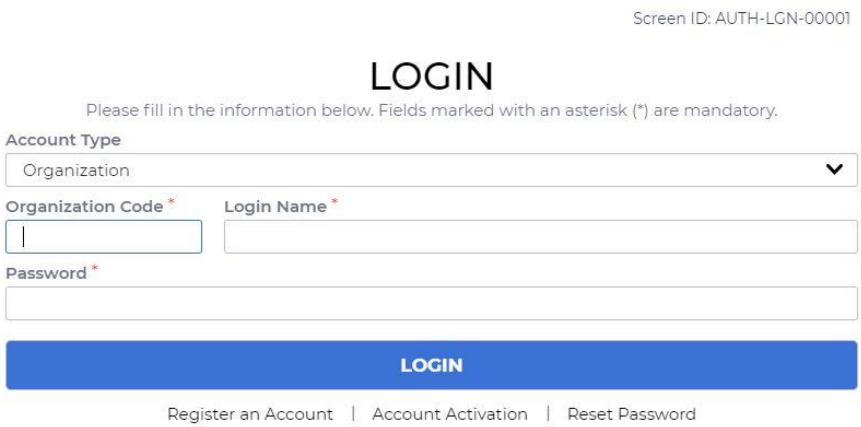
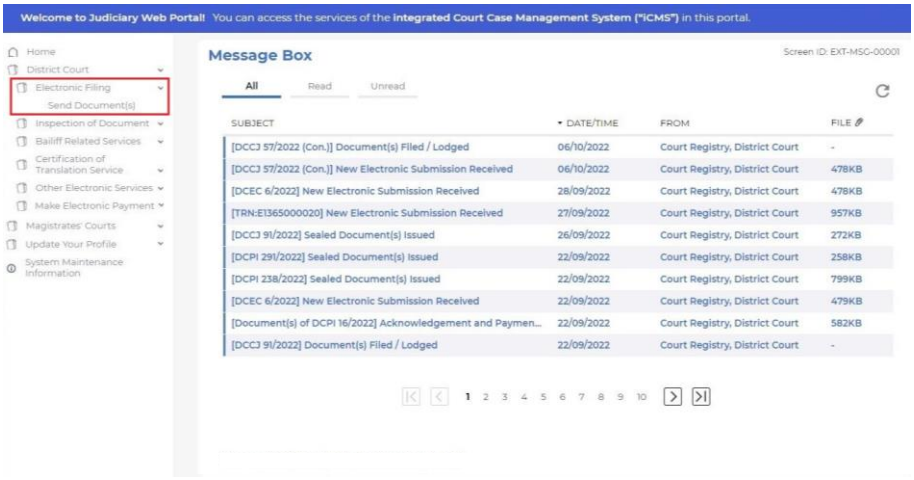
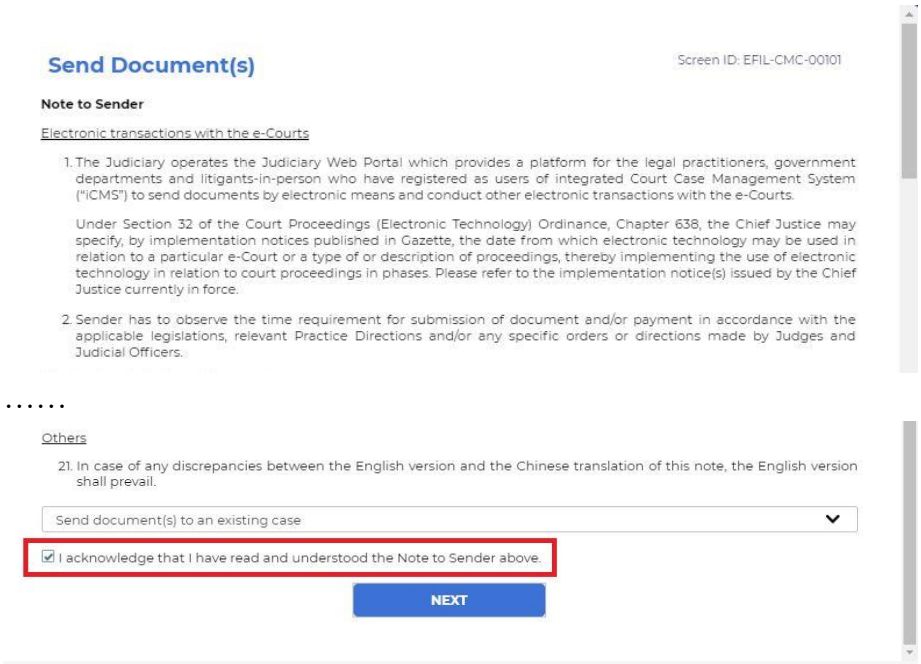
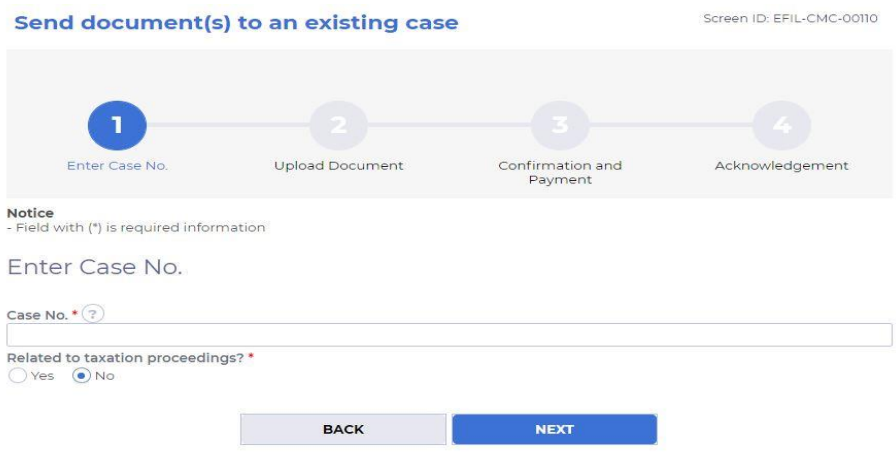
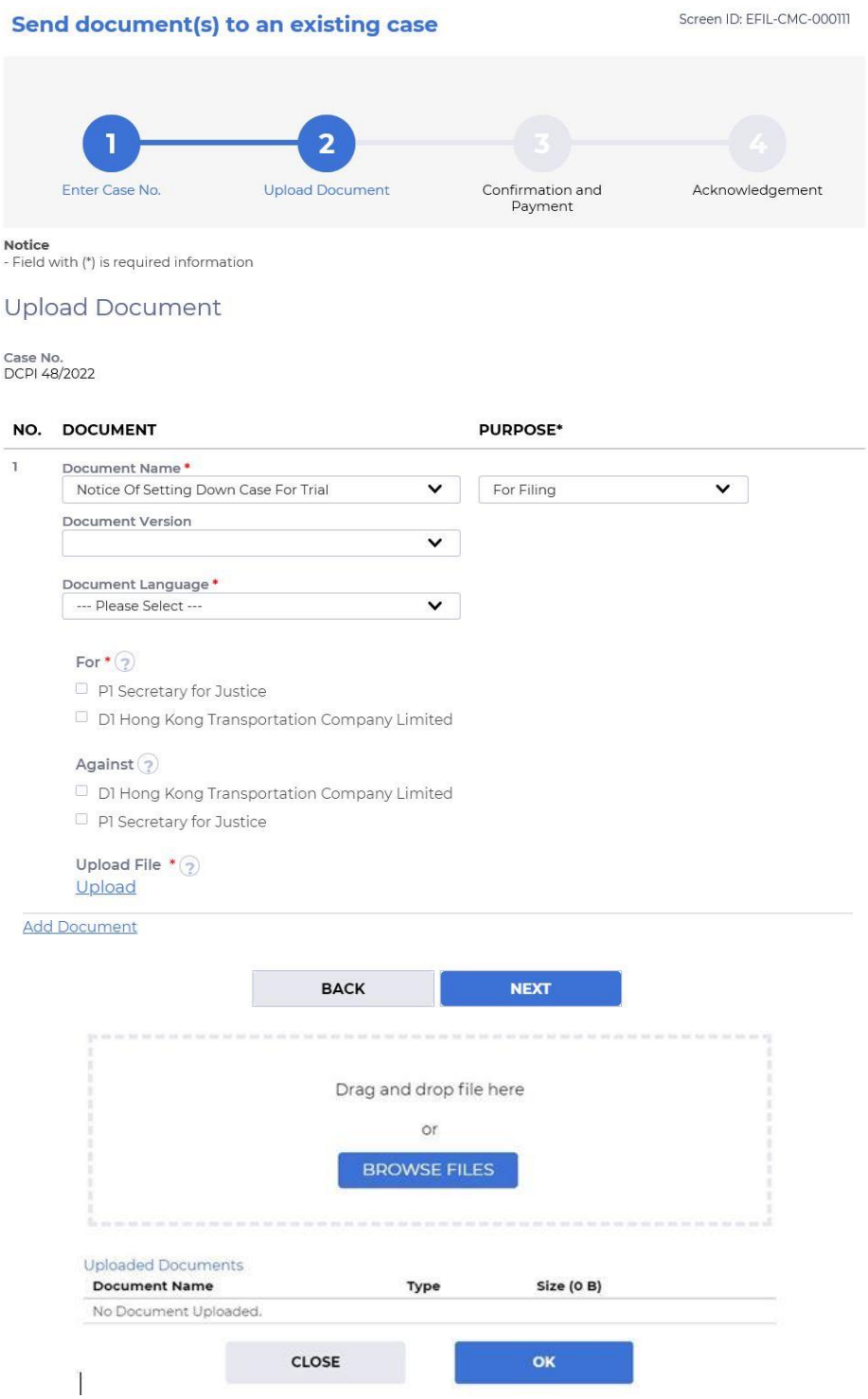
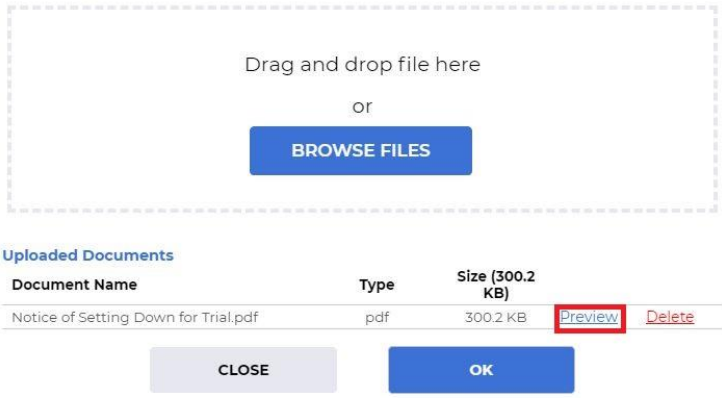
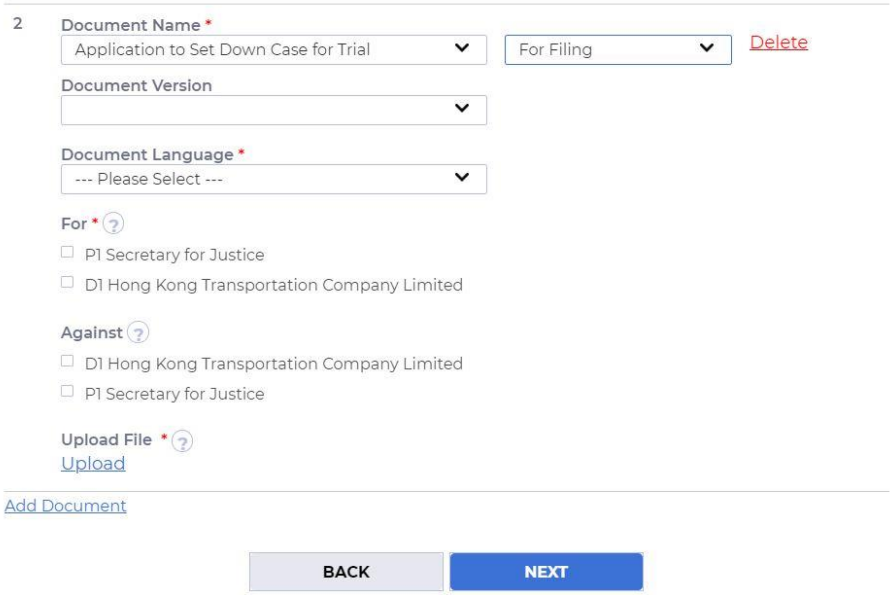
File Application to Set Down for trial (Government Department)

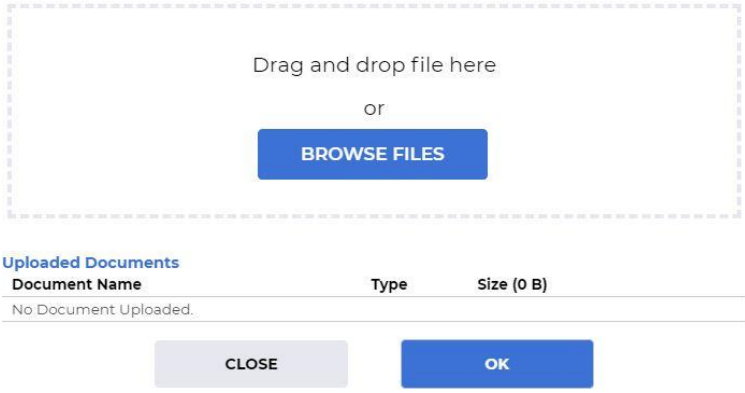
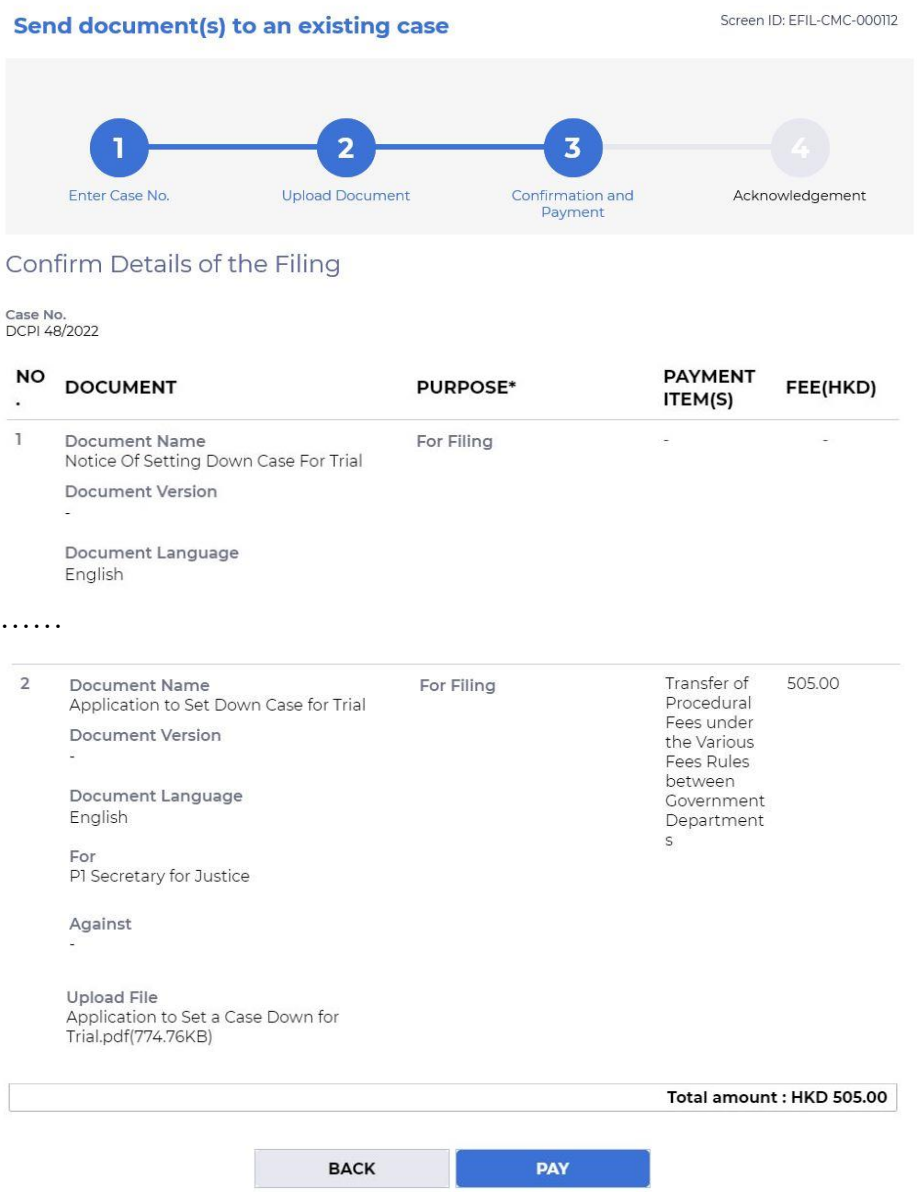
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

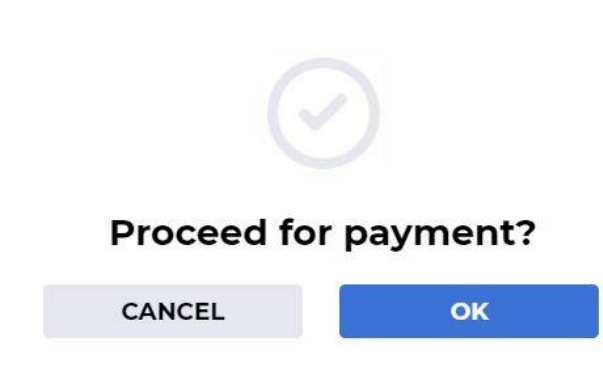
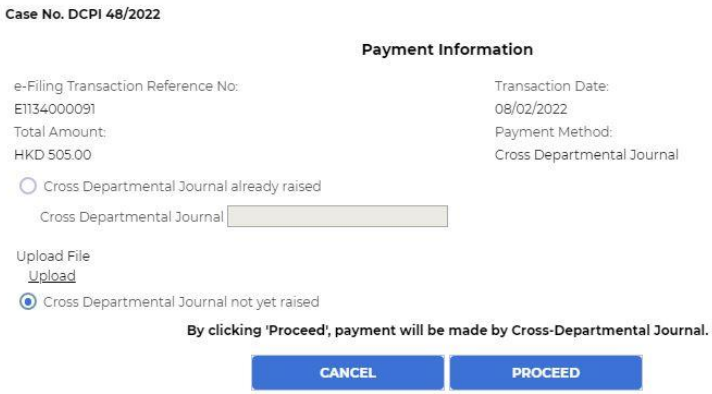
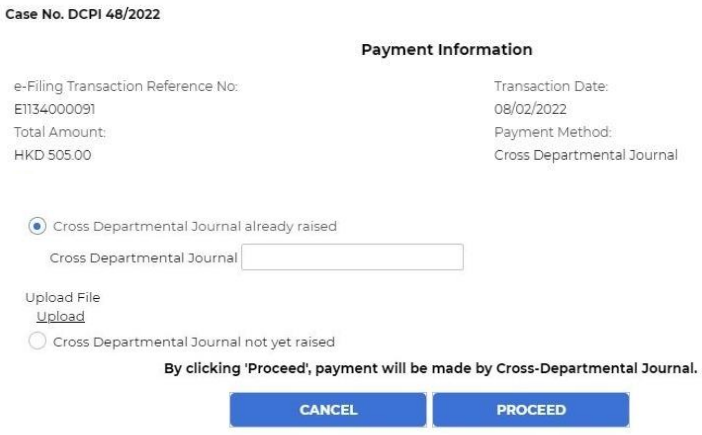
Item	Process	Relevant screenshots for reference
1.	**<u>Login user account</u>** By Organization User ("OU") of Government Department *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[Note: Please refer to relevant step-by-step guide under the subject of "Assign default OU Account(s) and court case(s)" for more information if necessary.]*	Organization User 

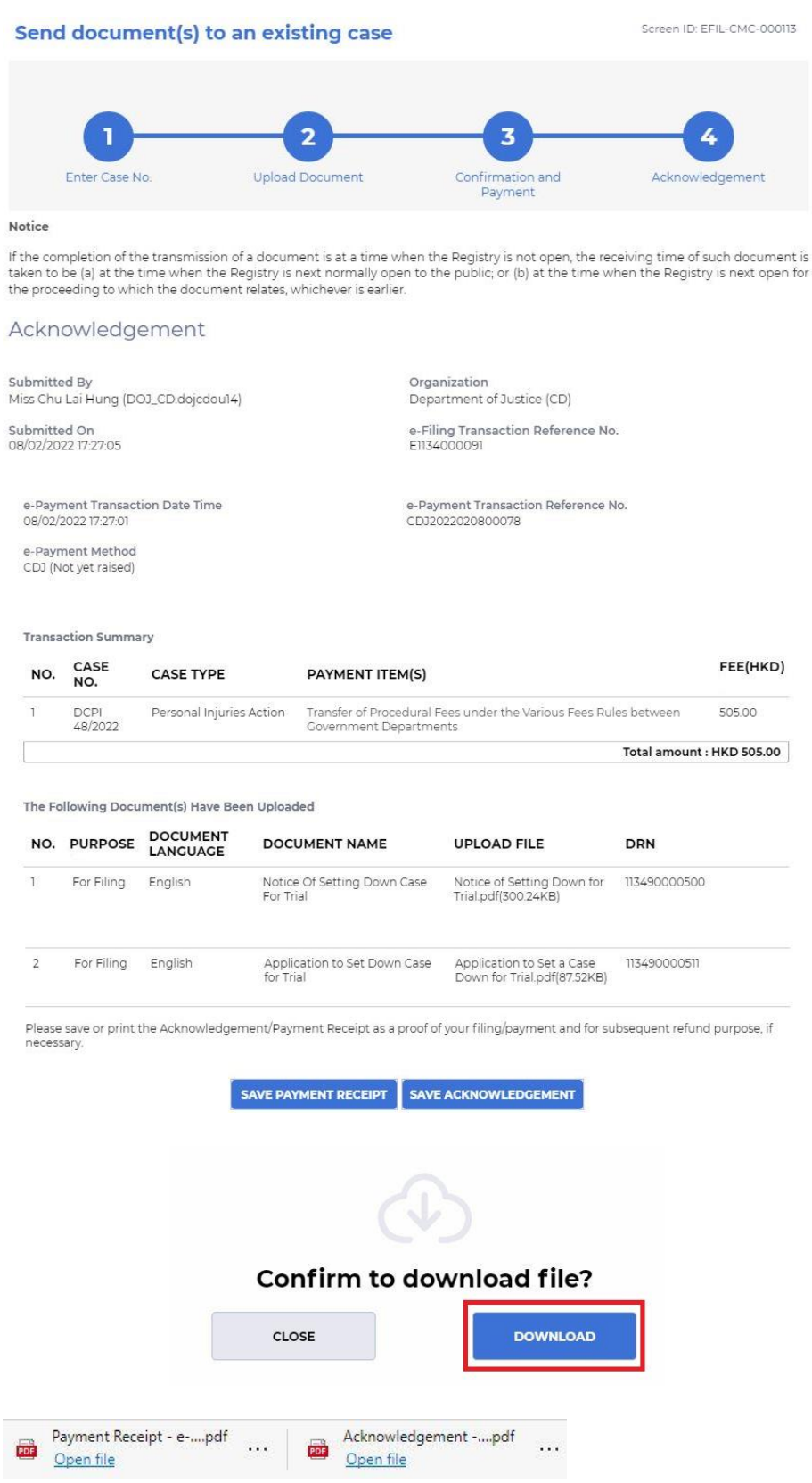
Item	Process	Relevant screenshots for reference
2.	**Access e-Filing function** Select court level, e.g. "District Court"> Click "Electronic Filing"> Select "Send Document(s)">	
3.	**Select the required function** Select "Send document(s) to an existing case" > Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." > Click "NEXT">	
4.	**Enter case number** Input "Case No.*"> Select "No" in "Related to taxation proceedings? *"> Click "NEXT">	Step 1: Enter Case No. 

Item	Process	Relevant screenshots for reference
5.	**<u>Upload document</u>** a. Notice Of Setting Down Case for Trial Select "Notice Of Setting Down Case for Trial" in "Document Name*"> Select "For Filing" in "PURPOSE*"> Select language in "Document Language*" > Tick the checkboxes under "For*" /and "Against"> Click "Upload"> Click "BROWSE FILES" and select document> *[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-step guide "Upload document using 'drag and drop' feature" for more information.]*	Step 2: Upload Document To upload two types of documents as follows. a) Notice Of Setting Down Case for Trial b) Application to Set Down Case for Trial <u>The 1st document to be uploaded – Notice Of Setting Down Case for Trial</u> 

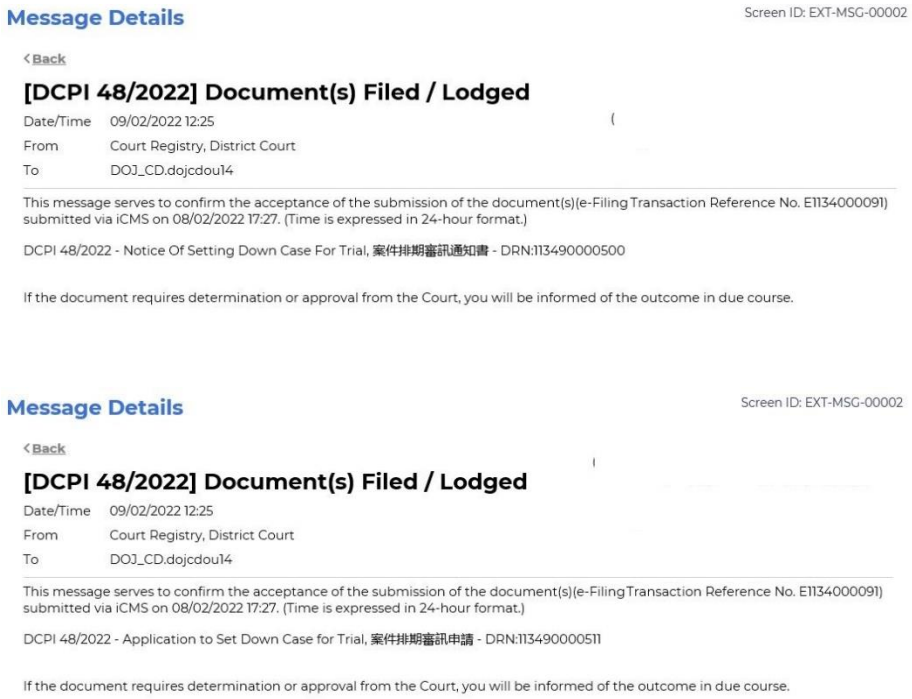
Item	Process	Relevant screenshots for reference
6.	**Preview uploaded document** Document name is displayed under "Uploaded Documents" Click "Preview" to view the image of the document> Click "OK" if the uploaded document is in order> Or, click "Delete" if the uploaded document is not in order>	
7.	**Upload document** b. Application to Set Down Case for Trial Click "Add Document"> Select "Application to Set Down Case for Trial" in "Document Name*"> Select "For Filing" in "PURPOSE*"> Select language in "Document Language*" > Tick the checkboxes under "For*" /and "Against"> Click "Upload"> Click "BROWSE FILES" and select document> *[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-*	The 2nd document to be uploaded – Application to Set Down Case for Trial 

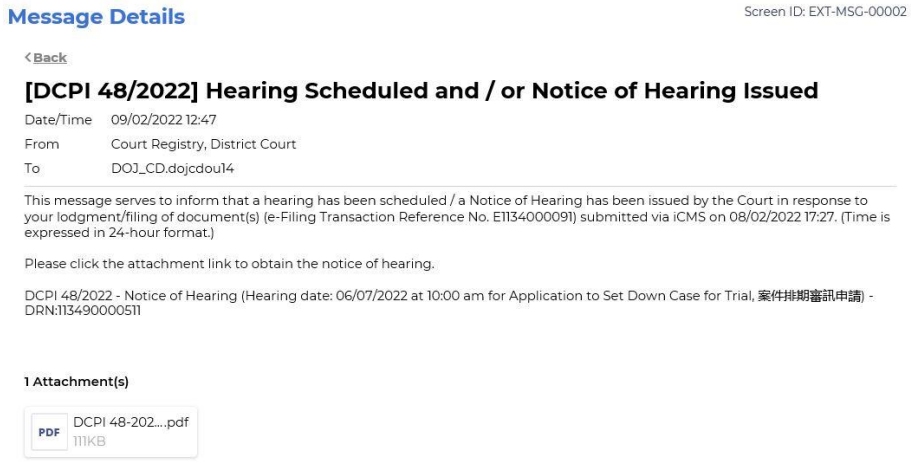
Item	Process	Relevant screenshots for reference
	step guide "Upload document using 'drag and drop' feature" for more information.] To preview document, repeat steps in item 6. Click "NEXT">	
8.	**<u>Confirm Details of the Filing</u>** If filing details are in order, click "Pay">	Step 3: Confirm Details of the Filing 

Item	Process	Relevant screenshots for reference
	Click "OK" to "Proceed for payment"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data> *[Note: Payment is not applicable to Legal Aid Department.]*	
9.	Select "Cross Departmental Journal not yet raised" > OR Select "Cross Departmental Journal already raised" then input the "Cross Departmental Journal" and click "Upload"> Click "PROCEED">	 

Item	Process	Relevant screenshots for reference
10.	**<u>Acknowledgement</u>** Click "SAVE ACKNOWLEDGMENT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgment> Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Payment receipt>	Step 4: Acknowledgement 

Item	Process	Relevant screenshots for reference
11.	**Acknowledgement message sent to the message box of OU** Click "Home">> Access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page Click the message header to read the content and the attachment therein
12.	**Internal process by Judiciary**	Sender will receive message in iCMS message box after internal vetting by Judiciary

Item	Process	Relevant screenshots for reference
13.	**<u>Confirmation message sent to the message box of OU</u>** Login and access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page Click the message header to read the content therein 
14.	**Internal Process by Judiciary** *[Note: Sender will receive further message only if a date for trial has already been given at the earlier case management hearing.]*	Sender will receive message in iCMS message box with Notice of Hearing *[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]*

Item	Process	Relevant screenshots for reference
15.	**Hearing scheduled and/ or Notice of Hearing issued message to the message box of OU** Login and access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page Click the message header to read the content and the attachment therein 

Internal process by Judiciary