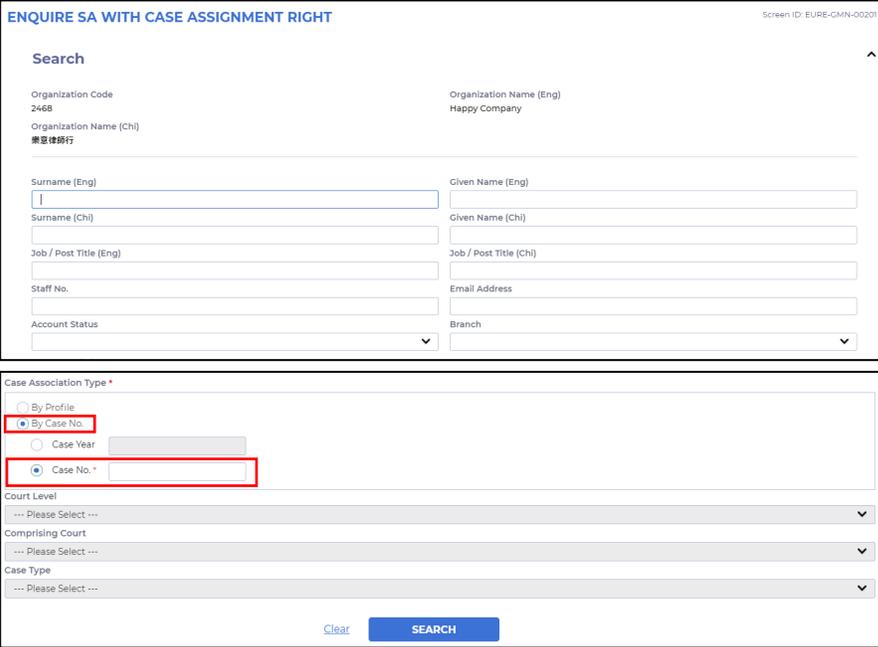


Enquire SA with case assignment right

This step-by-step guide outlines the general process required to enquire SA Account holders with case assignment right to assign court cases to OUs that PA entitles them to do so. 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><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
NOTE	<p>The function of “Enquire SA with Case Assignment Right” is only available to the PA(s) of the Organization to access.</p>	
2.	<p><u>Assign default OU Account(s) and court case(s)</u></p> <p>After logging in with a PA account, under Main Menu ></p> <p>Select Assign default OU Account(s) and court case(s) ></p> <p>Select Enquire SA with Case Assignment Right ></p>	<p>The landing page of PA Account after logged-in is displayed</p> 
3.	<p>Option (1): Enquire by Profile</p>	<p>The “Enquire SA with Case Assignment Right - Search” screen is displayed</p> 

Step-by-step guide - “Enquire SA with case assignment right”

Item	Process	Related screenshots for reference
	<p><u>Search by Profile</u></p> <p>Select the option “By Profile” (i.e. case type) ></p> <p>Select Court Level ></p> <p>Select Comprising Court ></p> <p>Select Case Type ></p> <p>Click “SEARCH” ></p>	
4.	<p><u>Search result shows in the record table</u></p> <p>Depending on the search criteria entered, the result will then display</p>	<p>The search result – “List of SA with rights to administer cases (By Profile)” screen is displayed</p> 
NOTE	<p><i>If the case link-up arrangement to a SA is made by way of Profile, the system will not be able to support enquiry of assigned cases by a specific case number, even though the concerned case comes from the same case profile.</i></p>	
5.	<p>Option (2): Enquire by Case Number</p> <p><u>Search by Case No.</u></p> <p>Select the option “By Case No.” ></p> <p>Input Case No. ></p> <p><i>[Note: PA may also conduct search by using the search criteria <u>case year</u>.</i></p> <p>Select the option “By Case No.” ></p> <p>Input Case Year ></p> <p>Select “Court Level” ></p> <p>Select “Comprising Court” ></p> <p>and “Case Type”]</p> <p>Click “SEARCH” ></p>	<p>The “Enquire SA with Case Assignment Right - Search” screen is displayed</p> 

Step-by-step guide - “Enquire SA with case assignment right”

Item	Process	Related screenshots for reference																																	
6.	<p><u>Search result shows in the record table</u></p> <p>Depending on the search criteria entered, the result will then display</p>	<p>The search result – “List of SA with rights to administer cases (By Case No.)” screen is displayed</p>  <p>The screenshot shows a search interface with the title "ENQUIRE SA WITH CASE ASSIGNMENT RIGHT" and a search bar. Below the search bar, it displays "List of SA with rights to administer cases (By Case No.)" and "Number of Record(s) : 1". A table follows with columns for CASE NO., PARTY / ACTED FOR PARTY, SURNAME (ENG), GIVEN NAME (ENG), SURNAME (CHI), GIVEN NAME (CHI), JOB / POST TITLE (ENG), JOB / POST TITLE (CHI), STAFF NO., EMAIL ADDRESS, and ACCOUNT STATUS. One record is shown for DCPI 1/2022, with Party/Wong Hoi Fung, Surname Li, Given Name Bobo, and Job Title Team Supervisor (I).</p> <table border="1"> <thead> <tr> <th colspan="2">CASE</th> <th colspan="9">SA</th> </tr> <tr> <th>CASE NO.</th> <th>PARTY / ACTED FOR PARTY</th> <th>SURNAME (ENG)</th> <th>GIVEN NAME (ENG)</th> <th>SURNAME (CHI)</th> <th>GIVEN NAME (CHI)</th> <th>JOB / POST TITLE (ENG)</th> <th>JOB / POST TITLE (CHI)</th> <th>STAFF NO.</th> <th>EMAIL ADDRESS</th> <th>ACCOUNT STATUS</th> </tr> </thead> <tbody> <tr> <td>DCPI 1/2022</td> <td>P1 Wong Hoi Fung</td> <td>Li</td> <td>Bobo</td> <td>-</td> <td>-</td> <td>Team Supervisor (I)</td> <td>-</td> <td>-</td> <td>asunnyday633@gmail.com</td> <td>Active</td> </tr> </tbody> </table>	CASE		SA									CASE NO.	PARTY / ACTED FOR PARTY	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS	DCPI 1/2022	P1 Wong Hoi Fung	Li	Bobo	-	-	Team Supervisor (I)	-	-	asunnyday633@gmail.com	Active
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