
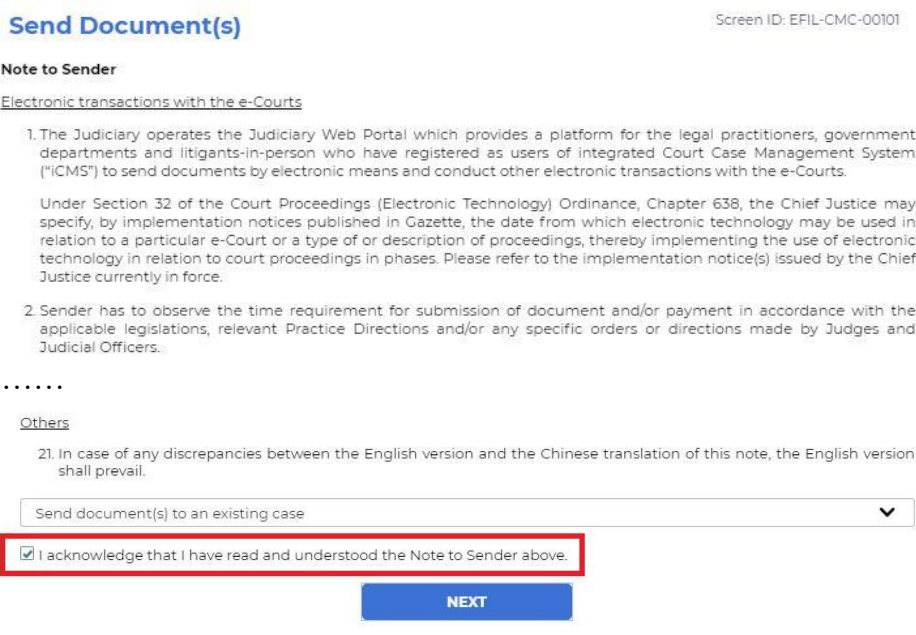
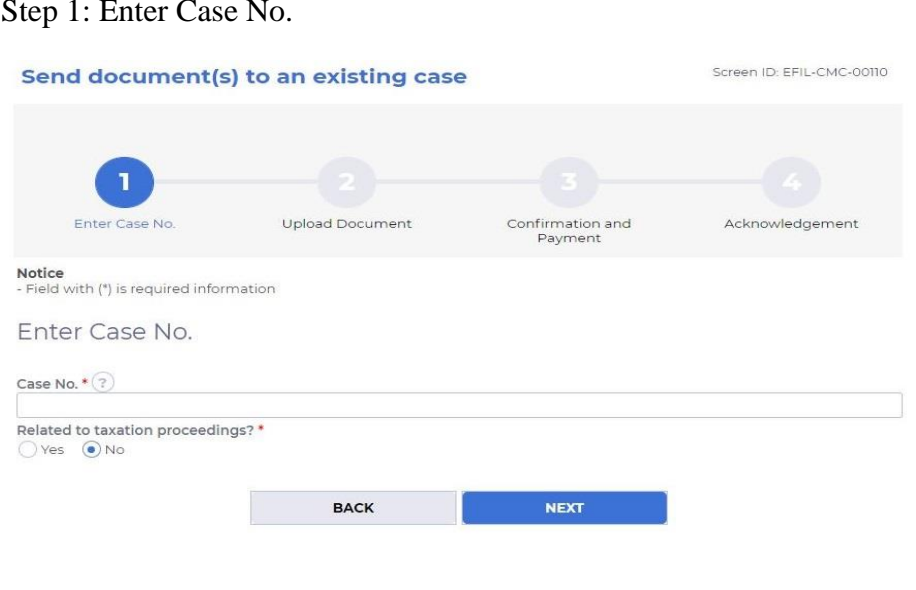


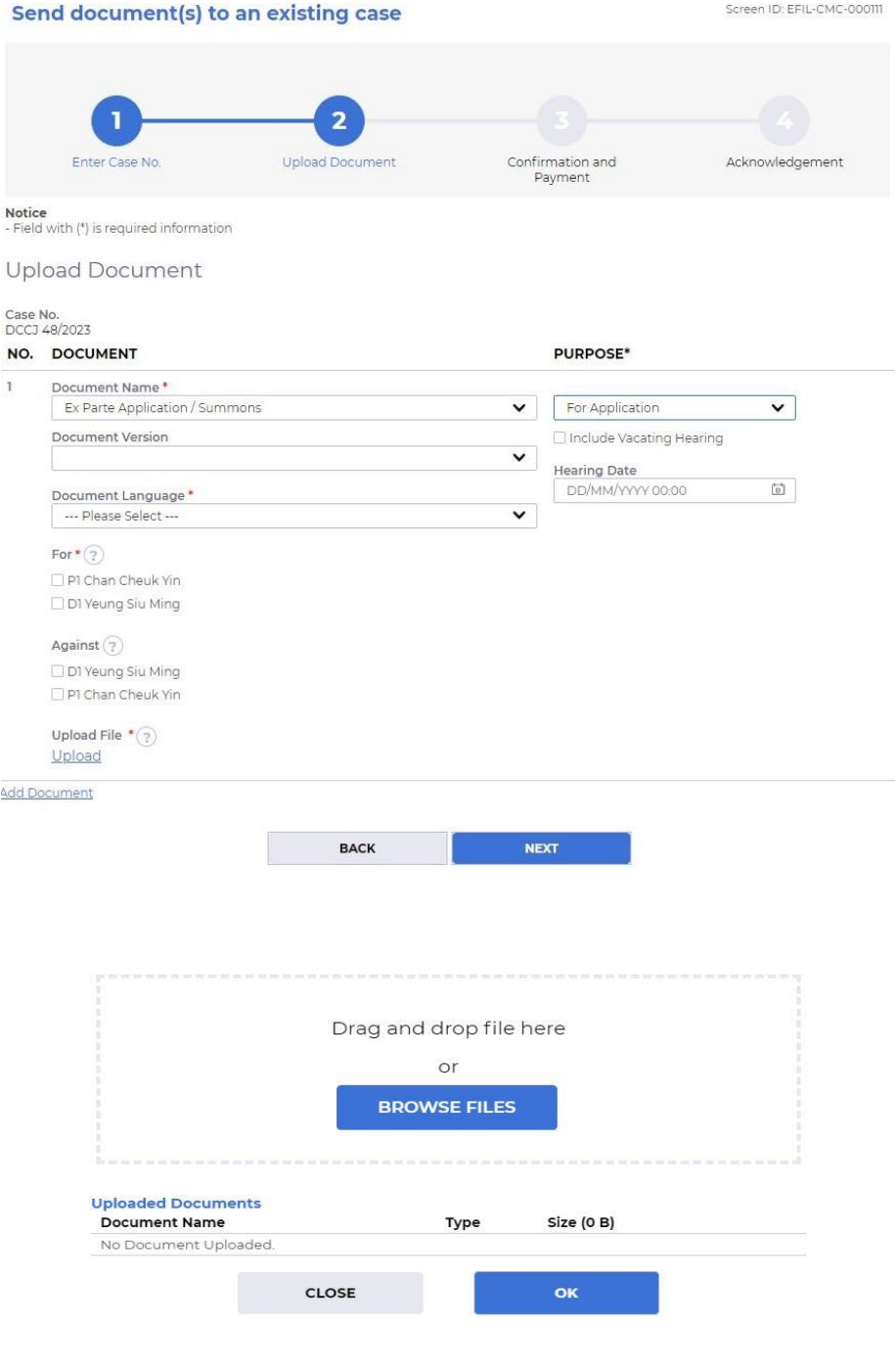
File application for Charging Order

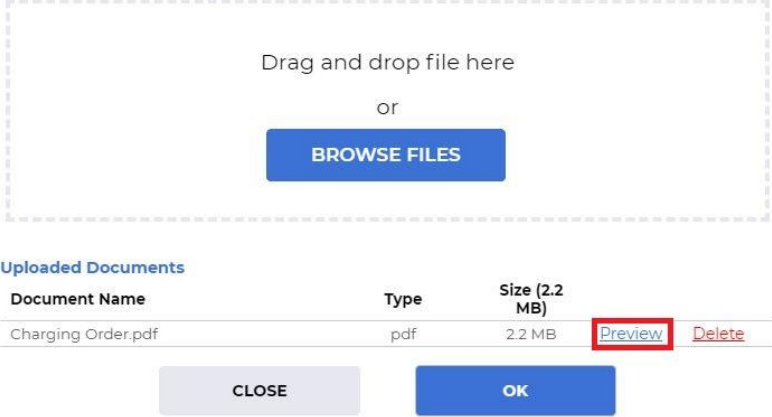
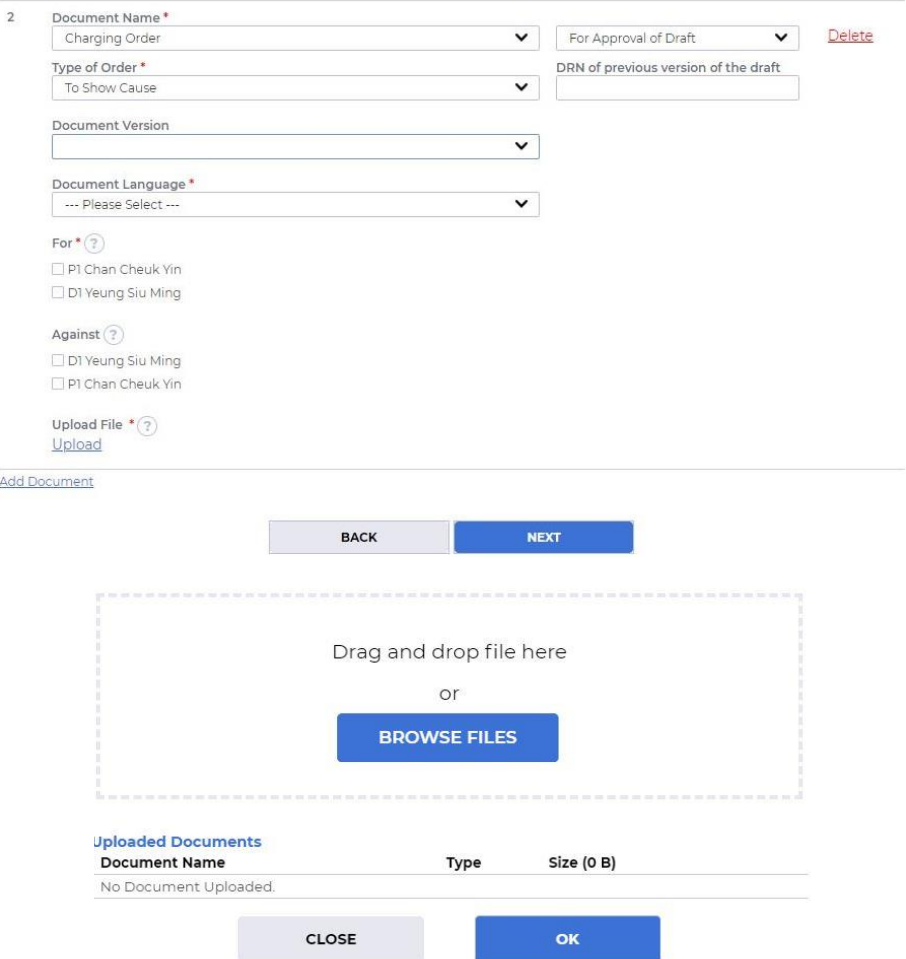
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

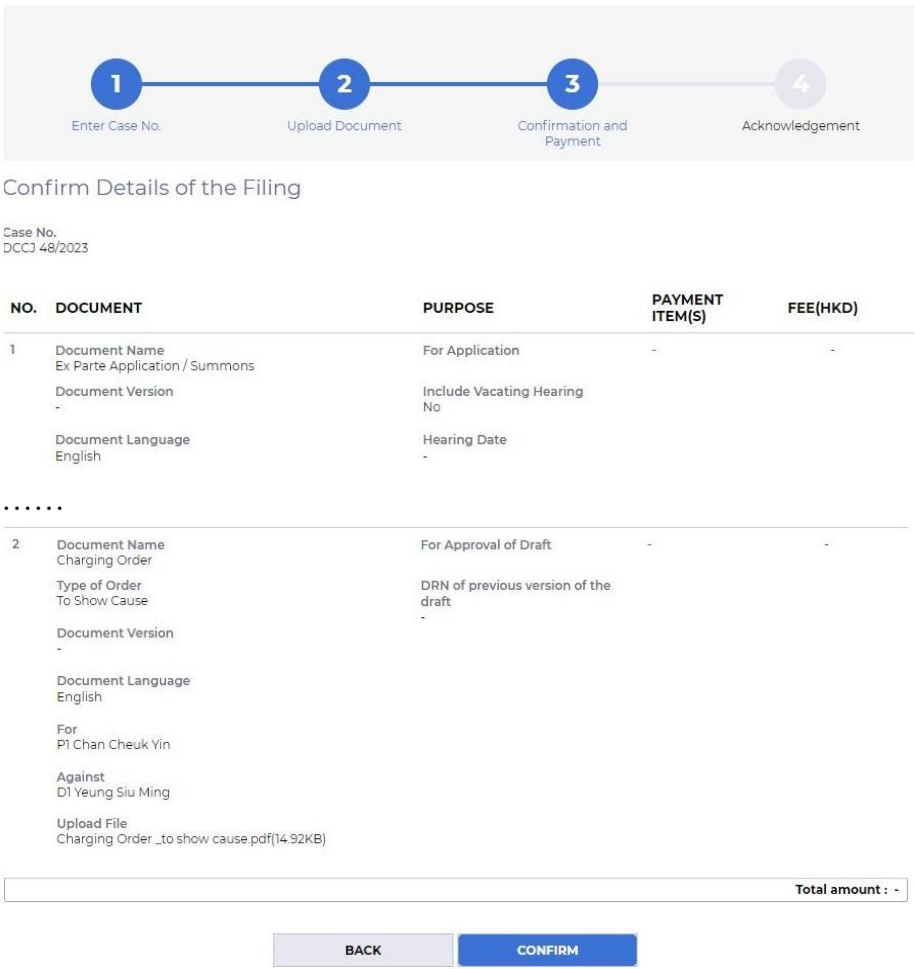
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Individual User (“IU”)"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div>
<p>Items 2 to 23 relate to the filing of charging order to show cause</p>		

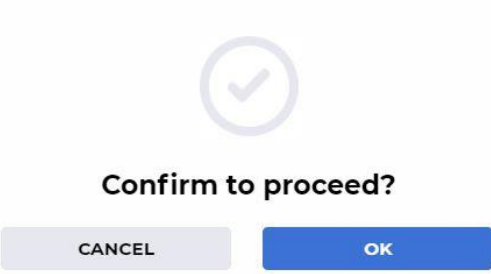
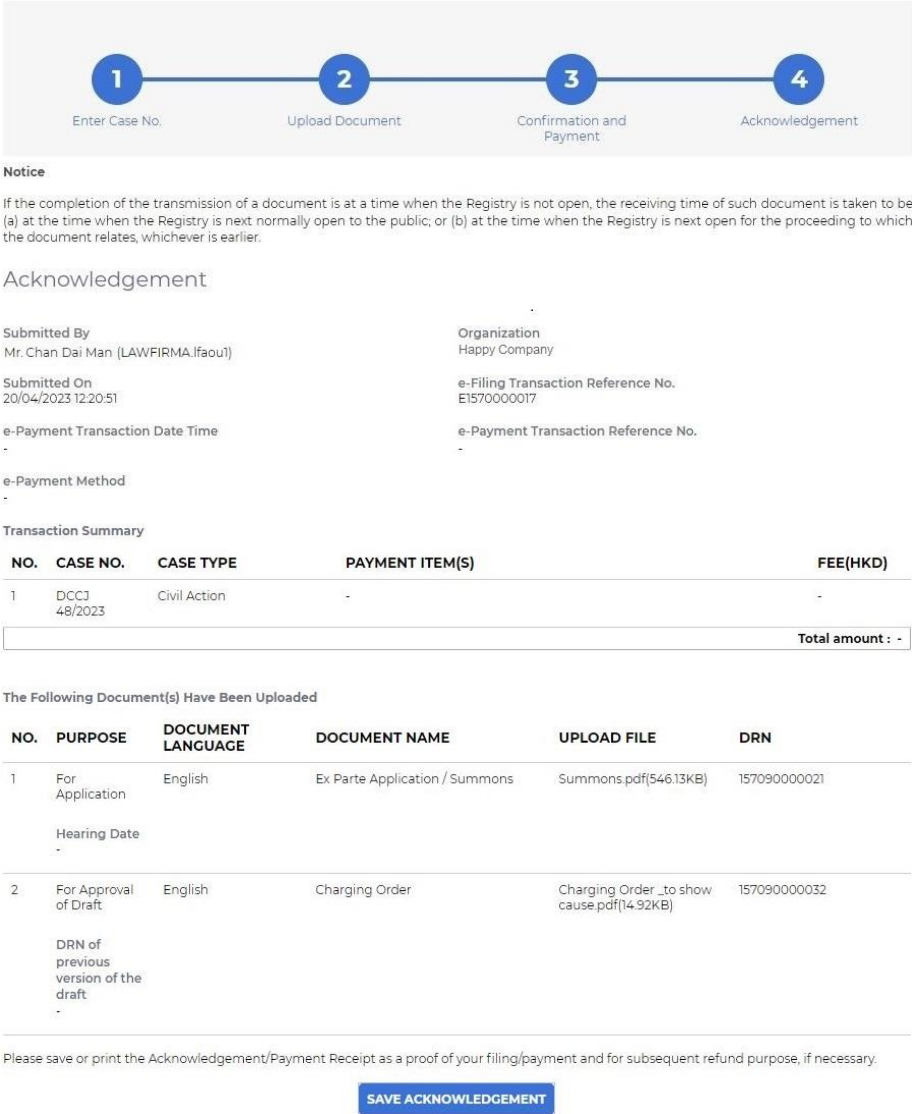
Step-by-step guide – “File application for Charging Order”

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 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 All Read Unread Screen ID: EXT-MSG-0001</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr> <td>[Document(s) of DCPI 86/2023] Acknowledgement and Payment R...</td> <td>19/04/2023</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>Accept [Trn Ref. No.: L0470000037] [Case No.: DCTC 4/2023]</td> <td>19/04/2023</td> <td>UAT BAI HK SB</td> <td>-</td> </tr> <tr> <td>Tran. no.: [L0470000037] DCTC 4/2023 Application Pending Accept...</td> <td>19/04/2023</td> <td>Bailiff Section</td> <td>604KB</td> </tr> <tr> <td>[TRN:E156900059] New Electronic Submission Received</td> <td>19/04/2023</td> <td>Court Registry, District Court</td> <td>956KB</td> </tr> <tr> <td>[DCPI 1/2023] New Electronic Submission Received</td> <td>19/04/2023</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[Document(s) of DCPI 1/2023] Acknowledgement and Payment Rec...</td> <td>19/04/2023</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCTC 4/2023] Writ of Execution issued by the Court</td> <td>18/04/2023</td> <td>Court Registry, District Court</td> <td>1147KB</td> </tr> <tr> <td>[DCTC 4/2023] Document(s) Filed / Lodged</td> <td>18/04/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCTC 4/2023] New Electronic Submission Received</td> <td>18/04/2023</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>18/04/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[Document(s) of DCPI 86/2023] Acknowledgement and Payment R...	19/04/2023	Court Registry, District Court	582KB	Accept [Trn Ref. No.: L0470000037] [Case No.: DCTC 4/2023]	19/04/2023	UAT BAI HK SB	-	Tran. no.: [L0470000037] DCTC 4/2023 Application Pending Accept...	19/04/2023	Bailiff Section	604KB	[TRN:E156900059] New Electronic Submission Received	19/04/2023	Court Registry, District Court	956KB	[DCPI 1/2023] New Electronic Submission Received	19/04/2023	Court Registry, District Court	478KB	[Document(s) of DCPI 1/2023] Acknowledgement and Payment Rec...	19/04/2023	Court Registry, District Court	582KB	[DCTC 4/2023] Writ of Execution issued by the Court	18/04/2023	Court Registry, District Court	1147KB	[DCTC 4/2023] Document(s) Filed / Lodged	18/04/2023	Court Registry, District Court	-	[DCTC 4/2023] New Electronic Submission Received	18/04/2023	Court Registry, District Court	957KB	[DCCJ 50/2023] Document(s) Filed / Lodged	18/04/2023	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>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>																																												


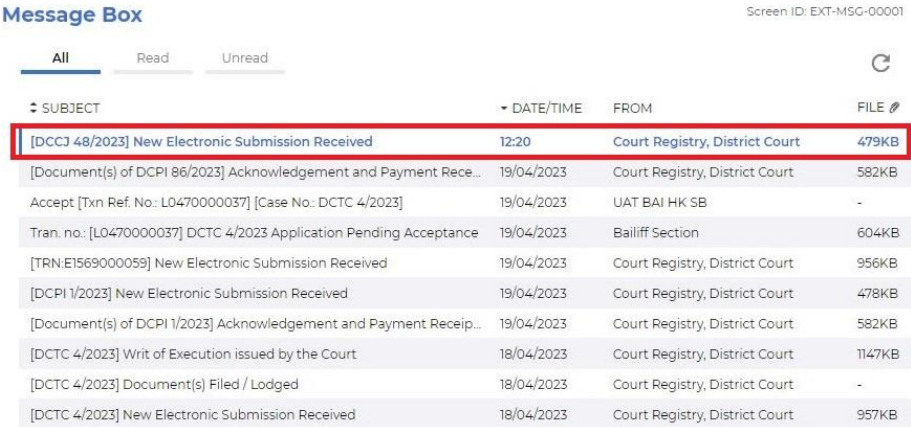
Item	Process	Relevant screenshots for reference
5.	<p><u>Upload document</u></p> <p>a. Ex Parte Application/ Summons</p> <p>Select “Ex Parte Application/ Summons” or “Affidavit/ Affirmation” in “Document Name*”></p> <p>Select “For Application” in “PURPOSE*”></p> <p>Select language in “Document Language*” ></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 follow:</p> <p>a. Ex Parte Application/ Summons or Affidavit/ Affirmation b. Charging Order</p> <p><u>The 1st document to be uploaded – Ex parte application/ Summons or Affidavit/ Affirmation</u></p> 

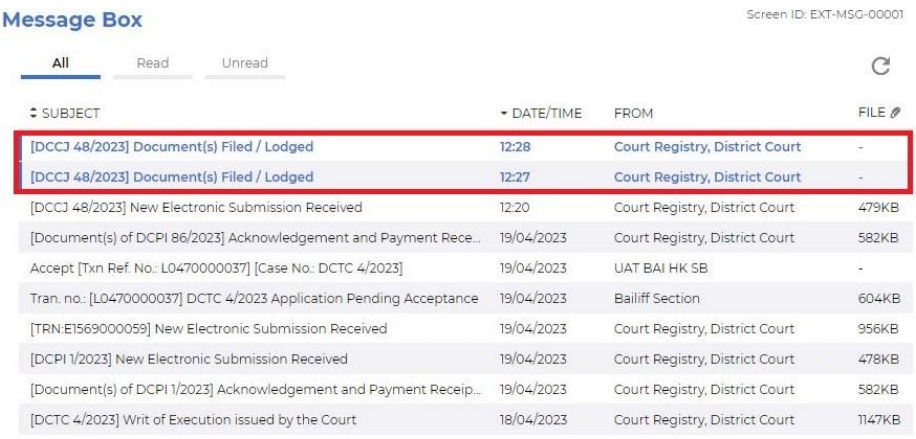
Item	Process	Relevant screenshots for reference
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p>	
7.	<p><u>Upload Document</u></p> <p>b. Charging Order</p> <p>Click “Add Document”></p> <p>Select “Charging Order” in “Document Name*”></p> <p>Select “To Show Cause” in “Type of Order”></p> <p>Select “For Approval of Draft” 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.</i></p>	<p><u>The 2nd document to be uploaded – Charging Order</u></p> 

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	<p><i>Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p> <p>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>																					
<p>8.</p>	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM” ></p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCCJ 48/2023</p> <table border="1"> <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> Document Name Ex Parte Application / Summons Document Version - Document Language English </td> <td> For Application Include Vacating Hearing No Hearing Date - </td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="5">.....</td> </tr> <tr> <td>2</td> <td> Document Name Charging Order Type of Order To Show Cause Document Version - Document Language English For P1 Chan Cheuk Yin Against D1 Yeung Siu Ming Upload File Charging Order _to show cause.pdf(14.92KB) </td> <td> For Approval of Draft DRN of previous version of the draft - </td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : -</p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="CONFIRM"/> </p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Ex Parte Application / Summons Document Version - Document Language English	For Application Include Vacating Hearing No Hearing Date -	-	-					2	Document Name Charging Order Type of Order To Show Cause Document Version - Document Language English For P1 Chan Cheuk Yin Against D1 Yeung Siu Ming Upload File Charging Order _to show cause.pdf(14.92KB)	For Approval of Draft DRN of previous version of the draft -	-	-
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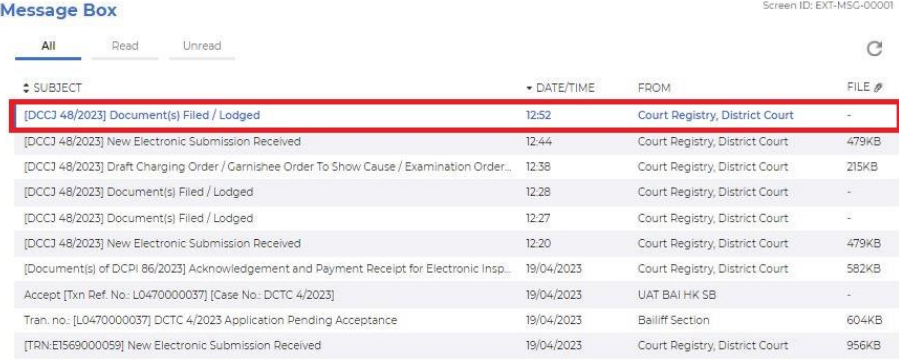
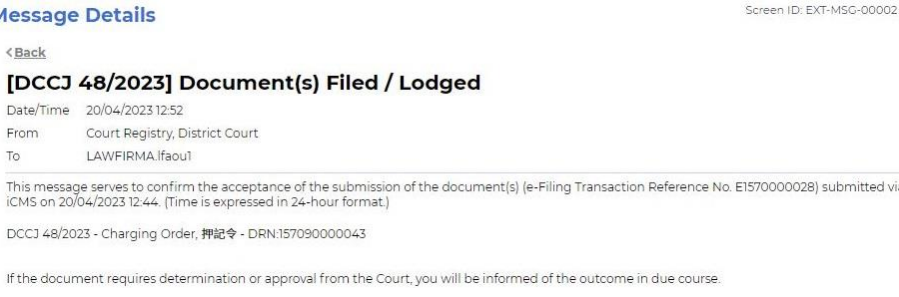
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	<p>Click “OK” to “Confirm to proceed?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Popup of confirm to proceed</p> 																																								
<p>9.</p>	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00013</p>  <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> <p>Submitted By: Mr. Chan Dai Man (LAWFIRMA.lfaou1) Organization: Happy Company</p> <p>Submitted On: 20/04/2023 12:20:51 e-Filing Transaction Reference No. E1570000017</p> <p>e-Payment Transaction Date Time: - e-Payment Transaction Reference No. -</p> <p>e-Payment Method: -</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>DCCJ 48/2023</td> <td>Civil Action</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : -</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 Application</td> <td>English</td> <td>Ex Parte Application / Summons</td> <td>Summons.pdf(546.13KB)</td> <td>157090000021</td> </tr> <tr> <td></td> <td>Hearing Date</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2</td> <td>For Approval of Draft</td> <td>English</td> <td>Charging Order</td> <td>Charging Order_to show cause.pdf(14.92KB)</td> <td>157090000032</td> </tr> <tr> <td></td> <td>DRN of previous version of the draft</td> <td>-</td> <td>-</td> <td>-</td> <td>-</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 style="text-align: center;">SAVE ACKNOWLEDGEMENT</p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCCJ 48/2023	Civil Action	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Application	English	Ex Parte Application / Summons	Summons.pdf(546.13KB)	157090000021		Hearing Date	-	-	-	-	2	For Approval of Draft	English	Charging Order	Charging Order_to show cause.pdf(14.92KB)	157090000032		DRN of previous version of the draft	-	-	-	-
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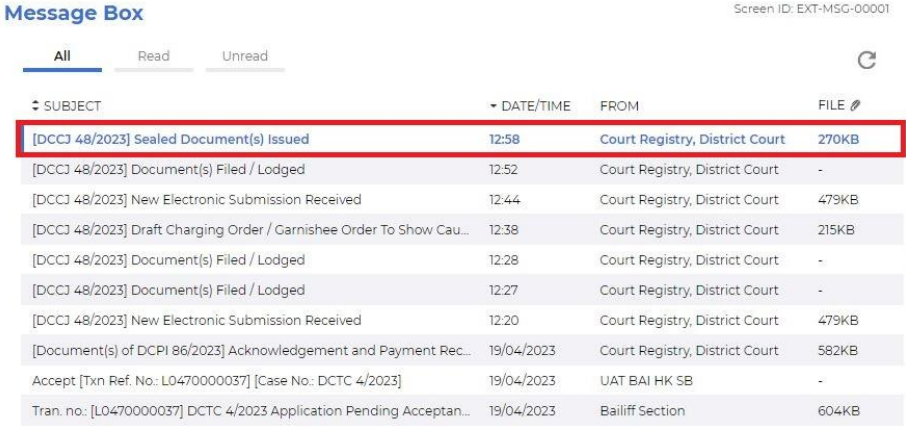

Step-by-step guide – “File application for Charging Order”

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	
10.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</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>
11.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>


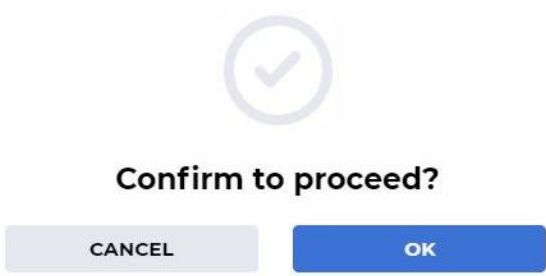
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Item	Process	Relevant screenshots for reference
16.	<p><u>Upload document</u></p> <p>Select “Charging Order” in “Document Name*”></p> <p>Select “To Show Cause” in “Type of Order”></p> <p>Select “For Listing” in “PURPOSE*”></p> <p>Select “Hearing Before*”></p> <p>Select either “Any Date” or “A Date Not Before*”></p> <p><i>[Note: If the latter option is selected, input a date in “A Date Not Before*” and input “Proposed Dates” and “Special Request” field, if any.]</i></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 “To upload document using ‘drag and drop’ feature” for more information.]</i></p>	<p>Step 2: Upload Document</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000111</p>

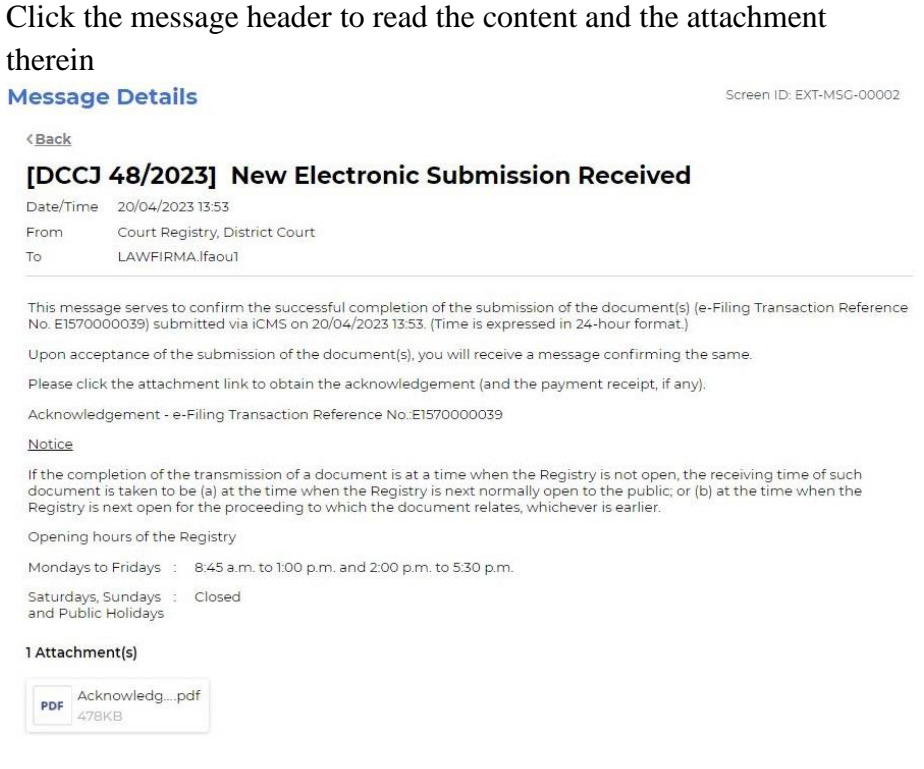
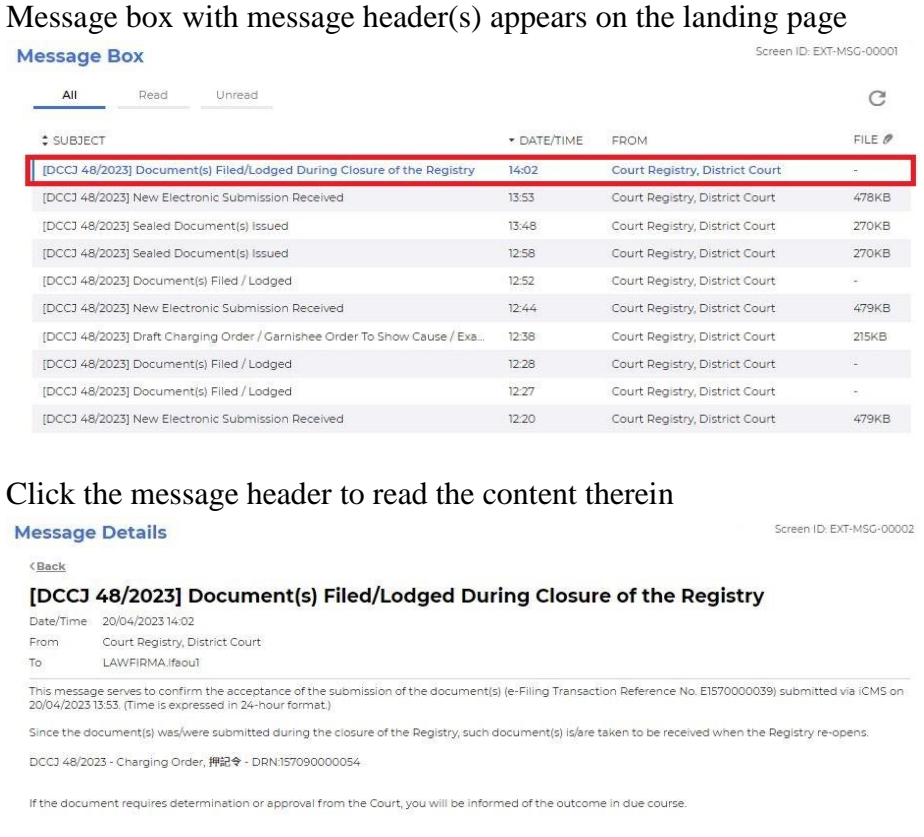
Item	Process	Relevant screenshots for reference
	<p>Click the message header to read the content</p>	<p>Click the message header to read the content and the attachment therein</p> 
20.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>
21.	<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> 
22.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box with a hearing date fixed on sealed document</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>


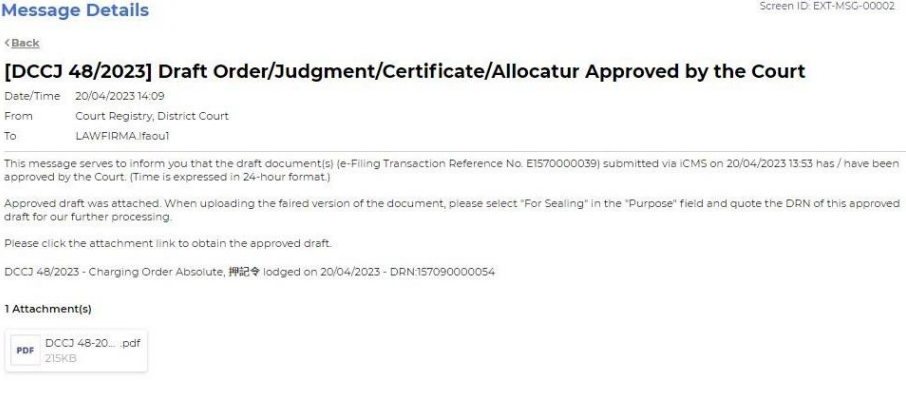
Item	Process	Relevant screenshots for reference
23.	<p><u>Sealed document(s) issued message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachment therein</p> 
<p>Items 24 to 41 relate to the filing of charging order absolute (after hearing of the charging order to show cause and charging order absolute be granted)</p>		
24.	<p><u>Access e-Filing function and repeat Step 1: Enter Case No.</u></p>	<p>Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No.</u></p>

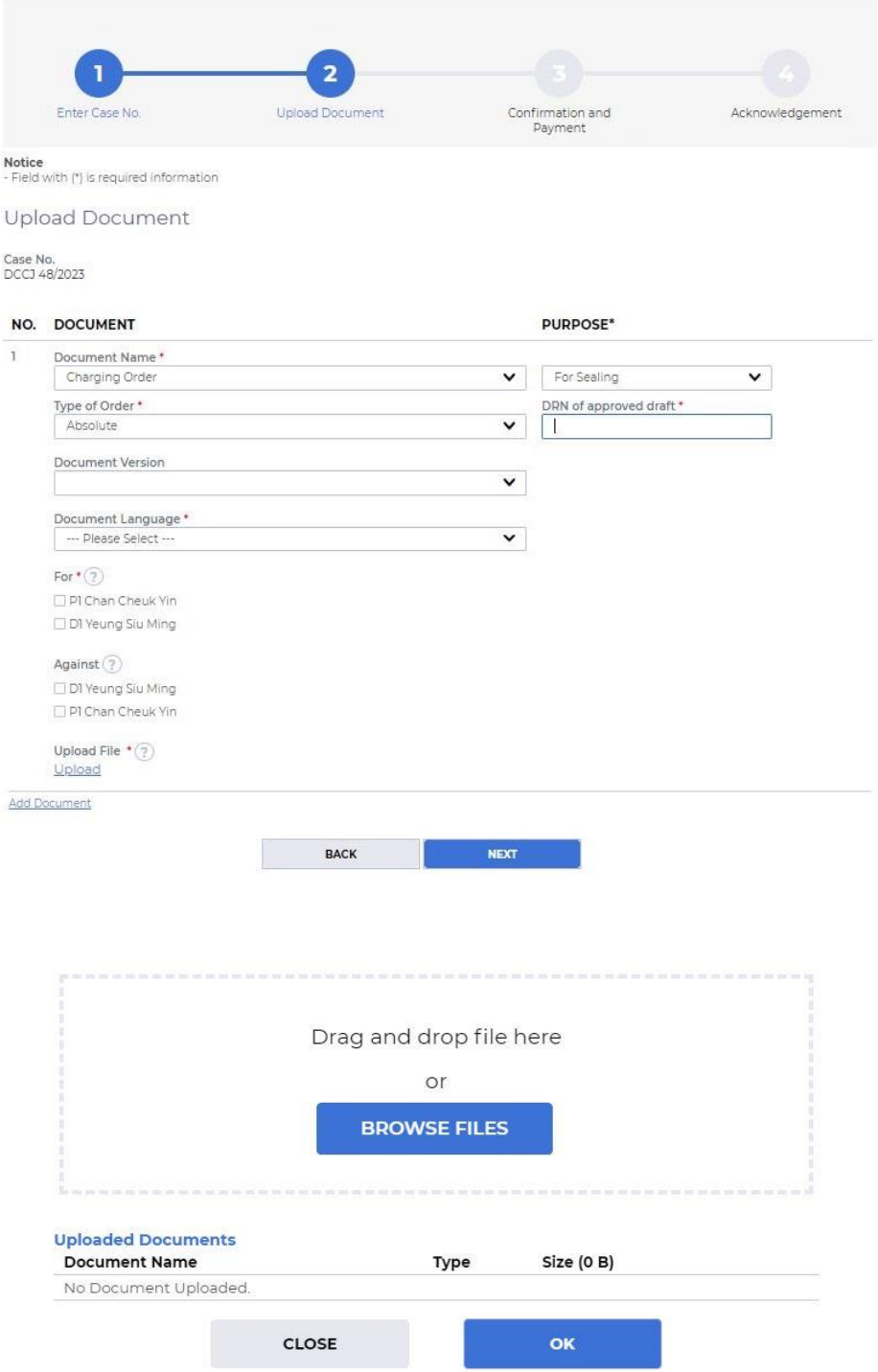
Item	Process	Relevant screenshots for reference
25.	<p><u>Upload document</u></p> <p>Select “Charging Order” in “Document Name*”></p> <p>Select “Absolute” in “Type of Order”></p> <p>Select “For Approval of Draft” in “PURPOSE*”></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes 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>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	<p>Step 2: Upload Document</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00011</p>


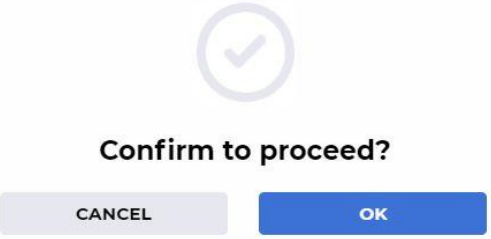
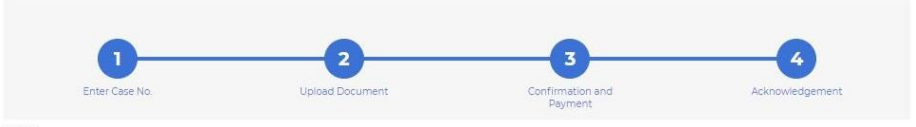
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26.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00012</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCCJ 48/2023</p> <table border="1" data-bbox="597 541 1474 892"> <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> Document Name Charging Order Type of Order Absolute Document Version - Document Language English For Pl Chan Cheuk Yin Against - Upload File Charging Order absolute.pdf(14.92KB) </td> <td> For Approval of Draft DRN of previous version of the draft. - </td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : -</p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="CONFIRM"/> </p> <p>Popup of confirm to proceed</p>  <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="OK"/> </p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Charging Order Type of Order Absolute Document Version - Document Language English For Pl Chan Cheuk Yin Against - Upload File Charging Order absolute.pdf(14.92KB)	For Approval of Draft DRN of previous version of the draft. -	-	-
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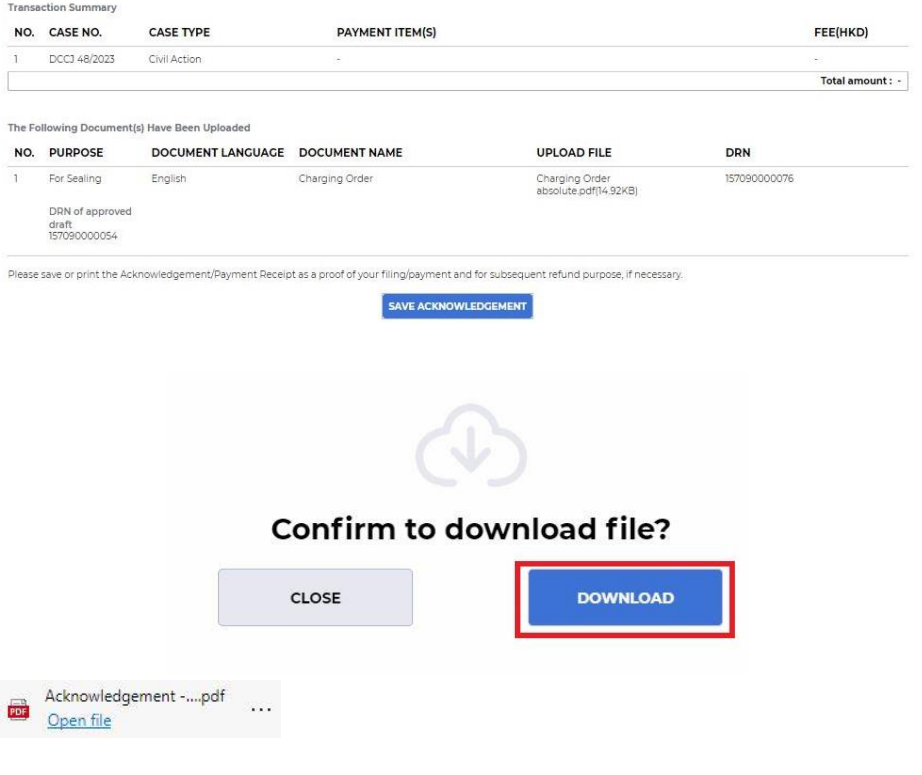

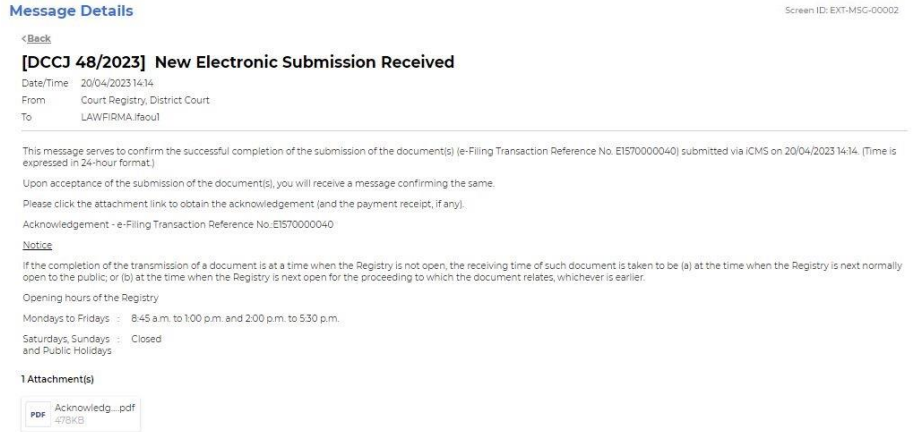
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27.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMG-00013</p>  <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> <table border="0"> <tr> <td>Submitted By Mr. Chan Dai Man (LAWFIRMA/ifaou)</td> <td>Organization Happy Company</td> </tr> <tr> <td>Submitted On 20/04/2023 13:53:15</td> <td>e-Filing Transaction Reference No. E1570000039</td> </tr> <tr> <td>e-Payment Transaction Date Time -</td> <td>e-Payment Transaction Reference No. -</td> </tr> <tr> <td>e-Payment Method -</td> <td></td> </tr> </table> <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>DCCJ 48/2023</td> <td>Civil Action</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total amount : -</td> <td></td> </tr> </tbody> </table> <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 Approval of Draft</td> <td>English</td> <td>Charging Order</td> <td>Charging Order absolute.pdf(14.92KB)</td> <td>157090000054</td> </tr> <tr> <td></td> <td>DRN of previous version of the draft</td> <td>-</td> <td>-</td> <td>-</td> <td>-</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 ACKNOWLEDGEMENT</p> <p></p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p> Acknowledgement -pdf Open file</p>	Submitted By Mr. Chan Dai Man (LAWFIRMA/ifaou)	Organization Happy Company	Submitted On 20/04/2023 13:53:15	e-Filing Transaction Reference No. E1570000039	e-Payment Transaction Date Time -	e-Payment Transaction Reference No. -	e-Payment Method -		NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCCJ 48/2023	Civil Action	-	-	Total amount : -					NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Approval of Draft	English	Charging Order	Charging Order absolute.pdf(14.92KB)	157090000054		DRN of previous version of the draft	-	-	-	-			
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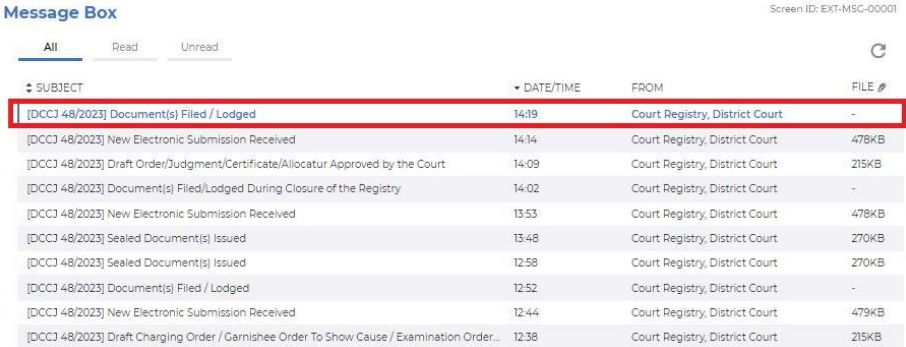
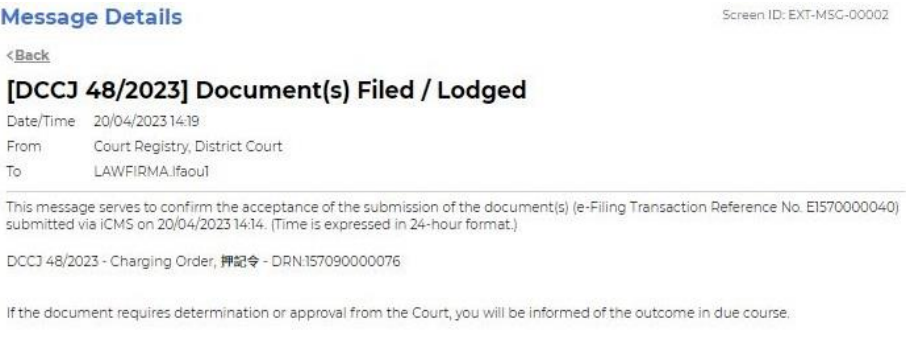

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		<p>Click the message header to read the content and the attachment therein</p> 
29.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
30.	<p><u>Confirmation message sent to the message 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>

Item	Process	Relevant screenshots for reference
31.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after approval on the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>
32.	<p><u>Draft approved 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> 
33.	<p><u>Access e-Filing function and repeat Step 1: Enter case number</u></p>	<p>Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No.</u></p>

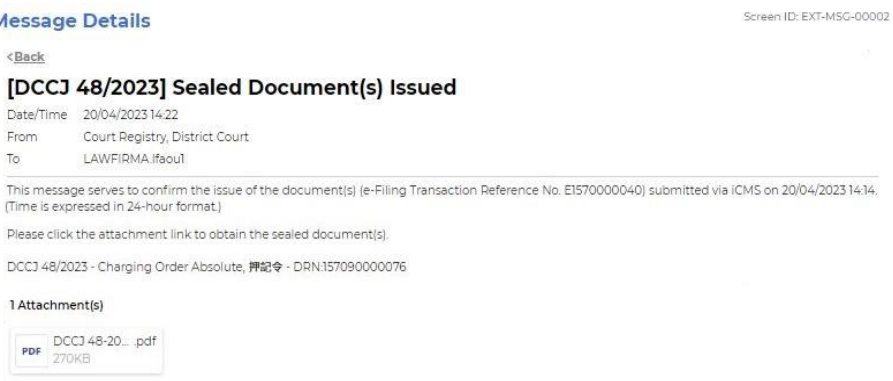

Item	Process	Relevant screenshots for reference
34.	<p><u>Upload Document</u></p> <p>Select “Charging Order” in “Document Name*”></p> <p>Select “Absolute” in “Type of Order”></p> <p>Select “For Sealing” in “PURPOSE*”></p> <p>Input “DRN of Approved draft*”</p> <p><i>[Note: DRN of approved draft can be found at the draft approved by Court at item 32 above.]</i></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>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	<p>Step 2: Upload Document Send document(s) to an existing case Screen ID: EFIL-CMC-000111</p> 

Item	Process	Relevant screenshots for reference										
35.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></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>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCCJ 48/2023</p> <table border="1"> <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>Document Name Charging Order Type of Order Absolute Document Version - Document Language English For Pl Chan Cheuk Yin Against Dl Yeung Siu Ming Upload File Charging Order absolute.pdf(14.92KB)</td> <td>For Sealing DRN of approved draft 157090000054</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : -</p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="CONFIRM"/> </p> <p>Popup of confirm to proceed</p> 	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Charging Order Type of Order Absolute Document Version - Document Language English For Pl Chan Cheuk Yin Against Dl Yeung Siu Ming Upload File Charging Order absolute.pdf(14.92KB)	For Sealing DRN of approved draft 157090000054	-	-
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36.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p>  <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> <table border="0"> <tr> <td>Submitted By Mr. test test (LAWFIRMA/feout)</td> <td>Organization Lawfirm A</td> </tr> <tr> <td>Submitted On 20/04/2023 14:14:46</td> <td>e-Filing Transaction Reference No. E1570000040</td> </tr> <tr> <td>e-Payment Transaction Date Time -</td> <td>e-Payment Transaction Reference No. -</td> </tr> <tr> <td>e-Payment Method -</td> <td></td> </tr> </table> <p>.....</p>	Submitted By Mr. test test (LAWFIRMA/feout)	Organization Lawfirm A	Submitted On 20/04/2023 14:14:46	e-Filing Transaction Reference No. E1570000040	e-Payment Transaction Date Time -	e-Payment Transaction Reference No. -	e-Payment Method -			
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e-Payment Method -												

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	 <p>The screenshot shows a 'Transaction Summary' table with columns: NO., CASE NO., CASE TYPE, PAYMENT ITEM(S), and FEE(HKD). Below it, a table lists uploaded documents with columns: NO., PURPOSE, DOCUMENT LANGUAGE, DOCUMENT NAME, UPLOAD FILE, and DRN. A 'Confirm to download file?' dialog box is displayed with 'CLOSE' and 'DOWNLOAD' buttons. The 'DOWNLOAD' button is highlighted with a red border. Below the dialog, a file named 'Acknowledgement -pdf' is shown with an 'Open file' link.</p>
<p>37.</p>	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</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>The screenshot shows a 'Message Box' interface with a list of messages. The first message header, "[DCCJ 48/2023] New Electronic Submission Received", is highlighted with a red border. Below the list, the 'Message Details' for the selected message are shown, including the subject, date/time, and sender information.</p> <p>Click the message header to read the content and the attachment therein</p>  <p>The screenshot shows the 'Message Details' for the selected message. It includes the subject "[DCCJ 48/2023] New Electronic Submission Received", the date/time "20/04/2023 14:34", and the sender "Court Registry, District Court". The message content includes a confirmation of successful submission and instructions on how to obtain the acknowledgement. An attachment named "Acknowledged...pdf" (478KB) is listed at the bottom.</p>

Item	Process	Relevant screenshots for reference
38.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
39.	<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> 
40.	Internal process by Judiciary	<p>Sender will receive message in iCMS message box with the sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the faired version is found not in order.]</i></p>
41.	<p><u>Sealed document(s) 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> 

Step-by-step guide – “File application for Charging Order”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p>  <p>Screen ID: EXT-MSG-00002</p> <p><Back></p> <p>[DCCJ 48/2023] Sealed Document(s) Issued</p> <p>Date/Time 20/04/2023 14:22 From Court Registry, District Court To LAWFIRMA.lfaoul</p> <p>This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E1570000040) submitted via ICMS on 20/04/2023 14:14. (Time is expressed in 24-hour format.)</p> <p>Please click the attachment link to obtain the sealed document(s).</p> <p>DCCJ 48/2023 - Charging Order Absolute, 押記令 - DRN.157090000076</p> <p>1 Attachment(s)</p> <p> DCCJ 48-20... .pdf 270KB</p>

Internal process by Judiciary