Make Electronic Payment

This step-by-step guide outlines the general process required to pay electronically 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.	Access Make Electronic Payment function Select "Make Electronic Payment">	可 波 阀 嵴 JUDICIARY Welcome to Judiciary We	ab Portall You can access the services of the integrated Court Case	07 • Management S	Ebruary 2022, Monday HKT IS16 System ("ICMS") in this portal.	ICMS Login > 紫 简
	1 ayment >	Home Kons Service Login Register an Account Inspect Filed Document Inspect Case Book Conduct Document Reference Number Checking Verify Document Image Make Electronic Payment information	Treportent Kodee Date Subject 0-02-202			
	[Note: Organization User or Individual User account	District Cour	ť			
	holder can also access the	Welcome to Judiciary We	b Portall You can access the services of the Integrated Court Case Ma	inagement Syste	m ("ICMS") in this portal.	
	for the star last access the	Q Hama	Manage Bay		Screen	ID: EXT-MSG-00001
	junction after togin. After	District Court				0
	login, select court level, e.g.	Inspection of Document		* DATE/TIME	EDOM	EVER
	"District Court" or "Small	Certification of	[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-
	Claims Tribunal", click	Other Electronic Services	[DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB
	"Make Electronic	Make Electronic Payment Make Electronic Payment	[DCEC 6/2022] New Electronic Submission Received [TRN:E1365000020] New Electronic Submission Received	28/09/2022 27/09/2022	Court Registry, District Court Court Registry, District Court	478KB 957KB
	Payment"> select "Make	Magistrates' Courts Update Your Profile	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272КВ
	Lesture Durant" 1	 System Maintenance Information 	[DCPI 291/2022] Sealed Document(s) Issued [DCPI 238/2022] Sealed Document(s) Issued	22/09/2022 22/09/2022	Court Registry, District Court Court Registry, District Court	258KB 799KB
	Electronic Payment .]		[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB
			[Document(s) of DCPI 16/2022] Acknowledgement and Paym [DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022 22/09/2022	Court Registry, District Court Court Registry, District Court	- -
			[₹] 1 2 3 4 5	6789	10 > >1	
	Small Claims Tribunal		s Tribunal			
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		Q Users	all You can access the services of the integrated Court Case Management system	(HCMS-) in this port	al.	Screen ID: EVT MSC 00001
		Small Claims Tribunal	All Read United			C
		Inspection of Document Or Desite Technical Consider	subject ·	DATE/TIME	FROM	FILE Ø
		Certification of Translation	(SCTC 215/2024) Provide Document(s) Upon Your Request 17:	46	Court Registry, Small Claims Tribunal	1196KB
		Other Electronic Services Make Electronic Paymenty	ISCTC 215/2024) Request for Payment 17	.06	Court Registry, Small Claims Tribunal	589KB
		Make Electronic Payment	[SCTC 315/2024] 2024年4月3日的已熟印電動/命令 [SCTC 315/2024] Sealed Award/Order dated 17 [SCTC 215/2024] Document(s) Filed / Lodged	:00 :51	小勁發貨業栽皮登記處 Court Registry, Small Claims Tribunal	215KB
		Update Your Profile System Maintenance	[SCITC 215/2024] New Electronic Submission Received 16 [SCITC 215/2024] Provide Document(s) Upon Your Request 16	-44 21	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	478KB 219KB
		Information	SCTC 215/2024] Document(s) Filed / Lodged 16	.16	Court Registry, Small Claims Tribunal	
			psurv_astrazen New Rectronic Submission Received 16 [SCTC 27/5/2024] Refund application being processed 14	51	Court Registry, Small Claims Tribunal Accounts Office, Small Claims Tribunal	4/3KB
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Item	Process	Relevant screenshots for reference
2.	Search Payment Advice/ relevant Notice Input "Payment Advice No./ Court Payment No.*">	Step 1: Search Payment Advice/ relevant Notice Make Electronic Payment Screen ID: EPY-COL-0002
	Input "Payment Advice Issue Date/ relevant Notice Issue Date*"> Input the captcha code*>	Image: Constraint of the second se
	Click "NEX1">	 and the reade through web-based PPS Shop&Buy Service (PPSB)'s 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. a. If the completion of the payment transaction is at a time when the Accounts Office is not open, the receiving time of such payment is taken to be (a) at the time when the Accounts Office is next normally open to the public; or (b) at the time when the Accounts Office is next open for the proceeding to which the payment relates, whichever is earlier. c. Opening hours of the Accounts Office Mondays to Fridays: 8:45 a.m. to 1:00 p.m. 2:00 p.m. 2:00 p.m. to 5:30 p.m. (Closed on Saturdays, Sundays and Public Holidays) c. Overdue payment will normally not be accepted. Payment Advice No./ Court Payment No.* Payment Advice Issue Date/ relevant Notice Issue Date:* Captcha Code Image Audio Please input the captcha code shown in the image.*
3.	Payment Click "PAY">	Step 2: Payment Online Payment Service Search Payment Advice/ relevant Notice Description AMOUNT Due Transcript Fees (English) 3298.20 Unpaid

Item	Process	Relevant screenshots for reference			
4.	Select one "Payment Method" and the "PAY" will be activated Click "PAY"> [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 5.]	<text><text><text><text><text><text><text><text><text><text><list-item></list-item></text></text></text></text></text></text></text></text></text></text>			
5.	Payment Receipt Click "SAVE PAYMENT RECEIPT">	Step 3: Payment Receipt Online Payment Service Screen ID: EPY-COL-0009			
		Image: Description of the payment is a proof of your payment and for subsequent refund purpose, if necessary.			
	Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Payment Receipt>	CLOSE SAVE PAYMENT RECEIPT			