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

| Process | Relevant screenshots for reference |
|---|---|
| Login user account | Organization User |
| By Organization User ("OU") or Individual User ("IU") account holder [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.] | Screen ID: AUTH-LCN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Corganization Code * Login Name * Password * |
| For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. | LOGIN Register an Account Account Activation Reset Password Individual User |
| [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.] | LOGIN Desse fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User (*'U*) Organization Code Login Name* Password* Password* Register an Account Account Activation Reset Password |
| | Login user accountBy Organization User ("OU") or Individual User ("IU") account holder[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 |

| Item | Process | Relevant screenshots for reference | | | | |
|------|---|---|--|--|--|--|
| 2. | Access e-Filing function | Welcome to Judiciary Web Portall. You can access the services of the Integrated Court Case Management System ("ICMS") in this portal. | | | | |
| | Select court level, e.g. | Home Message Box Soreen ID: EXT-MSG-00001 District Court All Read Unread C | | | | |
| | "District Court"> | Send Document(s) SUBJECT • DATE/TIME FROM FILE # [] Bailiff Related Services • [DCC3 57/2022 (Con,]] Document(s) Filed / Lodged 06/0/2022 Court Registry, District Court - | | | | |
| | Click "Electronic Filing" > | Certification of Translation Services IDCC3 97/2022 (Con.]] New Electronic Submission Received 06/10/2022 Court Registry, District Court 478KB Other Electronic Services IDCEC 6/2022] New Electronic Submission Received 28/09/2022 Court Registry, District Court 478KB Magistrater Magistrater Court Registry, District Court 478KB Magistrater Court Registry, District Court 957KB Update Vour Profile IDCC2 91/2022] Sealed Document(s) Issued 26/09/2022 Court Registry, District Court 272KB | | | | |
| | Select "Send Document(s)"> | System Maintenance [DCP1 320/2022] Sealed Document(s) Issued 22/09/2022 Court Registry, District Court 258KB Information [DCP1 238/2022] Sealed Document(s) Issued 22/09/2022 Court Registry, District Court 799KB [DCP1 238/2022] Sealed Document(s) Issued 22/09/2022 Court Registry, District Court 479KB [DCEC 6/2022] New Electronic Submission Received 22/09/2022 Court Registry, District Court 479KB [DCCJ 91/2022] Document(s) Filed / Lodged 22/09/2022 Court Registry, District Court 583KB | | | | |
| | | K < 1 2 3 4 5 6 7 8 9 10 > > | | | | |
| 3. | <u>Select the required</u> <u>function</u> | Send Document(s) Screen ID: EFIL-CMC-00101 Note to Sender | | | | |
| | 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"> | Electronic transactions with the e-Courts 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 ("(CMS") to send documents by electronic means and conduct other electronic transactions with the e-Courts. 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. 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. The Send document(s) to an existing case NEXT | | | | |
| 4. | Enter case number Input "Case No.*"> Select "No" in "Related to taxation proceedings? *"> Click "NEXT"> | Step 1: Enter Case No. Send document(s) to an existing case Screen ID: EFIL-CMC-0010 | | | | |
| | | BACK | | | | |

| Upload document | Step 2: Upload Document |
|--|---|
| | 1 1 |
| a. Notice Of Setting Down Case for Trial Select "Notice Of Setting Down Case for Trial" in "Document Name*"> | 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> <u>Send document(s) to an existing case</u> |
| Select "For Filing" in "PURPOSE*"> | |
| Select language in "Document Language*"> | Enter Case No. Upload Document Confirmation and Acknowledgement Payment |
| Tick the checkboxes under "For*" /and "Against"> | Notice - Field with (*) is required information Upload Document |
| Click "Upload" > | Case No. DCPI 48/2022 |
| Click "BROWSE FILES" and select document> | NO. DOCUMENT PURPOSE* |
| [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.] | Notice Of Setting Down Case For Trial Document Version Document Language Please Select For • ?? PI Chan Yan Yan DI Hong Kong Transportation Company Limited Against ?? DI Hong Kong Transportation Company Limited PI Chan Yan Yan Upload File • ?? Upload Add Document BACK |
| | Drag and drop file here or BROWSE FILES |
| | Uploaded Documents Type Size (0 B) No Document Uploaded. No Document Uploaded. No Document Uploaded. |
| | 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 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 |

| Item | Process | Relevant screenshots for reference | | | | |
|------|--|---|--|--|--|--|
| 6. | Preview uploaded | | | | | |
| | <u>document</u> | Drag and drop file here | | | | |
| | Document name is displayed under "Uploaded Documents" | or BROWSE FILES | | | | |
| | Click "Preview" to view the image of the document> | Uploaded Documents Type Size (300.2 KB) Document Name Type KB) Notice of Setting Down for Trial.pdf pdf 300.2 KB Preview Delete | | | | |
| | Click "OK" if the uploaded document is in order> | CLOSE | | | | |
| | Or, click "Delete" if the uploaded document is not in order> | | | | | |
| 7. | Upload document | The 2 nd document to be uploaded – Application to Set Down Case for | | | | |
| | b. Application to Set | Trial | | | | |
| | Down Case for Trial | 2 Document Name* Application to Set Down Case for Trial ✓ For Filing ✓ | | | | |
| | Click "Add Document"> | Document Version | | | | |
| | Select "Application to Set Down Case for Trial" in "Document Name*"> | Document Language* Please Select For* ⑦ Pl Chan Yan Yan DI Hong Kong Transportation Company Limited | | | | |
| | Select "For Filing" in "PURPOSE*"> | Against (?) D I Hong Kong Transportation Company Limited PI Chan Yan | | | | |
| | Select language in "Document Language*" > | Upload File * (?) Upload | | | | |
| | Tick the checkboxes under "For*" /and "Against"> | BACK NEXT | | | | |
| | Click "Upload"> | Drag and drop file here or | | | | |
| | Click "BROWSE FILES" and select document> | BROWSE FILES | | | | |
| | [Note: You may also use "Drag and drop file here" | Uploaded Documents Document Name Type Size (0 B) No Document Uploaded. Size (0 B) Size (0 B) | | | | |
| | to upload document file. Please refer to the step-by- step guide "Upload | CLOSE OK | | | | |
| | document using 'drag and | | | | | |

| Item | Process | Relevant screenshots for reference |
|------|---|--|
| | <pre>drop' feature" for more information.] To preview document, repeat steps in item 6. Click "NEXT"></pre> | |
| 8. | Confirm details of the <u>filing</u> | Step 3: Confirm Details of the Filing |
| | If filing details are in order, click "Pay"> | Sereen ID: EFIL-CMC-000112 |
| | | NO. DOCUMENT PURPOSE* PAYMENT ITEM(S) FEE(HKD) 1 Document Name Notice Of Setting Down Case For Trial For Filing - |
| | | 2 Document Name Application to Set Down Case for Trial For Filing All Procedural Fees under the Court 505.00 2 Document Name Application to Set Down Case for Trial Foe Filing All Proceedings 0 Document Version Proceedings - (Electronic English Technology) Document Language (District Court) For P1 Chan Yan Yan Fix a Date for trial 2) Against Application to set down case for trial |
| | | Upload File Application to Set a Case Down for Trial.pdf(774.76KB) Total amount : HKD 505.00 |
| | Click "OK" to "Proceed for payment"> | BACK PAY |
| | Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data> | Proceed for payment? |

| Item | Process | Relevant screenshots for reference |
|------|---|---|
| 9. | 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 4 at item 10.] [Note: Payment is not applicable to the party who is on legal aid.] | Online Payment Service Marchant Name Judiciary Online Payment Service Marchant Name The Judiciary PrilingTransaction Reference Nic E123000093 Transaction Date 28/01200 Payment Methon Interference Nic Payment Methon Interference Nic Payment Methon Interference Nic Payment Methon Interference number or PRINT the page for enquiry on the payment status when necessary. A ther pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise. Workant Name Some uses may receive an error page or have to wait for several minutes before they get a response from the credit card payment apprexent and to use to payment. Payment Higu way how in please wait a moment and retry, or change to use debtore they get a response from the credit card payment apprexent and the support payment different mechanisms to authenticate the cardholder's identity during online payment. Different credit card Issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Different credit card Issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Different credit card Issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Different credit card Issuers may have im |
| 10. | Acknowledgement | Step 4: Acknowledgement |
| | 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?" | Screen ID: EFIL-CMC-00013 Screen ID: EFIL-CMC-00013 Image: Constraint of the stars in the second of the stars in th |
| | Click "Open file" to retrieve the Payment receipt> | |
| | h.» | NO. PURPOSE DACUMENT NAME UPLAD FILE DRN 1 For Filing English Notice Of Setting Down Case For Trial Notice of Setting Down for Trial.pdf(S00.24KB) 112390000395 |
| | | 2 For Filing English Application to Set Down Case Application to Set a Case 112390000407 for Trial Down for Trial pdf(774.76KB) |
| | w (version as at November 202 | Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT |

| Item | Process | Relevant screenshots for reference | | | | |
|------|-----------------------------|--|--------------------------|--------------------------------|----------------------|--|
| | | | | | | |
| | | Confirm to download file? | | | | |
| | | CLOSE DOWNLOAD | | | | |
| | | Payment Receipt - epdf | Acknowledg Open file | ementpdf | | |
| 11. | Acknowledgement | Message box with message header | (s) appear | s on the landing p | oage | |
| | message sent to the | | | | | |
| | message box of OU/IU as | Message Box | | Screen I | ID: EXT-MSG-00001 | |
| | <u>appropriate</u> | All Read Unread | | | G | |
| | Click "Home"> | SUBJECT | ■ DATE/TIME | FROM | FILE Ø | |
| | Click "Home"> | [DCPI 42/2022] New Electronic Submission Received | 14:59 | Court Registry, District Court | 957KB | |
| | Click the massage header to | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | |
| | Click the message header to | [DCPI 42/2022] New Electronic Submission Received [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | 479KB | |
| | read the content | [DCPI 42/2022] Document(s) Filed / Lodged [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appro | 22/01/2022 22/01/2022 | Court Registry, District Court | - 261KB | |
| | | [DCPI 42/2022] Doarn Order/Judgment/Certificate/Allocatur Appro [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | |
| | | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appro | 22/01/2022 | Court Registry, District Court | 252KB | |
| | | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | |
| | | Click the message header to read the therein Message Details (Back [DCPI 42/2022] New Electronic Submission | | | ent Ext-MSG-00002 | |
| | | Date/Time 28/01/2022 14:59 From Court Registry, District Court To 265.E0843000020 | | | | |
| | | This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E112300009 submitted via ICMS on 28/07/02214-59. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive a message confirming the same. Plesse click the attachment link to obtain the acknowledgement (and the payment receipt, if any). Acknowledgement - e-Filing Transaction Reference No. E1123000099 Payment receipt - e-Payment Transaction Reference No. C202201285000790 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 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. Opening hours of the Registry Mondays to Fridays : 845 am to 100 p.m. and 200 p.m. to 530 p.m. Saturdays, Sundays : Closed and Public Holidays 2 Attachment(s) PERPAY-EPpdf | | | | |

| Item | Process | Relevant screenshots for reference | | | | | |
|------|---|---|--|--|-------------------------------|--|--|
| 12. | Internal process by | Sender will receive message in iCMS message box after intern | | | | | |
| | Judiciary | vetting by Judiciary | | | | | |
| | | | | | | | |
| 13. | Confirmation message | Message box with message header(s) appears on the landing | | | | | |
| | sent to the message box of | | | | | | |
| | OU/ IU as appropriate | Message Box | | Screen | ID: EXT-MSG-00001 | | |
| | | All Read Unread | | | G | | |
| | Login and access Message | SUBJECT | - DATE/TIME | FROM | FILE Ø | | |
| | Box> | [DCPI 42/2022] Document(s) Filed / Lodged | 15:57 | Court Registry, District Court | | | |
| | Click the massage header to | [DCPI 42/2022] Document(s) Filed / Lodged | 15:55 | Court Registry, District Court | | | |
| | Click the message header to | [DCPI 42/2022] New Electronic Submission Received | 14:59 | Court Registry, District Court | 957KB | | |
| | read the content | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | | |
| | | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appro [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court Court Registry, District Court | 261KB | | |
| | | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appro | 22/01/2022 | Court Registry, District Court | 252KB | | |
| | | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | | |
| | | [DCPI 42/2022] Document(s) Filed / Loc Date/Time 28/01/2022 15:55 From Court Registry, District Court To 265.E0843000020 This message serves to confirm the acceptance of the submission of t submitted via ICMS on 28/01/2022 14:59. (Time is expressed in 24-hour DCPI 42/2022 - Application to Set Down Case for Trial, 案件排掷審訊申請 If the document requires determination or approval from the Court, yet Message Details < Back [DCPI 42/2022] Document(s) Filed / Loc Date/Time 28/01/2022 15:59 From Court Registry, District Court | he document(s) (e- format.) - DRN:1123900004 pu will be informed | 07 I of the outcome in due course. | 3000099) ID: EXT-MSG-00002 | | |
| | | To 265.E0843000020 This message serves to confirm the acceptance of the submission of the document(s) (e-FilingTransaction Reference No. E1123000099) | | | | | |
| | | submitted via iCMS on 28/01/2022 14:59. (Time is expressed in 24-hour format.) | | | | | |
| | | DCPI 42/2022 - Notice Of Setting Down Case For Trial, 案件排算審訊通知 If the document requires determination or approval from the Court, yo | | | | | |
| 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 iCM Hearing [Note: Sender will receive a separa the documents are found not in ord | ite messa | - | | | |

| Item | Process | Relevant screenshots for reference | | | | |
|------|--|--|-------------------------|---------------------------------------|------------------|--|
| 15. | Hearing scheduled and/or | Message box with message header(s) appears on the landing pag | | | | |
| | <u>Notice of Hearing issued</u> message sent to the | Message Box | | Screen I | D: EXT-MSG-00001 | |
| | message box of OU/IU as | All Read Unread | | КВ | G | |
| | <u>appropriate</u> | SUBJECT | ▼ DATE/TIME | FROM | FILE Ø | |
| | Login and access Message | [DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Iss | 16:57 | Court Registry, District Court | 488KB | |
| | 0 | [DCPI 42/2022] Document(s) Filed / Lodged | 15:57 | Court Registry, District Court | - | |
| | Box> | [DCPI 42/2022] Document(s) Filed / Lodged | 15:55 | Court Registry, District Court | - | |
| | | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | |
| | Click the message header to | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appro | 22/01/2022 | Court Registry, District Court | 252KB | |
| | read the content | [DCPI 42/2022] Document(s) Filed / Lodged | 22/01/2022 | Court Registry, District Court | - | |
| | | <back 01="" 16:57<="" 2022="" 2022]="" 28="" 42="" [dcpi="" and="" date="" hearing="" issued="" notice="" of="" or="" scheduled="" th="" time=""></back> | | | | |
| | | From Court Registry, District Court | | | | |
| | | To 265.E0843000020 This message serves to inform that a hearing has been scheduled / a N | otice of Hearing ha | as been issued by the Court in respon | ise to your | |
| | | lodgment/filing of document(s) (e-FilingTransactionReference No. E112 in 24-hour format.) | | | | |
| | | Please click the attachment link to obtain the notice of hearing. | | | | |
| | | DCPI 42/2022 - Notice of Hearing (Hearing date: 28/03/2022 at 10:00 am fc DRN:113190000406 | or Application to Set D | own Case for Trial), 聆訊通知書 - | | |
| | | Attachment(s) DCPI 42-202pdf 1438KB | | | | |
| | | | | | | |

Internal process by Judiciary