File application for leave to issue Concurrent Writ of Summons

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.	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-LGN-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.]	LOCIN Desse fill in the information below. Fields marked with an asterisk (*) are mandators. Acount Type Individual User (*IU*) Organization Code* Login Name* Password* Password* Register an Account Activation Reset Password

Item	Process	Relevant scre	eenshots for reference			
2.	Access e-Filing function	Welcome to Judiciary Web Port	tall You can access the services of the integrated Court Case Man	agement System ("iC	:MS") in this portal.	
		☐ Home ⑦ District Court ✓	Message Box		Screen	ID: EXT-MSG-00001
	Select court level, e.g.	Electronic Filing Send Document(s)	All Read Unread			C
	"District Court">	Inspection of Document ~	SUBJECT	· DATE/TIME	FROM	FILE Ø
		Bailiff Related Services Certification of Translation Service	[DCCJ 57/2022 (Con.]] Document(s) Filed / Lodged [DCCJ 57/2022 (Con.]] New Electronic Submission Received	06/10/2022	Court Registry, District Court Court Registry, District Court	- 478KB
	Click "Electronic Filing" >	Other Electronic Services Make Electronic Payment	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB
		Magistrates' Courts 🗸	[TRN:E1365000020] New Electronic Submission Received [DCCJ 91/2022] Sealed Document(s) Issued	27/09/2022 26/09/2022	Court Registry, District Court Court Registry, District Court	957KB 272KB
	Select "Send	Update Your Profile System Maintenance Information	[DCPI 291/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB
	Document(s)">	information	[DCPI 238/2022] Sealed Document(s) Issued [DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court Court Registry, District Court	799KB 479KB
			[Document(s) of DCPI 16/2022] Acknowledgement and Paymen		Court Registry, District Court	582KB
			[DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
			K 1 2 3 4	5678910	\mathbf{Y}	
3.	Select the required					*
	function	Send Docum	ent(s)		Screen ID: EFIL-CMC-0	0101
		Note to Sender				
	Select "Send document(s)	Electronic transactions	with the e-Courts			
	to an existing case" >	 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 				
	Tick the checkbox "I	("iCMS") 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				e may
	acknowledge that I have	specify, by impler	nentation notices published in Gazette, the date fro cular e-Court or a type of or description of proceedin	m which electror	nic technology may be u	ised in
	read and understood the	technology in rela Justice currently i	ation to court proceedings in phases. Please refer to th n force.	ne implementatio	on notice(s) issued by the	e Chief
			serve the time requirement for submission of docu tions, relevant Practice Directions and/or any speci			
	Note to Sender above." >	Judicial Officers.	tions, relevant Practice Directions and/or any speci	nc orders or ain	ections made by Judge	rs and
	Click "NEXT">					
	CHER NEXT >	Others				
			crepancies between the English version and the Chir	nese translation o	of this note, the English v	version
		Send document(s) to	an existing case			~
		☑ I acknowledge that I	have read and understood the Note to Sender above.			
		2	NEXT			
4	Factor and a second and	Sten 1. Enter	N N			*
4.	Enter case number	Step 1: Enter C				
	Input "Case No.*">	Send docume	nt(s) to an existing case		Screen ID: EFIL-C	MC-00110
	input Case No. >					
	Select "No" in "Related to					
	taxation proceedings? *">					
	taxation proceedings: >	Enter Case No.		irmation and Payment	Acknowledgen	nent
	Click "NEXT" >	Notice - Field with (*) is required				
		Enter Case No.	анар (п. на манара 40000000).			
		Case No. * 😨				
		Related to taxation proc	eedings? *			
			ВАСК	NEXT		
		1				

T	D					
Item	Process	Relevant screenshots for reference				
5.	<u>Upload document</u>	Step 2: Upload document				
	a. Affidavit/ Affirmation	To upload two types of documents as follows.				
	Select "Affidavit/ Affirmation" in "Document Name*">	a) Affidavit/ Affirmationb) Order				
	Select "For Application" in "PURPOSE*">	<u>The 1st document to be uploaded – Affidavit/ Affirmation</u>				
	Select language in "Document Language*" >	Send document(s) to an existing case				
	Tick the checkboxes under "For*" /and "Against">	Enter Case No. Upload Document Confirmation and Payment Acknowledgement				
	Input "Name of Deponent*">	- Field with (*) is required information Upload Document Case No.				
	Input other secondary information as appropriate>	NO. DOCUMENT PURPOSE*				
	Click "Upload">	Affidavit/Affirmation Image: Constraint of the second se				
	Click "BROWSE FILES" and select document>	✓ Hearing Date Document Language • DD/MM/YYYY 00:00 ₺ ··· Please Select ··· ✓				
	[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	For • ? DI Hong Kong Transportation Company Limited Against ? DI Hong Kong Transportation Company Limited DI Hong Kong Transportation Company Limited Name of Deponent •				
	drop' feature" for more information.]	Seq. No. Of Service Of Service (Default Judgment)				
		Supplemental With exhibit and additional remarks				
		Upload File * ? Upload				
		Add Document				

Item	Process	Relevant screenshots for reference
		Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.
6.	Preview uploaded documentdocumentDocument name is displayed under "Uploaded Documents"Click "Preview" to view the image of the document>Click "OK" if the uploaded document is in order>Or, click "Delete" if the uploaded document is not in order>	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (68.1 KB) Delete CLOSE OK
7.	Upload documentb. OrderClick "Add Document">Select "Order" in "Document Name*">Select "For Approval of Draft" in "PURPOSE*">Select language in "Document Language*">Tick the checkboxes under "For*"/and "Against">	The 2 nd document to be uploaded – Order. Pocument Name* Order For Approval of Draft Document Version DRN of previous version of the draft Document Language* For * ?? PI Chan Yan Yan Di Hong Kong Transportation Company Limited PI Chan Yan Yan Upload File * ? Upload Add Document BACK NEXT

Item	Process	Relevant screenshots for reference
	Click "Upload"> click "BROWSE FILES" and select document [Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by- step guide "Upload document using 'drag and drop' feature" for more information.] To preview document, repeat steps in item 6 Click "NEXT">	Drag and drop file here or BROWSE FILES Documents Document Name Type Size (0 B) No Document Uploaded. CLOSE OK
8.	Confirm details of the filing	Step 3: Confirm Details of the Filing Send document(s) to an existing case Screen ID: EFIL-CMC-000112
	If filing details are in order, click CONFIRM">	1 Enter Case No. Upload Document Upload Document Confirmation and Payment Acknowledgement Acknowledgement Confirm Details of the Filing
		NO. DOCUMENT PURPOSE* PAYMENT FEE(HKD) ITEM(S)
		1 Document Name For Application Affidavit/Affirmation Include Vacating Hearing Document Version Include Vacating Hearing Document Language Hearing Date English For PI Chan Yan Against
		2 Document Name For Approval of Draft
		Total amount : -
		BACK CONFIRM

Item	Process	Rele	vant sc	reenshot	s for reference		
	Click "OK" to "Confirm to proceed?">	Рори	p of co	onfirm to j	proceed		
	Or, if filing details are not				Confirm to	proceed?	
	in order, click "BACK" to return to the previous steps				CANCEL	ок	
	to rectify any of the inputted data>						
9.	Acknowledgement	Step 4	4: Ackr	nowledge	ment		
	Click "SAVE ACKNOWLEDGEMENT">	Sen	d docur	nent(s) to a	an existing case		Screen ID: EFIL-CMC-000113
			1 Enter Case	No.	2 Upload Document	3 Confirmation and	4 Acknowledgement
		Notice				Payment	
		docum	ent is taken	to be (a) at the t		ext normally open to the public	en, the receiving time of such c; or (b) at the time when the
		Ackı	nowledg	gement			
		Submit Mr. Lau	ted By To Fu (265.E0	0843000020)		ganization appy Company	
		Submit			e-	Filing Transaction Reference N 137000049	ο.
		e-Payn	nent Transact	ion Date Time	e	Payment Transaction Referenc	e No.
		e-Payn	nent Method				
		Transa	ction Summa	ary			
		NO.	CASE NO.	CASE TYPE	PAYMENT ITEM	I(S)	FEE (HKD)
		1	DCPI 42/2022	Personal Injuri	es Action -		- Total amount : -
		The Fo	llowing Docu	iment(s) Have Be	en Uploaded		
		NO.	PURPOSE	DOCUMENT	DOCUMENT NAME	UPLOAD FILE	DRN
		1	For Application	English	Affidavit/Affirmation	Affirmation (DCPI).pdf (68.08KB)	113790000042
			Hearing Date				
		2	For Approval of Draft	English	Order	Order.pdf(510.51KB)	113790000053
			DRN of previous version of the draft				
		Please sa necessary		e Acknowledgeme			r subsequent refund purpose, if
					SAVE ACKNOWL	EDGEMENT	

Item	Process	Relevant screenshots for reference	e		
	Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement>	Confirm to c cLOSE Acknowledgementpdf Open file		d file? DOWNLOAD	
10.	Acknowledgement	Message box with message header(s	s) appears	on the landing pa	age
	message sent to the message box of OU/IU as appropriate	Message Box	/ 11		D: EXT-MSG-00001
	Click "Home">	SUBJECT	✓ DATE/TIME	FROM	FILE Ø
	Chek Home	[DCPI 42/2022] New Electronic Submission Received	09:51	Court Registry, District Court	479KB
	Access Message Box>	[DCPI 42/2022] New Electronic Submission Received	09:42	Court Registry, District Court	479KB
		[DCPI 42/2022] New Electronic Submission Received	09:34	Court Registry, District Court	479KB
	Click the message header to	[DCPI 42/2022] New Electronic Submission Received	09:15	Court Registry, District Court	479KB
	read the content	[DCPI 42/2022] Sealed Document(s) Issued	10/02/2022	Court Registry, District Court	166KB
	read the content	[DCPI 42/2022] New Electronic Submission Received	10/02/2022	Court Registry, District Court	604KB
		[DCPI 42/2022] Sealed Document(s) Issued [DCPI 42/2022] New Electronic Submission Received	10/02/2022	Court Registry, District Court Court Registry, District Court	166KB 604KB
		[DCPI 42/2022] New Electronic Submission Received [DCPI 42/2022] Sealed Document(s) Issued	09/02/2022	Court Registry, District Court	168KB
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App	09/02/2022	Court Registry, District Court	541KB
		Click the message header to read the therein	e content	and the attachme	nt
		Message Details <back [DCPI 42/2022] New Electronic Submit Date/Time 11/02/2022 09:51 From Court Registry, District Court To 265.E0843000020</back 	ission Rece		: EXT-MSG-00002
		This message serves to confirm the successful completion of the sub E1137000049) submitted via iCMS on 11/02/2022 09:51. (Time is express Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (al Acknowledgement - e-Filing Transaction Reference No:E113700004/ Notice If the completion of the transmission of a document is at a time whe is taken to be (a) at the time when the Registry is next normally ope for the proceeding to which the document relates, whichever is earl Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays, Sundays : Closed and Public Holidays 1 Attachment(s)	ssed in 24-hour forn eive a message cor nd the payment rec 9 en the Registry is no n to the public; or (I ier.	nat.) nfirming the same. ceipt, if any). ot open, the receiving time of such	document
		If the completion of the transmission of a document is at a time whe is taken to be (a) at the time when the Registry is next normally ope for the proceeding to which the document relates, whichever is earl Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p Saturdays, Sundays : Closed and Public Holidays 1 Attachment(s) PDE Acknowledgpdf	n to the public; or (l ier.		

Item	Process	Relevant screenshots for reference				
11.	Internal process by	Sender will receive message in iCMS message box after internal				
	Judiciary	vetting by Judiciary				
12.	<u>Confirmation message</u> sent to the message box of	Message box with message appea	rs on the la	nding page		
	<u>OU/ IU as appropriate</u>	Message Box		Screen IE): EXT-MSG-00001	
	Login and access Message	All Read Unread	▼ DATE/TIME	FROM	FILE Ø	
	Box>	[DCPI 42/2022] Document(s) Filed / Lodged [DCPI 42/2022] Document(s) Filed / Lodged	10:10	Court Registry, District Court Court Registry, District Court	-	
	Click the message header to read the content	[DCPI 42/2022] Document(s) Filed / Lodged [DCPI 42/2022] Document(s) Filed / Lodged	10:08 10:04	Court Registry, District Court Court Registry, District Court	-	
		[DCPI 42/2022] New Electronic Submission Received [DCPI 42/2022] New Electronic Submission Received	09:51 09:42	Court Registry, District Court Court Registry, District Court	479KB 479KB	
		[DCPI 42/2022] New Electronic Submission Received [DCPI 42/2022] New Electronic Submission Received	09:34	Court Registry, District Court Court Registry, District Court	479KB 479KB	
		[DCPI 42/2022] Sealed Document(s) Issued [DCPI 42/2022] New Electronic Submission Received	10/02/2022	Court Registry, District Court Court Registry, District Court	166KB 604KB	
		From Court Registry, District Court To 265.E0843000020 This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1137000049) submitted via ICMS on 11/02/2022 09:51. (Time is expressed in 24-hour format.) DCPI 42/2022 - Ex Parte Application / Summons of Chan, 單方面申請 / 傅票 - DRN:113790000042 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.				
		Message Details くBack [DCPI 42/2022] Document(s) Filed / Date/Time 11/02/2022 10:10 From Court Registry, District Court To 265£084300020 This message serves to confirm the acceptance of the submissio submitted via ICMS on 11/02/2022 09:51. (Time is expressed in 24-1 DCPI 42/2022 - Order, 命令 - DRN:113790000053 If the document requires determination or approval from the Co	n of the document(s) (r hour format.)	e-FilingTransaction Reference No. E	EXT-MSG-00002 1137000049)	
13.	Internal process by Judiciary	Sender will receive message in iC directions given on the application [Note: Sender will receive a separate the documents are found not in or	n and appro	oval of the draft		

Item	Process	Relevant screenshots for reference	e		
14.	Order/ Directions given	Message box with message appears on the landing page			
	and draft approved message sent to the	Message Box		Screen ID	0: EXT-MSG-00001
	message box of OU/IU as	All Read Unread			G
	<u>appropriate</u>	SUBJECT [DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra	DATE/TIME	FROM Court Registry, District Court	FILE Ø
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A	11:19	Court Registry, District Court	541KB
	Login and access Message	[DCPI 42/2022] Sealed Document(s) Issued	11:12	Court Registry, District Court	168KB
	Box>	[DCPI 42/2022] Sealed Document(s) Issued	11:09	Court Registry, District Court	789KB
		[DCPI 42/2022] Sealed Document(s) Issued	11:07	Court Registry, District Court	789KB
	Click the message header to	[DCPI 42/2022] Document(s) Filed / Lodged	10:10	Court Registry, District Court	-
	read the content	[DCPI 42/2022] Document(s) Filed / Lodged	10:09	Court Registry, District Court	-
		[DCPI 42/2022] Document(s) Filed / Lodged	10:08	Court Registry, District Court	-
		[DCPI 42/2022] Document(s) Filed / Lodged	10:04	Court Registry, District Court	
		[DCPI 42/2022] New Electronic Submission Received	09:51	Court Registry, District Court	479KB
		Date/Time 11/02/2022 11:19 From Court Registry, District Court To 265.E0843000020 This message serves to inform you that the draft document(s) (e-Fillin 11/02/2022 09:51 has / have been approved by the Court. (Time is expraved draft was attached. When uploading the faired version of 1 quote the DRN of this approved draft for our further processing. Please click the attachment link to obtain the approved draft. DCPI 42/2022 - Order, m (apple) Please tick the attachment link to obtain the approved draft. DCPI 42/2022 - Order, m (apple) Please tick	essed in 24-hour f	ormat.)	
15.	Access e-Filing function and repeat Step 1: Enter Case No.	Repeat items 2 to 4 above to access <u>1: Enter Case No.</u>	e-Filing	function and repea	at <u>Step</u>

Item	Process	Relevant screenshots for reference
16.	Upload Document	Step 2: Upload document
	a. Order	To upload two types of documents as follows.
	Select "Order" in "Document Name*">	a) Orderb) Concurrent Writ of Summons
	Select "For Sealing" in "PURPOSE*">	<u>The 1st document to be uploaded – Order</u>
	Input "DRN of approved draft*">	Send document(s) to an existing case Screen ID: EFIL-CMC-00011
	[Note: DRN of approved draft can be found at the	1 2 3 4 Enter Case No. Upload Document Confirmation and Acknowledgement
	draft approved by court.]	Payment Notice - Field with (*) is required information Upload Document
	Select language in "Document Language*" >	Case No. DCPI 42/2022 NO. DOCUMENT PURPOSE*
	Tick the checkboxes under "For*" /and "Against">	1 Document Name • For Sealing Order For Sealing Document Version DRN of approved draft •
	Click "Upload">	Document Language • Please Select V
	Click "BROWSE FILES" and select document>	For • (?) Pì Chan Yan Yan Dì Hong Kong Transportation Company Limited Against (?)
	[Note: You may also use "Drag and drop file here"	DI Hong Kong Transportation Company Limited PI Chan Yan Upload File Dipload
	to upload document file. Please refer to the step-by- step guide "Upload	Add Document
	document using 'drag and drop' feature" for more information.]	Drag and drop file here or BROWSE FILES
	To preview uploaded document, repeat steps in item 6	Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.

Item	Process	Relevant screenshots for referen	nce
17.	Upload Document	The 2 nd document to be uploaded -	- Concurrent Writ of Summons
	b. Concurrent Writ of Summons	2 Document Name • Concurrent Writ of Summons Document Version	✓ For Filing ✓ Delete
	Click "Add Document">	Document Language • Please Select	× ×
	Select "Concurrent Writ of Summons" in "Document Name*" >	For • (?) D PI Chan Yan Yan D I Hong Kong Transportation Company Limited Against (?)	
	Select "For Filing" in "PURPOSE*">	Di Hong Kong Transportation Company Limited Pi Chan Yan Yan Date of Order ?	
	Select language in "Document Language*" >	DD/MM/YYY 🗊 Upload File • 📀 Upload	
	Tick the checkboxes under "For*" /and "Against">	Add Document BACK	NEXT
	Input "Date of Order">		
	[Note: Please input the date of order granting leave to serve writ of summons out of the jurisdiction.]		drop file here or VSE FILES
	Click "Upload"> Click "BROWSE FILES" and select document>	Uploaded Documents Document Name No Document Uploaded.	Type Size (0 B)
	[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.]	CLOSE	ок
	To preview uploaded document, repeat item 6 Click "NEXT" >		

Item	Process	Relevant screenshots for reference	
18.	Confirm details of the filing	Step 3: Confirm Details of the Filing Send document(s) to an existing case	Screen ID: EFIL-CMC-000112
	If filing details are in order, click CONFIRM">	Enter Case No. DCPI 42/2022	Acknowledgement
		NO. DOCUMENT PURPOSE*	PAYMENT FEE(HKD)
		Document Name Order For Sealing Document Version - DRN of approved draft 113790000053 Document Language English For PI Chan Yan	
		2 Document Name For Filing Concurrent Writ of Summons Document Version - Document Language English For P1 Chan Yan Yan Against D1 Hong Kong Transportation Company Limited Date of Order - Upload File Concurrent Writ of Summons.pdf(101.79KB)	2 2
			Total amount : -
	Click "OK" to "Confirm to proceed?"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data>	BACK CONFIRM Popup of confirm to proceed Confirm to proceed? CANCEL OK	

Item	Process	Relevant screenshots for reference			
19.	Acknowledgement	Step 4: Acknowledgement			
	Click "SAVE ACKNOWLEDGEMENT">	Send document(s) to an existing case			
		Enter Case No. Upload Document Confirmation and Acknowledgement Payment			
		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.			
		Acknowledgement			
		Submitted By Organization Mr. Lau To Fu (265.E0843000020) Happy Company			
		Submitted On e-Filing Transaction Reference No. 11/02/2022 15:06:26 E1137000151			
		e-Payment Transaction Date Time e-Payment Transaction Reference No.			
		e-Payment Method -			
		Transaction Summary			
		NO. CASE CASE TYPE PAYMENT ITEM(S) FEE (HKD)			
		1 DCPI Personal Injuries Action - 42/2022			
		Total amount : -			
		The Following Document(s) Have Been Uploaded NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN			
		I For English Order Order.pdf(510.51KB) 113790000277			
		Sealing DRN of approved draft 113790000 053			
		2 For Filing English Concurrent Writ of Summons Concurrent Writ of 113790000288 Summons.pdf(101.79KB)			
	Click "DOWNLOAD" in the popup of "Confirm to download file?">	Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.			
	download file?">				
		Confirm to download file?			
	Click "Open file" to retrieve the	CLOSE DOWNLOAD			
	Acknowledgement>	Acknowledgementpdf Open file			

Item	Process	Relevant screenshots for reference				
20.	Acknowledgement	Message box with message header(Message box with message header(s) appears on the landing page			
	message sent to the	Message Box Screen ID: EXT-MSG-00001				
	message box of OU/IU as	All Read Unread			G	
	appropriate					
		SUBJECT [DCPI 42/2022] New Electronic Submission Received	DATE/TIME 15:06	FROM	FILE Ø	
	Click "Home">	[DCPI 42/2022] New Electronic Submission Received [DCPI 42/2022] Sealed Document(s) issued	13:52	Court Registry, District Court Court Registry, District Court	479KB 136KB	
		[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Praecipe	11:23	Court Registry, District Court	-	
	Access Message Box>	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Approv	11:19	Court Registry, District Court	541KB	
	6	[DCPI 42/2022] Sealed Document(s) Issued	11:12	Court Registry, District Court	168KB	
	Click the message header to	[DCPI 42/2022] Sealed Document(s) Issued	11:09	Court Registry, District Court	789KB	
	read the content	[DCPI 42/2022] Sealed Document(s) Issued	11:07	Court Registry, District Court	789KB	
	read the content	[DCPI 42/2022] Document(s) Filed / Lodged [DCPI 42/2022] Document(s) Filed / Lodged	10:10	Court Registry, District Court	20	
		[DCPI 42/2022] Document(s) Filed / Lodged	10:09	Court Registry, District Court Court Registry, District Court		
		Message Details Streen ID: EXT-MSG-00002 VBack DCPCI 42/2022] New Electronic Submission Received Date/Time W02/0221506 To Cost 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. El137000151) submitted via iCMS on 11/02/2022 15:06. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive a message confirming the same. Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any). Acknowledgement - e-Filing Transaction Reference No. El137000151 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 open for the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8.45 a.m. to 100 p.m. and 200 p.m. to 530 p.m. Saturdays, Sundays : Closed and Public Holidays Intercement(s) Image: Closed (a) Clo				
21.	Internal process by	Sender will receive message in iCMS message box after internal vetting by Judiciary				
	Judiciary					
22.	Confirmation message sent to the message box of OU/ IU as appropriate	Message box with message header(s) appears on the landing page			age ≥ EXT-MSG-00001 ℃	
	Login and access Message	SUBJECT	▼ DATE/TIME	FROM	FILE Ø	
	Box>	[DCPI 42/2022] Document(s) Filed / Lodged	15:13	Court Registry, District Court		
		[DCPI 42/2022] Document(s) Filed / Lodged	15:13	Court Registry, District Court	-	
		[DCPI 42/2022] Sealed Document(s) Issued	13:52	Court Registry, District Court	136KB	
		[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Praeci	11:23	Read Reading and Reading Reads		
			11-10	Court Registry, District Court	-	
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appr	11:19 11:12	Court Registry, District Court	- 541KB 168KB	
			11:19 11:12 11:09		- 541KB 168KB 789KB	
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appr [DCPI 42/2022] Sealed Document(s) Issued	11:12	Court Registry, District Court Court Registry, District Court	168KB	
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Appr [DCPI 42/2022] Sealed Document(s) Issued [DCPI 42/2022] Sealed Document(s) Issued	11:12 11:09	Court Registry, District Court Court Registry, District Court Court Registry, District Court	168KB 789KB	

Item	Process	Relevant screenshots for reference	ce			
	Click the message header to read the content	Click the message header to read the content therein				
		Message Details Screen ID: EXT-MSG-00002				
		CDCPI 42/2022] Document(s) Filed / Lodged Date/Time 11/02/2022 15:13 From Court Registry, District Court To 265.E084300020 This message serves to confirm the acceptance of the submission of the document(s) (Transaction Reference No. E113700 via iCMS on 11/02/2022 15:06. (Time is expressed in 24-hour format.) DCPI 42/2022 - Concurrent Writ of Summons,並存備很全状 - DRN:113790000288 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.				
Message Details 				Screen ID: EXT-MSG-00002		
		This message serves to confirm the acceptance of the submission of 1 via iCMS on 11/02/2022 15:06. (Time is expressed in 24-hour format.) DCPI 42/2022 - Order, 命令 - DRN:113790000277 If the document requires determination or approval from the Court, y			1) submitted	
23.	Internal process by	Sender will receive message in iCMS Message box with the sealed document issued [Note: Sender will receive a separate message in iCMS message box if the documents are found not in order l				
	Judiciary					
24.	Sealed document(s) issued	the documents are found not in order	-	on the landing pa	age	
21.	message sent to the				Screen ID: EXT-MSG-00001	
	message box of OU/ IU as	Message Box				
	<u>appropriate</u>	All Read Unread			C	
	Login and access Message	SUBJECT	■ DATE/TIME	FROM	FILE 🖉	
	Box>	[DCPI 42/2022] Sealed Document(s) Issued [DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pr	16:52	Court Registry, District Court Court Registry, District Court	136KB	
		[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A	11:19	Court Registry, District Court	541KB	
	Click the message header to	[DCPI 42/2022] Sealed Document(s) Issued	11:12	Court Registry, District Court	168KB	
	read the content	[DCPI 42/2022] Sealed Document(s) Issued	11:09	Court Registry, District Court	789KB	
		[DCPI 42/2022] Sealed Document(s) Issued	11:07	Court Registry, District Court	789KB	
		[DCPI 42/2022] Document(s) Filed / Lodged	10:10	Court Registry, District Court	~	
		[DCPI 42/2022] Document(s) Filed / Lodged	10:09	Court Registry, District Court	-	
		[DCPI 42/2022] Document(s) Filed / Lodged	10:08	Court Registry, District Court		
		[DCPI 42/2022] Document(s) Filed / Lodged	10:04	Court Registry, District Court	-	

Item	Process	Relevant screenshots for reference	
		Click the message header to read the content and the attachr	nent
		therein	
		Message Details	reen ID: EXT-MSG-00002
		[DCPI 42/2022] Sealed Document(s) Issued	
		Date/Time 11/02/2022 16:52 From Court Registry, District Court	
		To 265.E0843000020	
		This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E1137000151) subm 11/02/2022 15:06. (Time is expressed in 24-hour format.) Please click the attachment link to obtain the sealed document(s). DCPI 42/2022 - Order, 命令 - DRN:113790000277 DCPI 42/2022 - Concurrent Writ of Summons, 並存傳訊令狀 - DRN:113790000288	iitted via iCMS on
		2 Attachment(s)	
		DCPI 42-202pdf DCPI 42-202pdf 168KB PDF DCPI 42-202pdf	

Internal process by Judiciary