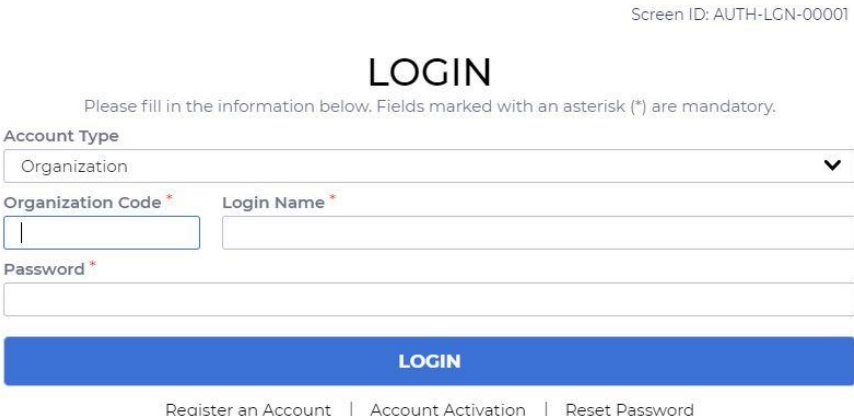
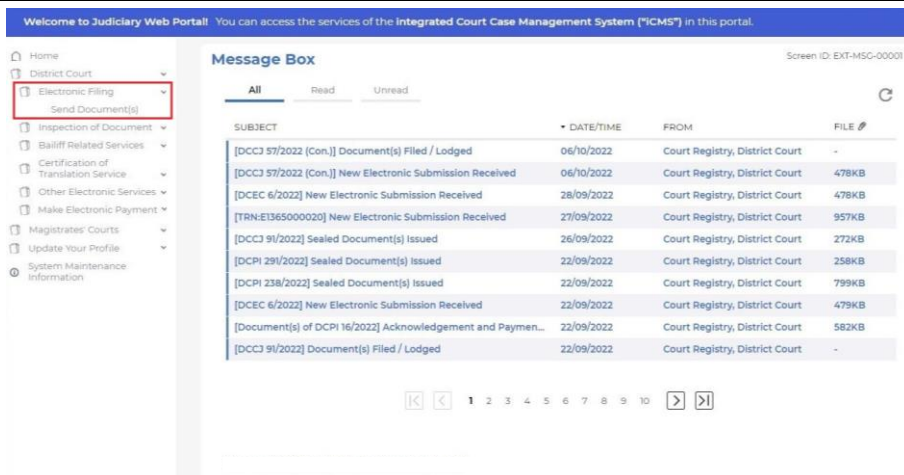
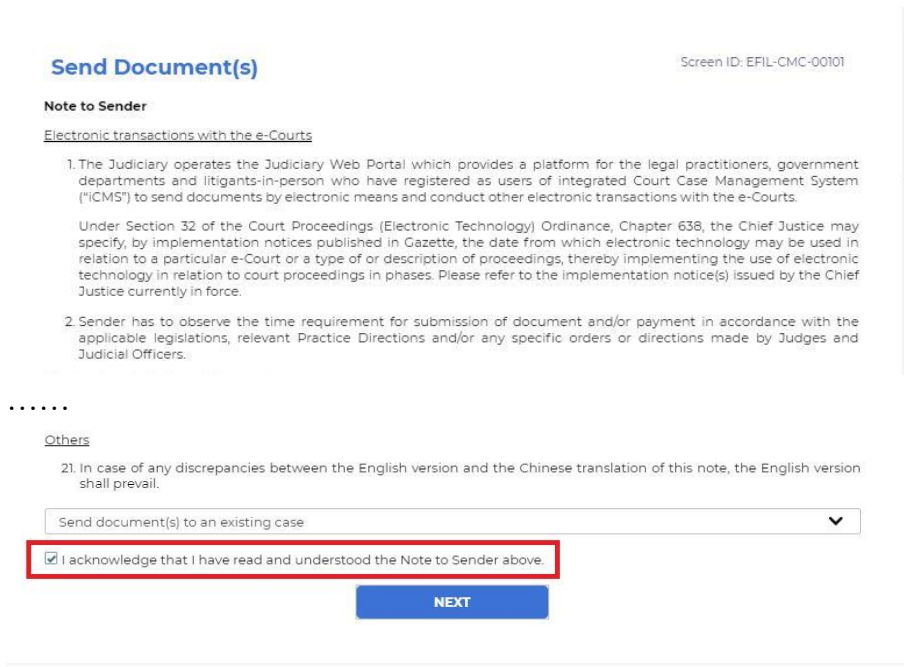

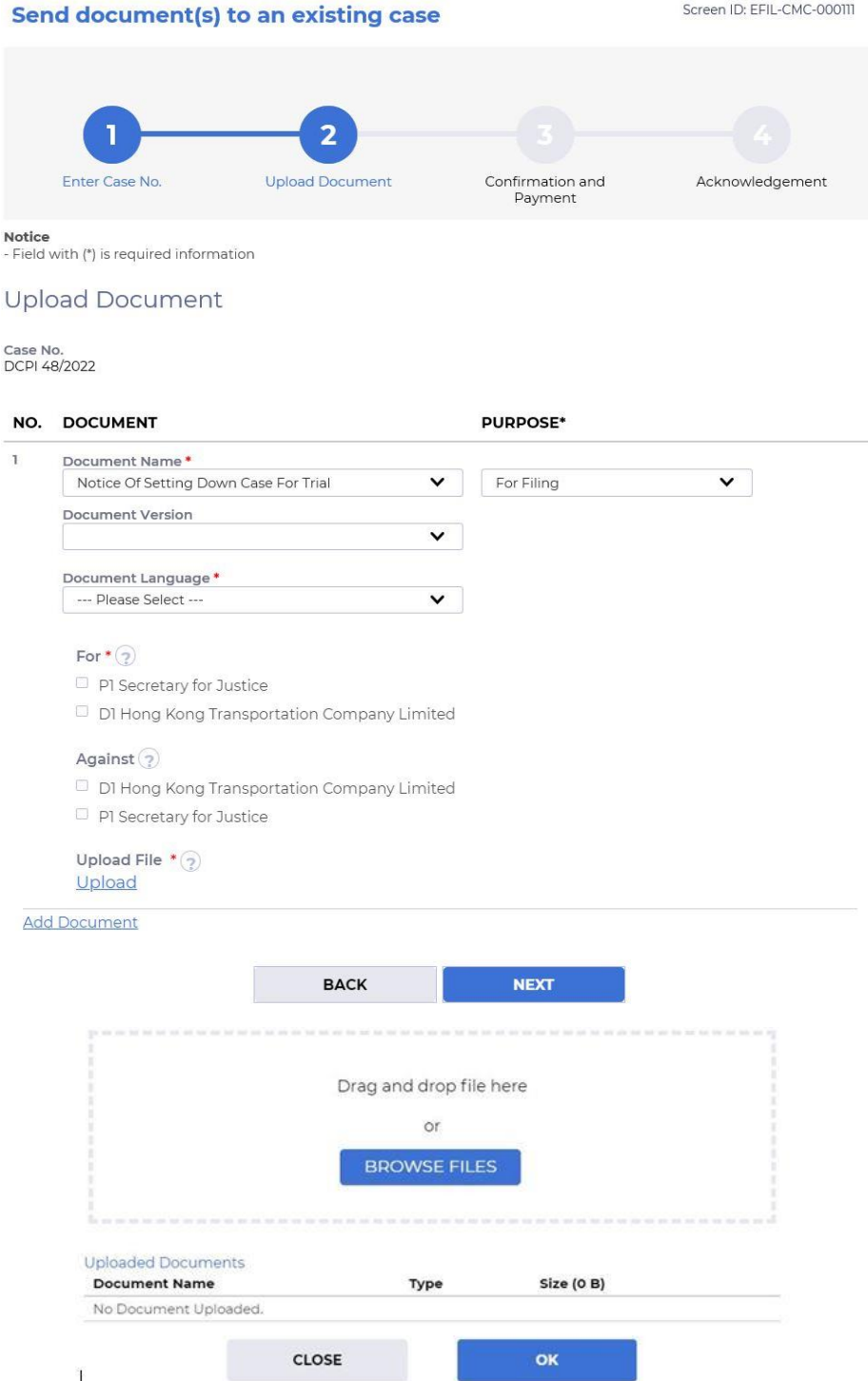


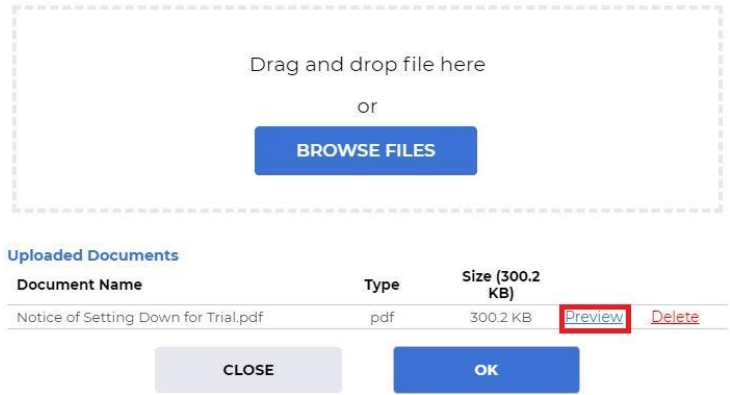
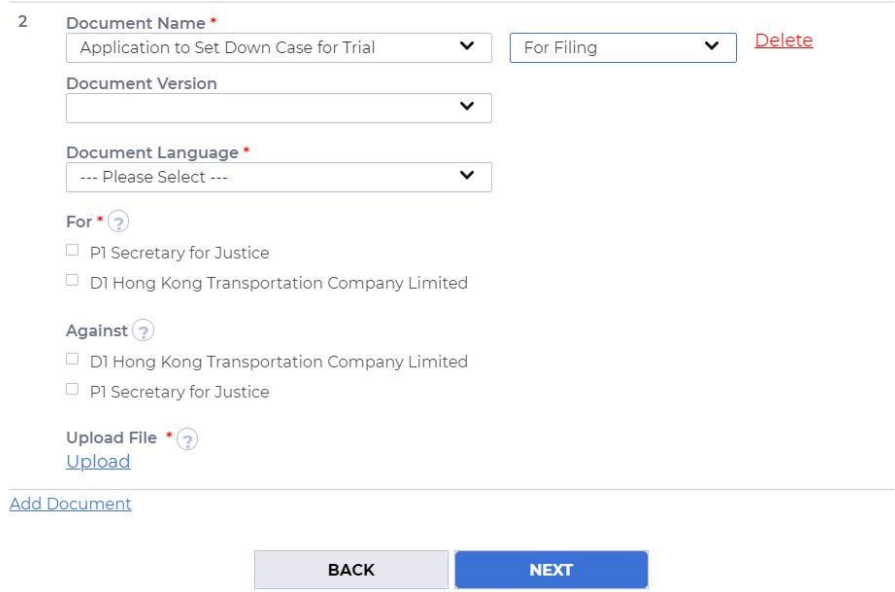
File Application to Set Down for trial (Government Department)

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.

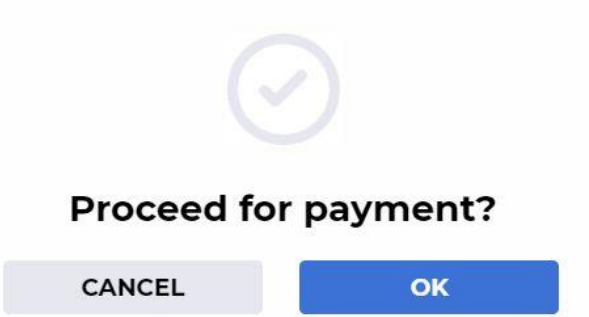
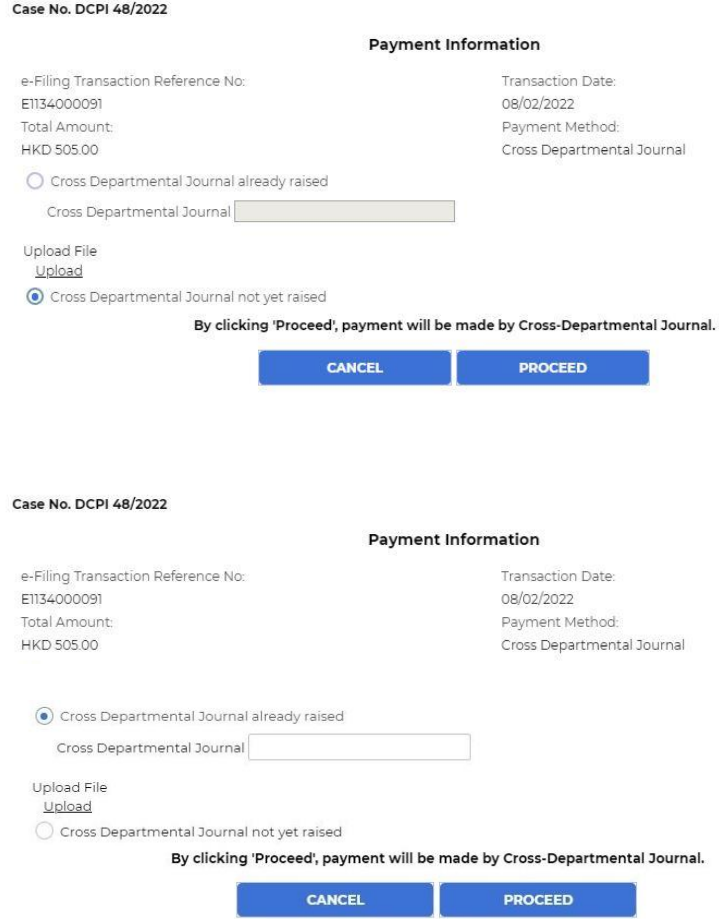
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Government Department</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she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

Item	Process	Relevant screenshots for reference																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>The screenshot shows the 'Welcome to Judiciary Web Portal' page. On the left sidebar, 'Electronic Filing (Send Document(s))' is highlighted with a red box. The main area displays a 'Message Box' with a table of messages. The table has columns: SUBJECT, DATE/TIME, FROM, and FILE #.</p> <table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged</td><td>06/10/2022</td><td>Court Registry, District Court</td><td>-</td></tr><tr><td>[DCCJ 57/2022 (Con.)] New Electronic Submission Received</td><td>06/10/2022</td><td>Court Registry, District Court</td><td>478KB</td></tr><tr><td>[DCEC 6/2022] New Electronic Submission Received</td><td>28/09/2022</td><td>Court Registry, District Court</td><td>478KB</td></tr><tr><td>[TRN-ET365000020] New Electronic Submission Received</td><td>27/09/2022</td><td>Court Registry, District Court</td><td>957KB</td></tr><tr><td>[DCCJ 9/2022] Sealed Document(s) Issued</td><td>26/09/2022</td><td>Court Registry, District Court</td><td>272KB</td></tr><tr><td>[DCPI 29/2022] Sealed Document(s) Issued</td><td>22/09/2022</td><td>Court Registry, District Court</td><td>258KB</td></tr><tr><td>[DCPI 238/2022] Sealed Document(s) Issued</td><td>22/09/2022</td><td>Court Registry, District Court</td><td>799KB</td></tr><tr><td>[DCEC 6/2022] New Electronic Submission Received</td><td>22/09/2022</td><td>Court Registry, District Court</td><td>479KB</td></tr><tr><td>[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...</td><td>22/09/2022</td><td>Court Registry, District Court</td><td>582KB</td></tr><tr><td>[DCCJ 9/2022] Document(s) Filed / Lodged</td><td>22/09/2022</td><td>Court Registry, District Court</td><td>-</td></tr></tbody></table>	SUBJECT	DATE/TIME	FROM	FILE #	[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN-ET365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 9/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 29/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB	[DCPI 238/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	799KB	[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>The screenshot shows the 'Send Document(s)' page. It includes a 'Note to Sender' section with text about the Judiciary Web Portal and electronic transactions. Below the note, there is a dropdown menu with 'Send document(s) to an existing case' selected. A checkbox labeled 'I acknowledge that I have read and understood the Note to Sender above.' is checked and highlighted with a red box. A blue 'NEXT' button is visible at the bottom.</p>																																												
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Select “No” in “Related to taxation proceedings? *”></p> <p>Click “NEXT”></p>	 <p>The screenshot shows the 'Send document(s) to an existing case' page. It features a progress bar with four steps: 1. Enter Case No., 2. Upload Document, 3. Confirmation and Payment, and 4. Acknowledgement. Step 1 is currently active. Below the progress bar, there is a 'Notice' section stating 'Field with (*) is required information'. The 'Enter Case No.' field is highlighted with a red box. Below it, the 'Related to taxation proceedings? *' section has the 'No' radio button selected. A blue 'NEXT' button is visible at the bottom.</p>																																												

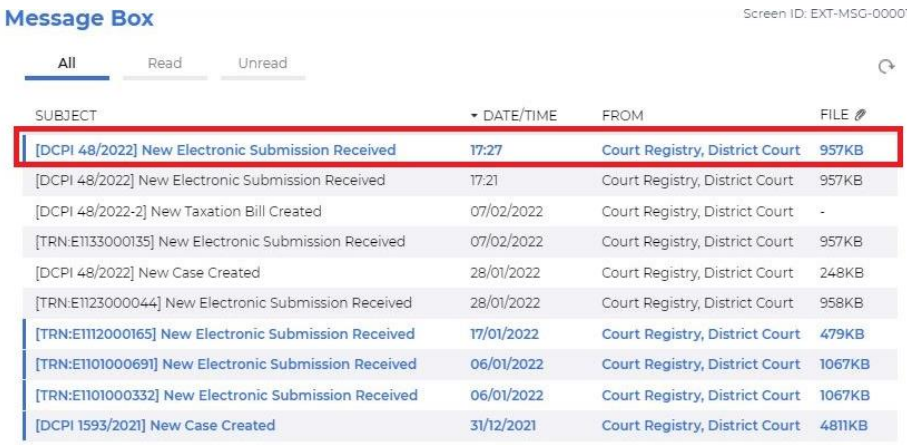

Item	Process	Relevant screenshots for reference												
5.	<p><u>Upload document</u></p> <p>a. Notice Of Setting Down Case for Trial</p> <p>Select “Notice Of Setting Down Case for Trial” in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[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.]</i></p>	<p>Step 2: Upload Document</p> <p>To upload two types of documents as follows.</p> <p>a) Notice Of Setting Down Case for Trial</p> <p>b) Application to Set Down Case for Trial</p> <p><u>The 1st document to be uploaded – Notice Of Setting Down Case for Trial</u></p>  <p>Screen ID: EFIL-CMC-000111</p> <p>Send document(s) to an existing case</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 48/2022</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Notice Of Setting Down Case For Trial</p> <p>Document Version</p> <p>Document Language * --- Please Select ---</p> <p>For *</p> <p><input type="checkbox"/> P1 Secretary for Justice</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against *</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p><input type="checkbox"/> P1 Secretary for Justice</p> <p>Upload File * Upload</p> </td> <td>For Filing</td> </tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p> <p>Drag and drop file here</p> <p>or</p> <p>BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name * Notice Of Setting Down Case For Trial</p> <p>Document Version</p> <p>Document Language * --- Please Select ---</p> <p>For *</p> <p><input type="checkbox"/> P1 Secretary for Justice</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against *</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p><input type="checkbox"/> P1 Secretary for Justice</p> <p>Upload File * Upload</p>	For Filing	Document Name	Type	Size (0 B)	No Document Uploaded.		
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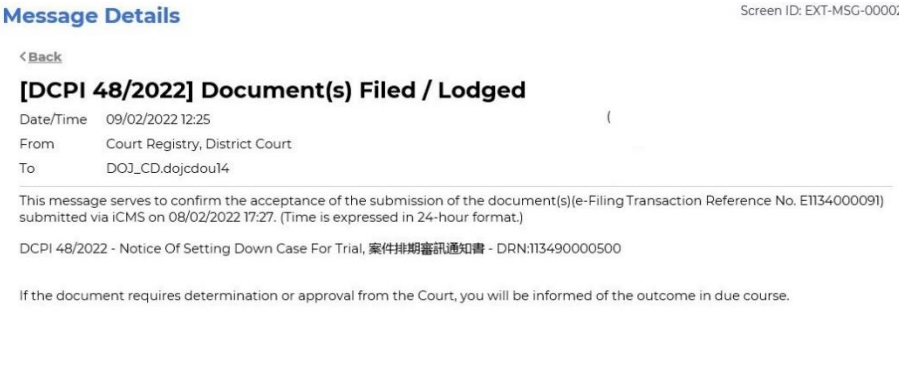

Item	Process	Relevant screenshots for reference
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p>	 <p>The screenshot shows a file upload interface. At the top, there is a dashed box with the text "Drag and drop file here" and a "BROWSE FILES" button. Below this, a table titled "Uploaded Documents" lists the uploaded file. The table has columns for "Document Name", "Type", and "Size (300.2 KB)". The row shows "Notice of Setting Down for Trial.pdf" as a "pdf" file. To the right of the row are "Preview" and "Delete" buttons. Below the table are "CLOSE" and "OK" buttons.</p>
7.	<p><u>Upload document</u></p> <p>b. Application to Set Down Case for Trial</p> <p>Click “Add Document”></p> <p>Select “Application to Set Down Case for Trial” in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-</i></p>	<p><u>The 2nd document to be uploaded – Application to Set Down Case for Trial</u></p>  <p>The screenshot shows the "Add Document" form. It has a title "2 Document Name*" and a dropdown menu for "Document Name" with "Application to Set Down Case for Trial" selected. There is a "For Filing" dropdown and a "Delete" link. Below are "Document Version" and "Document Language*" dropdowns. The "For*" section has checkboxes for "PI Secretary for Justice" and "D1 Hong Kong Transportation Company Limited". The "Against*" section has checkboxes for "D1 Hong Kong Transportation Company Limited" and "PI Secretary for Justice". There is an "Upload File" button with a question mark icon. At the bottom are "BACK" and "NEXT" buttons.</p>



Item	Process	Relevant screenshots for reference																				
	<p>step guide “Upload document using ‘drag and drop’ feature” for more information.]</p> <p>To preview document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	<div><div>Drag and drop file here</div><div>or</div><div>BROWSE FILES</div></div> <div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (0 B)</th></tr></thead><tbody><tr><td colspan="3">No Document Uploaded.</td></tr></tbody></table><div>CLOSEOK</div></div>	Document Name	Type	Size (0 B)	No Document Uploaded.																
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8.	<p><u>Confirm Details of the Filing</u></p> <p>If filing details are in order, click “Pay”></p>	<div><div>Send document(s) to an existing case</div><div>Screen ID: EFIL-CMC-000112</div><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Enter Case No.</div><div>Upload Document</div><div>Confirmation and Payment</div><div>Acknowledgement</div></div></div> <div><div>Confirm Details of the Filing</div><div>Case No. DCPI 48/2022</div><table><thead><tr><th>NO</th><th>DOCUMENT</th><th>PURPOSE*</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td><div>Document Name Notice Of Setting Down Case For Trial</div><div>Document Version -</div><div>Document Language English</div></td><td>For Filing</td><td>-</td><td>-</td></tr><tr><td colspan="5">.....</td></tr><tr><td>2</td><td><div>Document Name Application to Set Down Case for Trial</div><div>Document Version -</div><div>Document Language English</div><div>For P1 Secretary for Justice</div><div>Against -</div><div>Upload File Application to Set a Case Down for Trial.pdf(774.76KB)</div></td><td>For Filing</td><td>Transfer of Procedural Fees under the Various Fees Rules between Government Departments</td><td>505.00</td></tr></tbody></table><div>Total amount : HKD 505.00</div><div><div>BACK</div><div>PAY</div></div></div>	NO	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	<div>Document Name Notice Of Setting Down Case For Trial</div> <div>Document Version -</div> <div>Document Language English</div>	For Filing	-	-					2	<div>Document Name Application to Set Down Case for Trial</div> <div>Document Version -</div> <div>Document Language English</div> <div>For P1 Secretary for Justice</div> <div>Against -</div> <div>Upload File Application to Set a Case Down for Trial.pdf(774.76KB)</div>	For Filing	Transfer of Procedural Fees under the Various Fees Rules between Government Departments	505.00
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Item	Process	Relevant screenshots for reference
	<p>Click “OK” to “Proceed for payment”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p> <p><i>[Note: Payment is not applicable to Legal Aid Department.]</i></p>	
9.	<p>Select “Cross Departmental Journal not yet raised” ></p> <p>OR</p> <p>Select “Cross Departmental Journal already raised” then input the “Cross Departmental Journal” and click “Upload”></p> <p>Click “PROCEED”></p>	

Item	Process	Relevant screenshots for reference																																	
10.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgment></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment receipt></p>	<p>Step 4: Acknowledgement</p> <div><p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div>Enter Case No. Upload Document Confirmation and Payment Acknowledgement</div><p>Notice</p><p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p><p>Acknowledgement</p><div><div>Submitted By Miss Chu Lai Hung (DOJ_CD.dojcdu14)</div><div>Organization Department of Justice (CD)</div><div>Submitted On 08/02/2022 17:27:05</div><div>e-Filing Transaction Reference No. E1134000091</div><div>e-Payment Transaction Date Time 08/02/2022 17:27:01</div><div>e-Payment Transaction Reference No. CDJ2022020800078</div><div>e-Payment Method CDJ (Not yet raised)</div></div><p>Transaction Summary</p><table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>DCPI 48/2022</td><td>Personal Injuries Action</td><td>Transfer of Procedural Fees under the Various Fees Rules between Government Departments</td><td>505.00</td></tr><tr><td colspan="4"></td><td>Total amount : HKD 505.00</td></tr></tbody></table><p>The Following Document(s) Have Been Uploaded</p><table><thead><tr><th>NO.</th><th>PURPOSE</th><th>DOCUMENT LANGUAGE</th><th>DOCUMENT NAME</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>For Filing</td><td>English</td><td>Notice Of Setting Down Case For Trial</td><td>Notice of Setting Down for Trial.pdf(300.24KB)</td><td>113490000500</td></tr><tr><td>2</td><td>For Filing</td><td>English</td><td>Application to Set Down Case for Trial</td><td>Application to Set a Case Down for Trial.pdf(87.52KB)</td><td>113490000511</td></tr></tbody></table><p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div><div><div></div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>Payment Receipt - e-....pdf</div><div>Acknowledgement -pdf</div></div><div><div>Open file</div><div>Open file</div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 48/2022	Personal Injuries Action	Transfer of Procedural Fees under the Various Fees Rules between Government Departments	505.00					Total amount : HKD 505.00	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Filing	English	Notice Of Setting Down Case For Trial	Notice of Setting Down for Trial.pdf(300.24KB)	113490000500	2	For Filing	English	Application to Set Down Case for Trial	Application to Set a Case Down for Trial.pdf(87.52KB)	113490000511
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Item	Process	Relevant screenshots for reference
11.	<p><u>Acknowledgement message sent to the message box of OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</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> 
12.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>

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

Item	Process	Relevant screenshots for reference
15.	<p><u>Hearing scheduled and/ or Notice of Hearing issued message to the message box of OU</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</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> 

Internal process by Judiciary