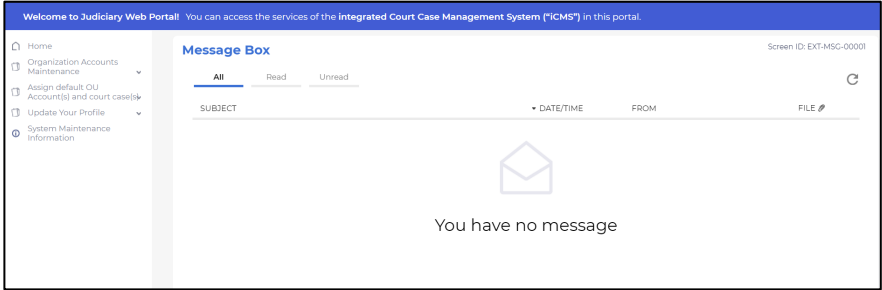
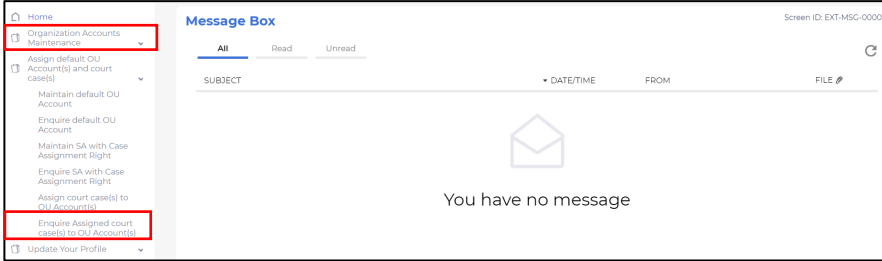
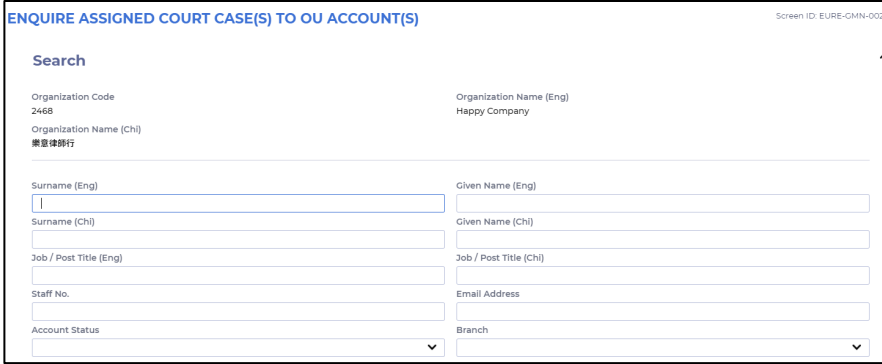
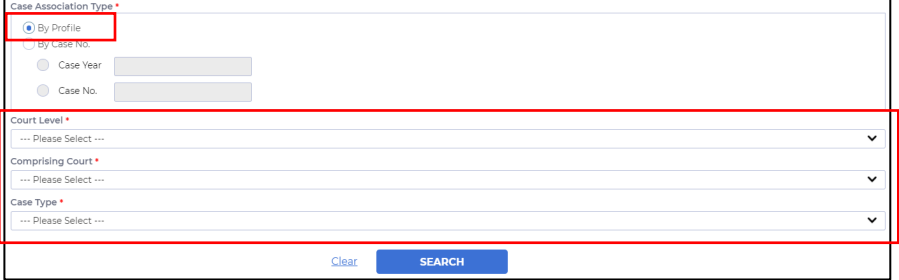
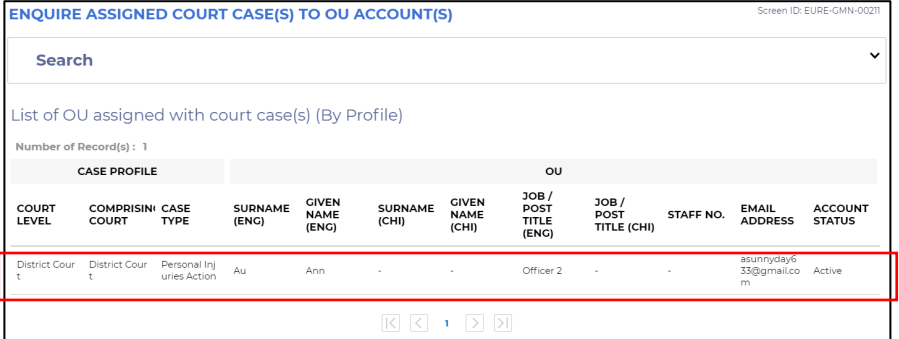
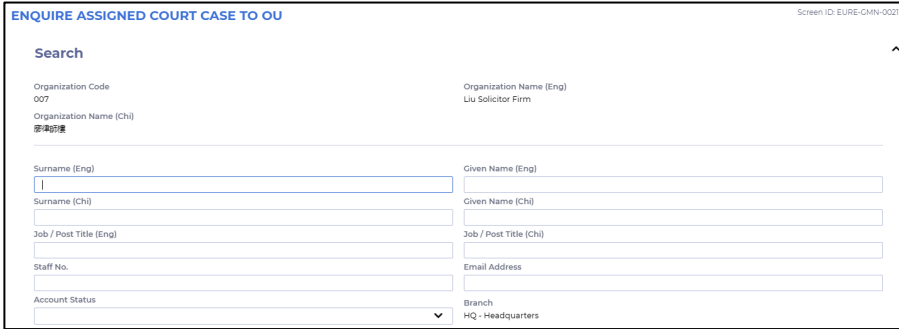


## Enquire assigned court case(s) to OU Account(s)

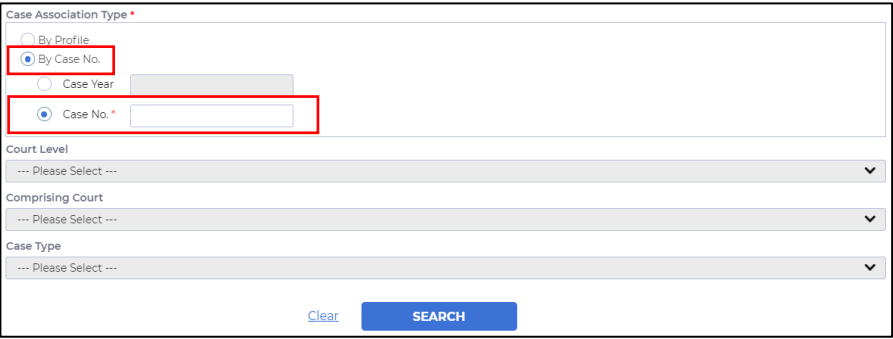
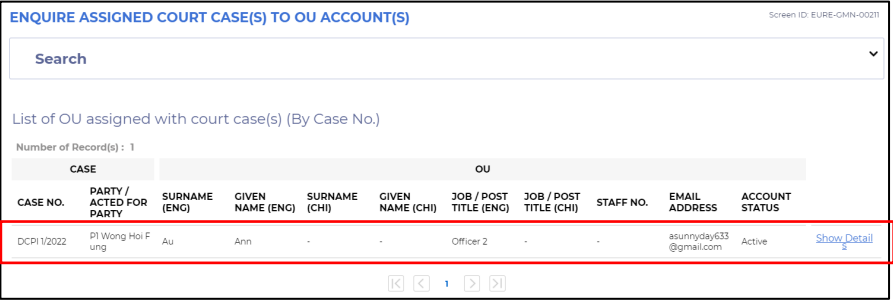
This step-by-step guide outlines the general process required to enquire court case(s) assigned to OU Account(s) **by a PA, the SA with the iCMS Role “To link-up case to OU Accounts (all branches)”, and a SA of the same branch.** It is for general guidance only. The screenshots provided hereunder are 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><i>[Note: Please refer to the step-by-step guide <b>Account Login and Logout</b> for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><b><u>Enquire Assigned court case(s) to OU Account(s)</u></b></p> <p>Under Main Menu &gt;</p> <p>Assign default OU Account(s) and court case(s) &gt;</p> <p>Select Enquire Assigned court case(s) to OU Account(s) &gt;</p>	
3.	<p><b>Option (1): Enquire by Profile</b></p>	<p>The “Enquire Assigned court case(s) to OU Account(s) - Search” screen is displayed</p> 

Step-by-step guide - “Enquire assigned court case(s) to OU Account(s)”

	Process	Related screenshots for reference																																				
	<p><b><u>Search by Profile</u></b></p> <p>Select the option “By Profile” (i.e. case type) &gt;</p> <p>Select Court Level &gt;</p> <p>Select Comprising Court &gt;</p> <p>Select Case Type &gt;</p> <p>Click “SEARCH” &gt;</p>																																					
4.	<p><b><u>Search result shows in the record table</u></b></p> <p>Depending on the search criteria entered, the result will then display</p>	<p>The search result – “List of OU assigned with court case(s) (By Profile)” screen is displayed</p>  <table border="1"> <thead> <tr> <th colspan="3">CASE PROFILE</th> <th colspan="9">OU</th> </tr> <tr> <th>COURT LEVEL</th> <th>COMPRISING COURT</th> <th>CASE TYPE</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>District Court</td> <td>District Court</td> <td>Personal Injuries Action</td> <td>Au</td> <td>Ann</td> <td>-</td> <td>-</td> <td>Officer 2</td> <td>-</td> <td>-</td> <td>asunnyday633@gmail.com</td> <td>Active</td> </tr> </tbody> </table>	CASE PROFILE			OU									COURT LEVEL	COMPRISING COURT	CASE TYPE	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS	District Court	District Court	Personal Injuries Action	Au	Ann	-	-	Officer 2	-	-	asunnyday633@gmail.com	Active
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<b>NOTE</b>	<p><i>If the case link-up arrangement to an OU 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><b>Option (2): Enquire by Case Number</b></p>	<p>The “Enquire Assigned court case(s) to OU Account(s) - Search” screen is displayed</p> 																																				

Step-by-step guide - “Enquire assigned court case(s) to OU Account(s)”

Item	Process	Related screenshots for reference																																	
	<p><b><u>Search by Case No.</u></b></p> <p>Select the option “By Case No.” &gt; Input Case No. &gt;</p> <p><i>[Note: PA/SA may also conduct search by using the search criteria <u>case year</u>.</i></p> <p>Select the option “By Case No.”&gt; Input Case Year &gt; Select “Court Level”&gt; Select “Comprising Court” &gt; and “Case Type”]</p> <p>Click “SEARCH” &gt;</p>																																		
6.	<p><b><u>Search result shows in the record table</u></b></p> <p>Depending on the search criteria entered, the result will then display</p>	<p>The search result – “List of OU assigned with court case(s) (By Case No.)” screen is displayed</p>  <table border="1"> <thead> <tr> <th colspan="2">CASE</th> <th colspan="9">OU</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>DCPI1/2022</td> <td>PI Wong Hoi Fung</td> <td>Au</td> <td>Ann</td> <td>-</td> <td>-</td> <td>Officer 2</td> <td>-</td> <td>-</td> <td>asunmyday633@gmail.com</td> <td>Active</td> </tr> </tbody> </table>	CASE		OU									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	DCPI1/2022	PI Wong Hoi Fung	Au	Ann	-	-	Officer 2	-	-	asunmyday633@gmail.com	Active
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