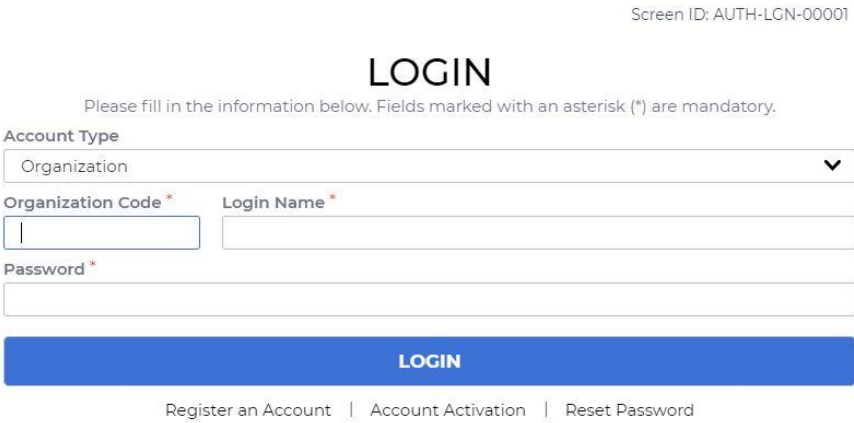
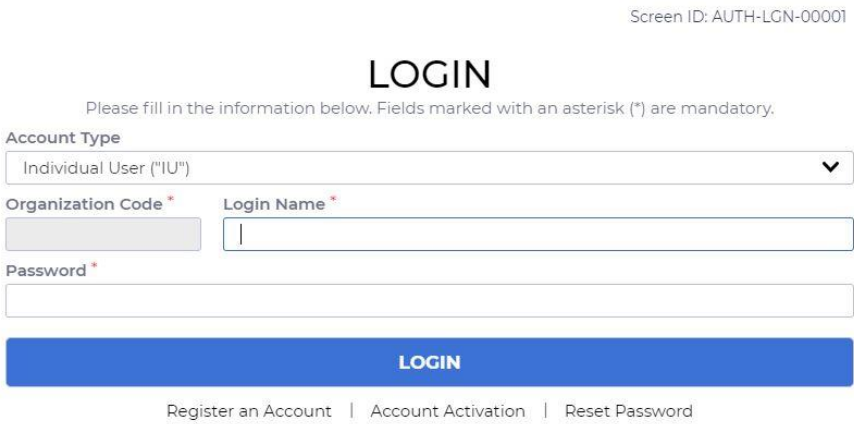
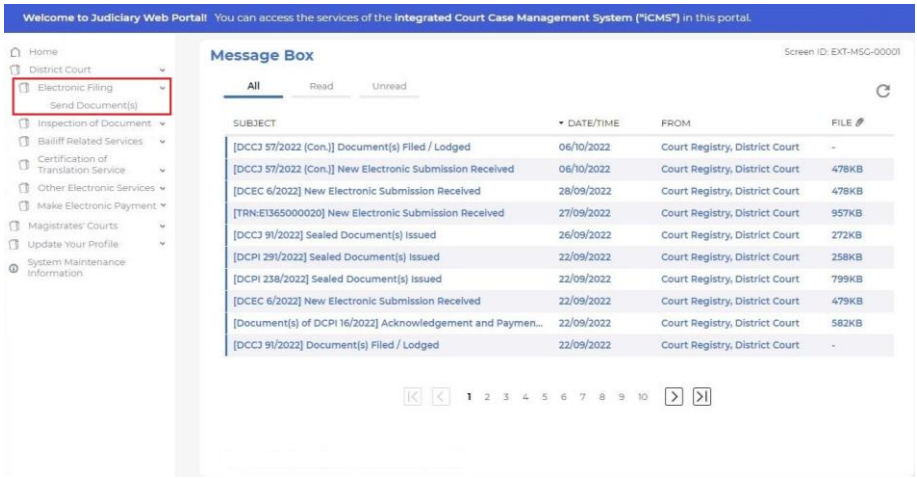
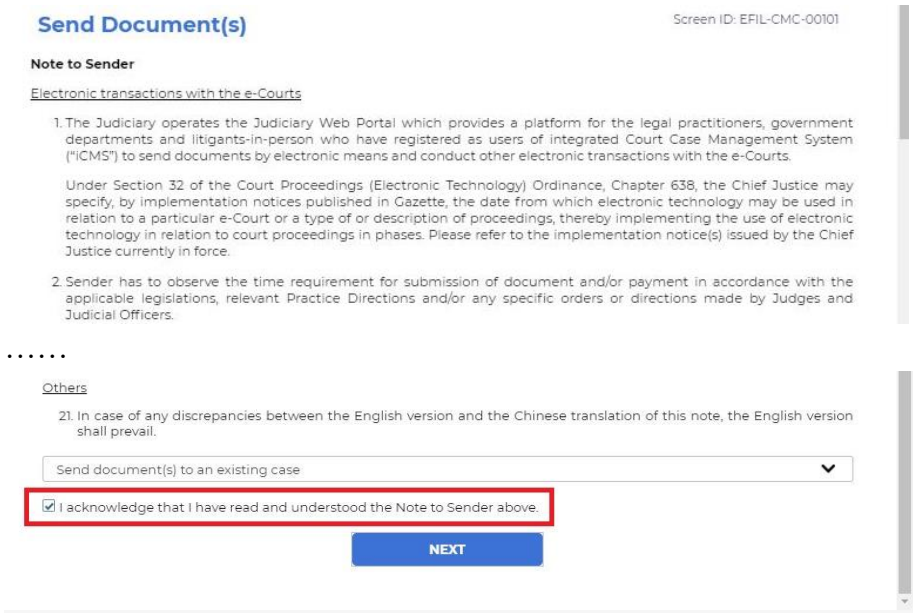
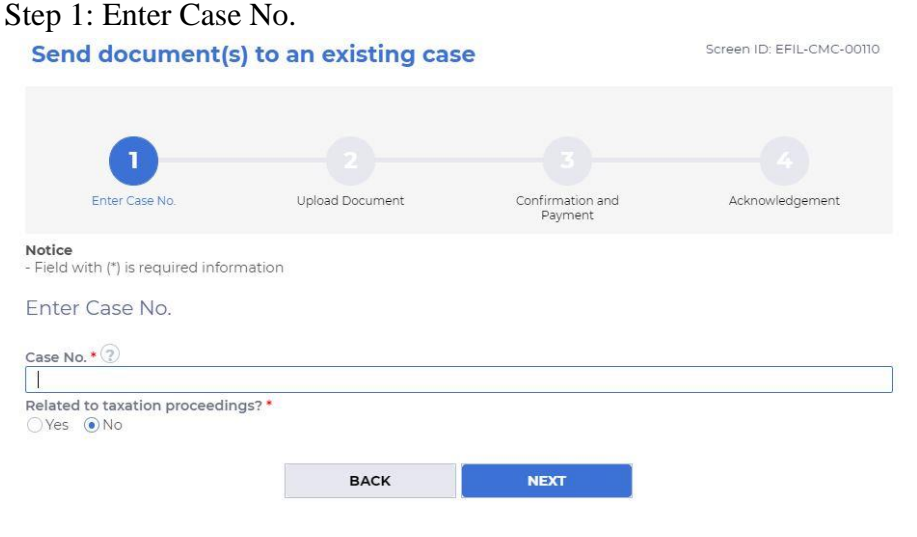
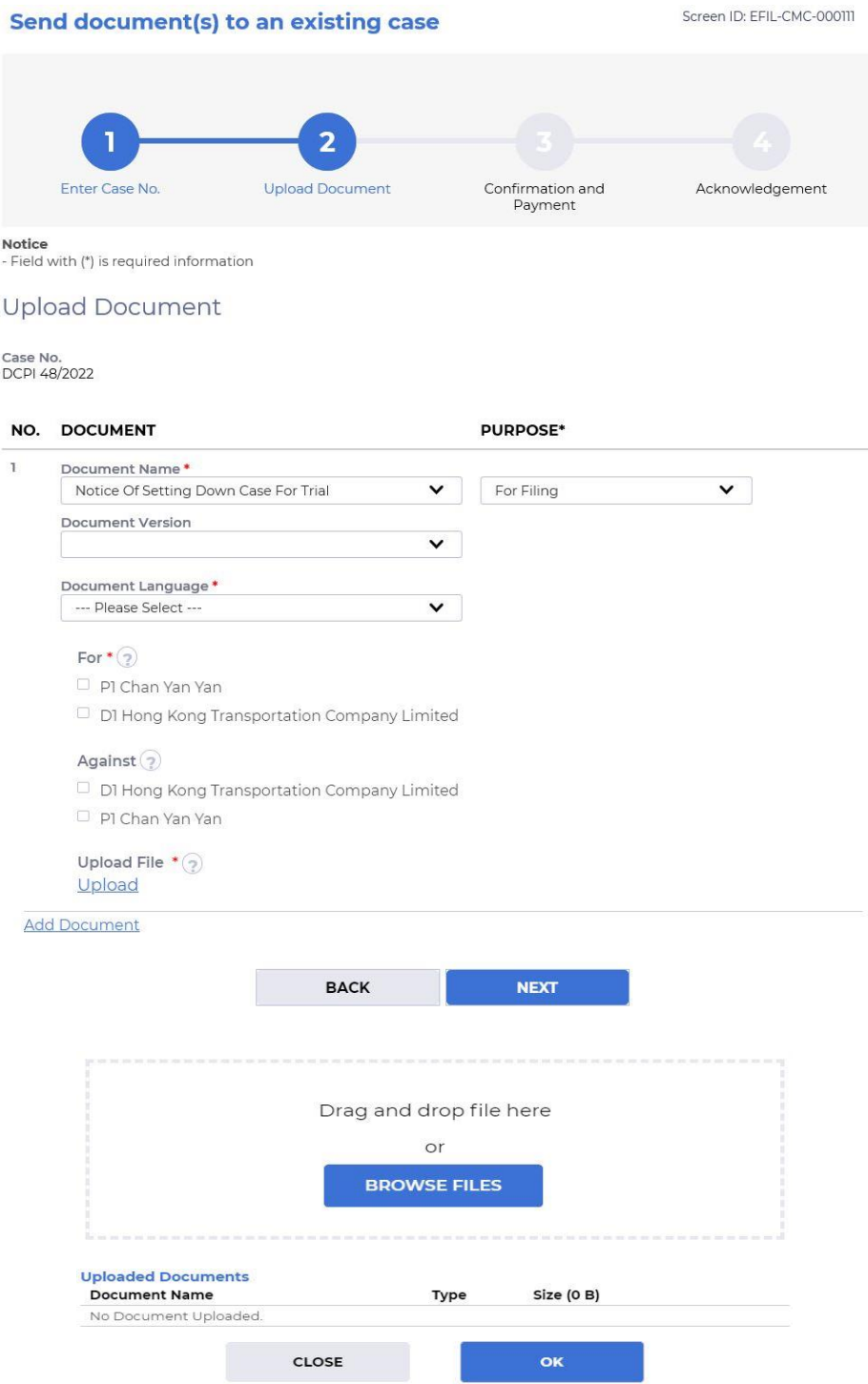


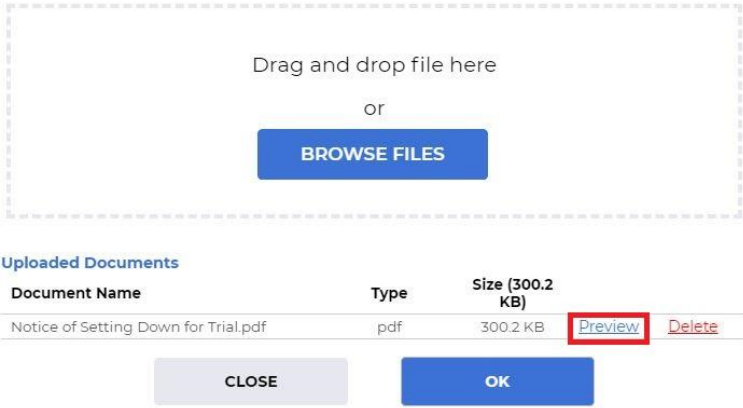
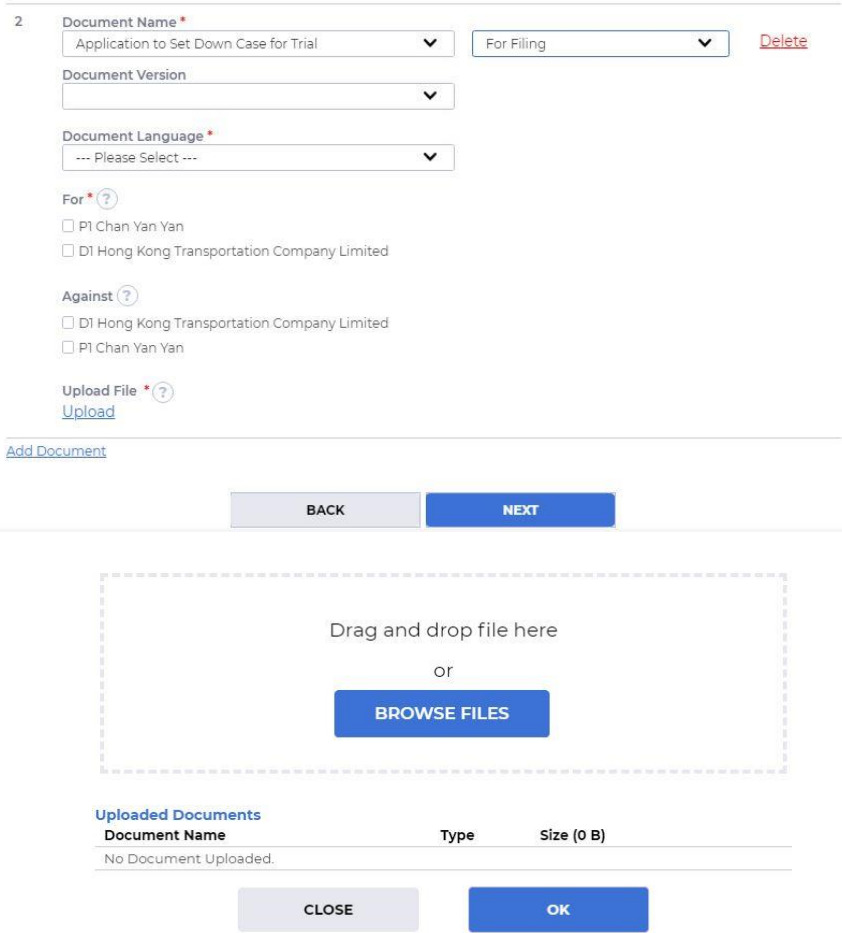
File Application to Set Down for Trial (other than Government Department)

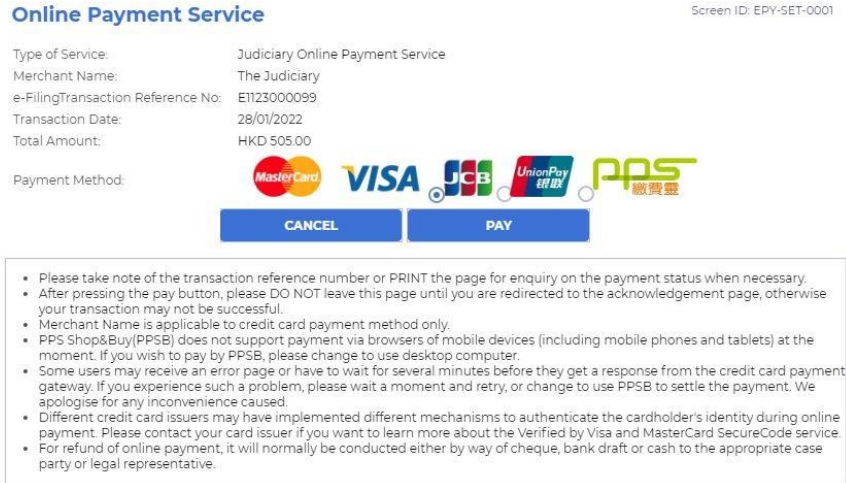

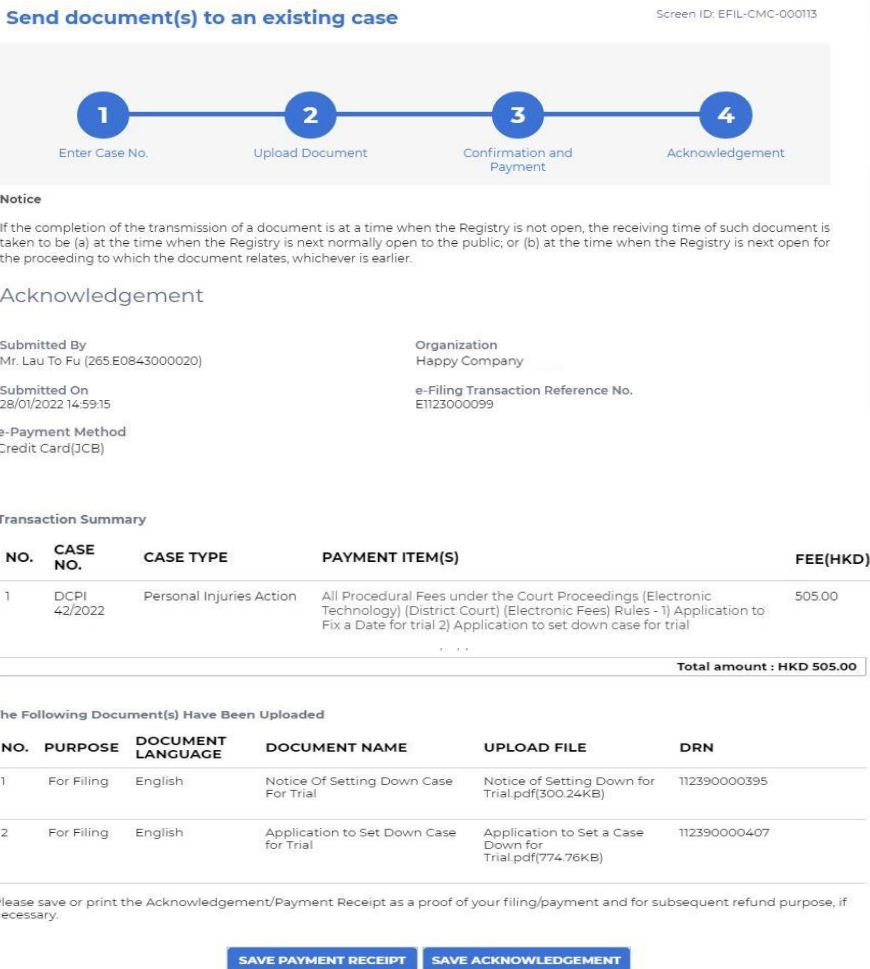
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned

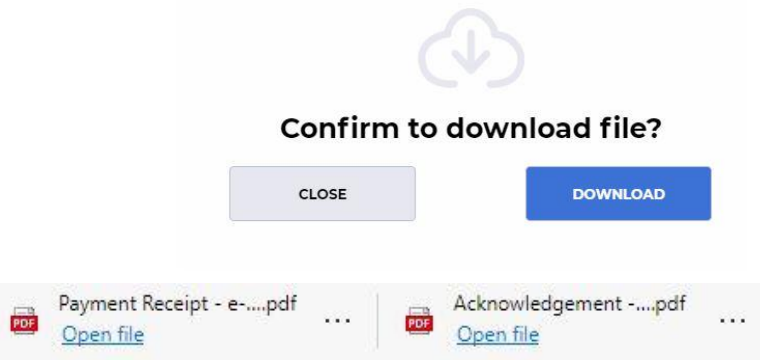
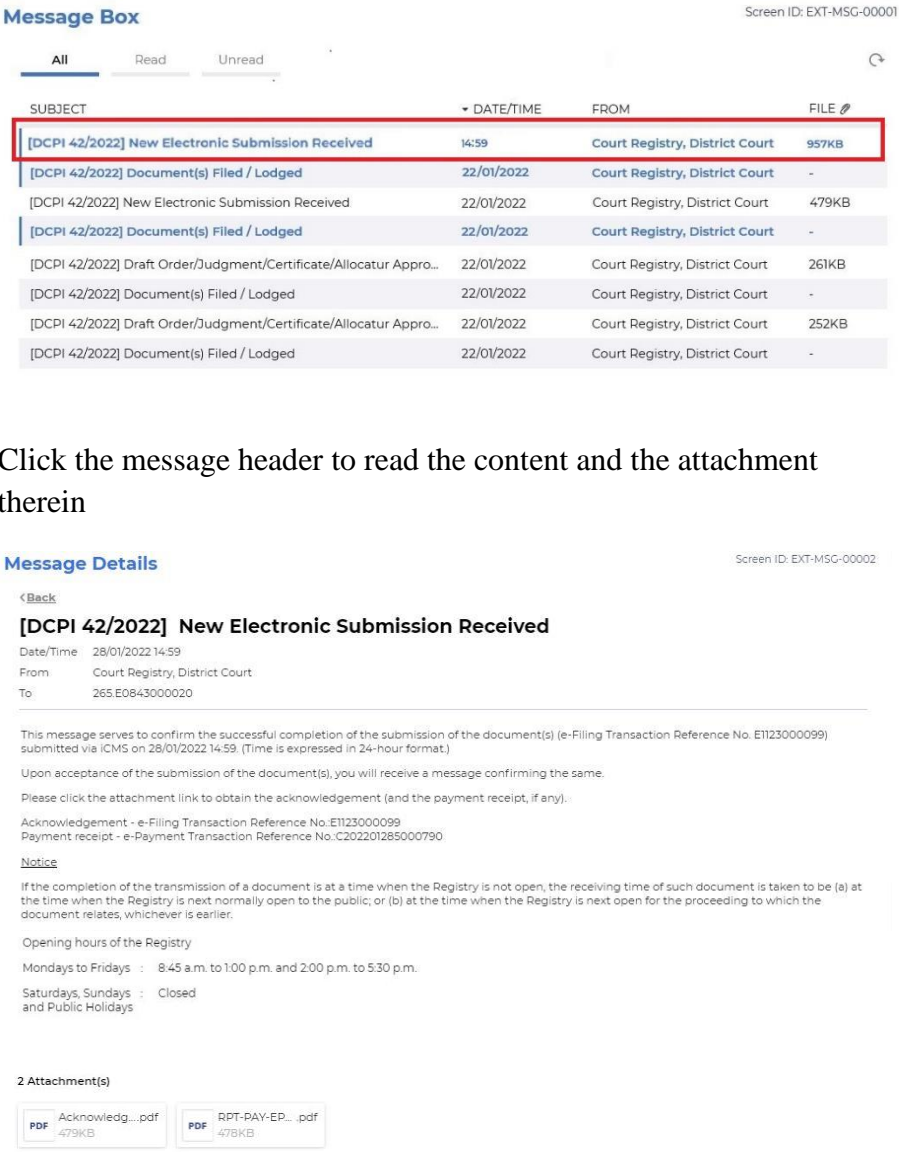
| Item | Process | Relevant screenshots for reference |
|------|--|---|
| 1. | <p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</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> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p>  <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</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>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home District Court Electronic Filing Send Document(s) Inspection of Document(s) Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates’ Courts Update Your Profile System Maintenance Information</p> <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table border="1"> <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:ET1365000020] 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:ET1365000020] 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 | - |
| 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:ET1365000020] 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 | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of Integrated Court Case Management System (“ICMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</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>Send document(s) to an existing case Screen ID: EFIL-CMC-00110</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>Enter Case No.</p> <p>Case No. * (?)</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</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>Send document(s) to an existing case Screen ID: EFIL-CMC-000111</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>Document Name * Notice Of Setting Down Case For Trial</td> <td>For Filing</td> </tr> </tbody> </table> <p>Document Version</p> <p>Document Language * --- Please Select ---</p> <p>For *</p> <p><input type="checkbox"/> P1 Chan Yan Yan</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 Chan Yan Yan</p> <p>Upload File * Upload</p> <p>Add Document</p> <p>BACK NEXT</p> <p>Drag and drop file here or 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 | Document Name * Notice Of Setting Down Case For Trial | For Filing | Document Name | Type | Size (0 B) | No Document Uploaded. | | |
| NO. | DOCUMENT | PURPOSE* | | | | | | | | | | | | |
| 1 | Document Name * Notice Of Setting Down Case For Trial | For Filing | | | | | | | | | | | | |
| Document Name | Type | Size (0 B) | | | | | | | | | | | | |
| No Document Uploaded. | | | | | | | | | | | | | | |

| 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> |  |
| 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-step guide “Upload document using ‘drag and</i></p> | <p><u>The 2nd document to be uploaded – Application to Set Down Case for Trial</u></p>  |

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|---|---|--|--------------|-----------------|----------|---|--------------|--------------------------|---|--------|-----|---------|-------------------|---------------|-------------|-----|---|------------|---------|---------------------------------------|--|--------------|---|------------|---------|--|--|--------------|
| 9. | <p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p><i>[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 4 at item 10.]</i></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p> |  <p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference No: E1123000099 Transaction Date: 28/01/2022 Total Amount: HKD 505.00</p> <p>Payment Method: </p> <p>CANCEL PAY</p> <p>• Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. • After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. • Merchant Name is applicable to credit card payment method only. • PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. • Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. • Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. • For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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>  <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice 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> <p>Submitted By: Mr. Lau To Fu (265.E0843000020) Organization: Happy Company Submitted On: 28/01/2022 14:59:15 e-Filing Transaction Reference No: E1123000099 e-Payment Method: Credit Card(JCB)</p> <p>Transaction Summary</p> <table border="1"> <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 42/2022</td> <td>Personal Injuries Action</td> <td>All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - 1) Application to Fix a Date for trial 2) Application to set down case for trial</td> <td>505.00</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : HKD 505.00</p> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <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>112390000395</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(774.76KB)</td> <td>112390000407</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> <p>SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT</p> | NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | 1 | DCPI 42/2022 | Personal Injuries Action | All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - 1) Application to Fix a Date for trial 2) Application to set down case for trial | 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) | 112390000395 | 2 | For Filing | English | Application to Set Down Case for Trial | Application to Set a Case Down for Trial.pdf(774.76KB) | 112390000407 |
| NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | DCPI 42/2022 | Personal Injuries Action | All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - 1) Application to Fix a Date for trial 2) Application to set down case for trial | 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) | 112390000395 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | For Filing | English | Application to Set Down Case for Trial | Application to Set a Case Down for Trial.pdf(774.76KB) | 112390000407 | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Process | Relevant screenshots for reference |
|---|---------|--|
| | |  |
| <p>11.</p> <p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></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> |

| Item | Process | Relevant screenshots for reference |
|------|---|---|
| 12. | Internal process by Judiciary | Sender will receive message in iCMS message box after internal vetting by Judiciary |
| 13. | <p><u>Confirmation message sent to the message box of OU/ IU as appropriate</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 sent to the message box of OU/IU as appropriate</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