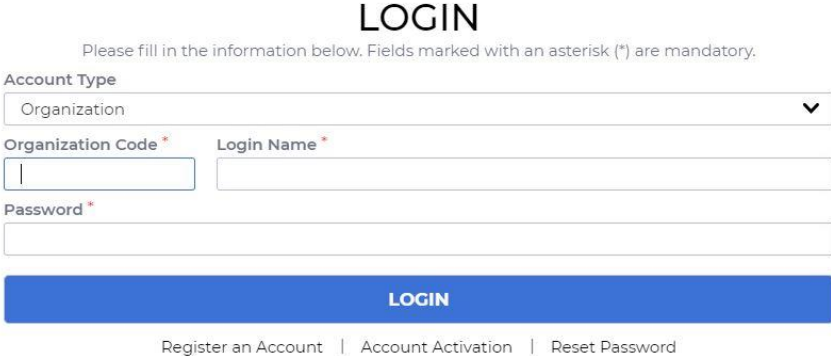
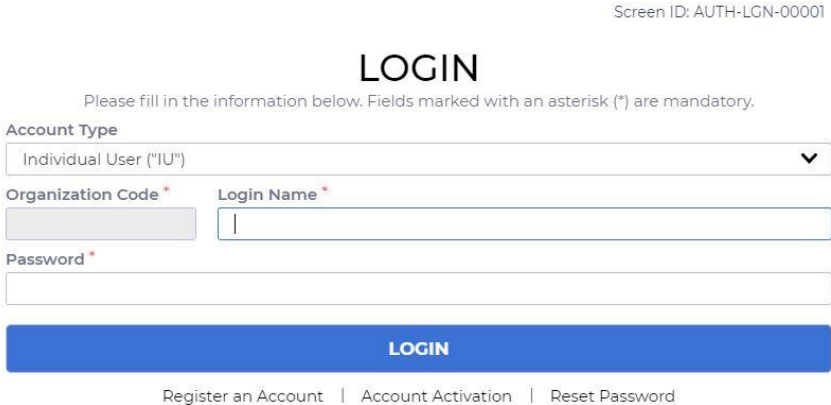
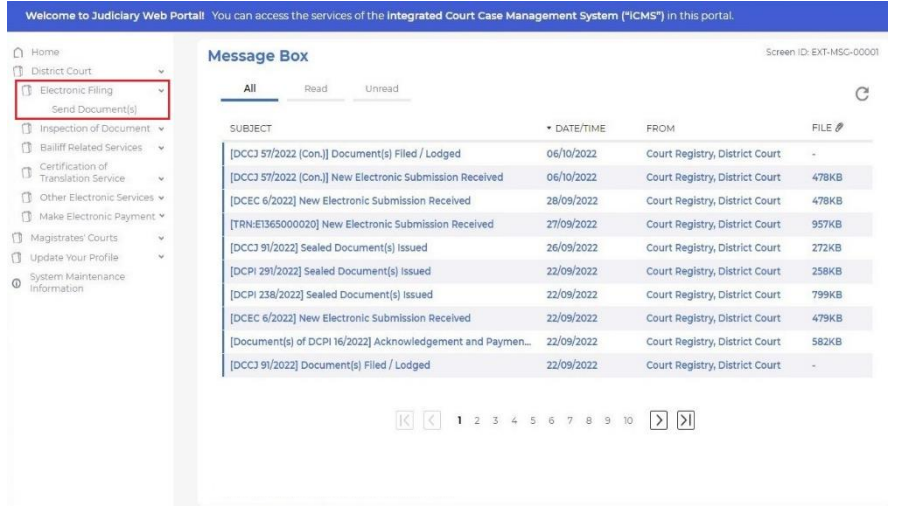
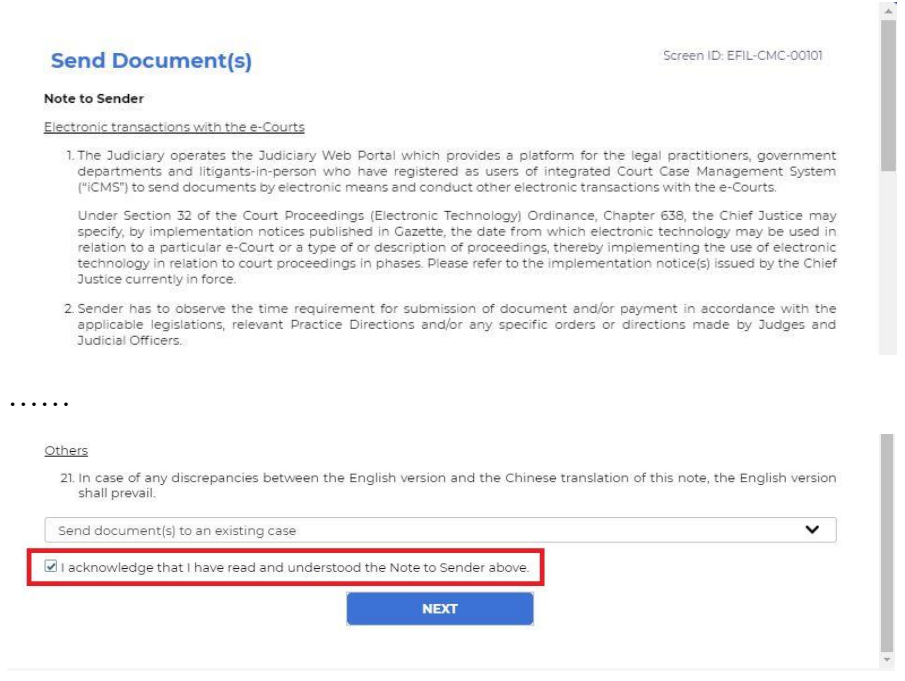
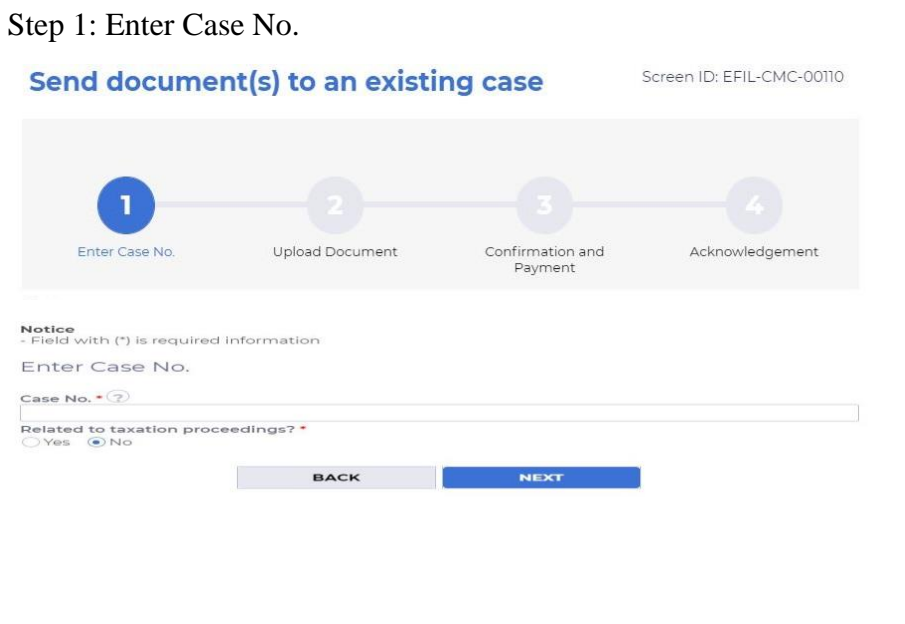


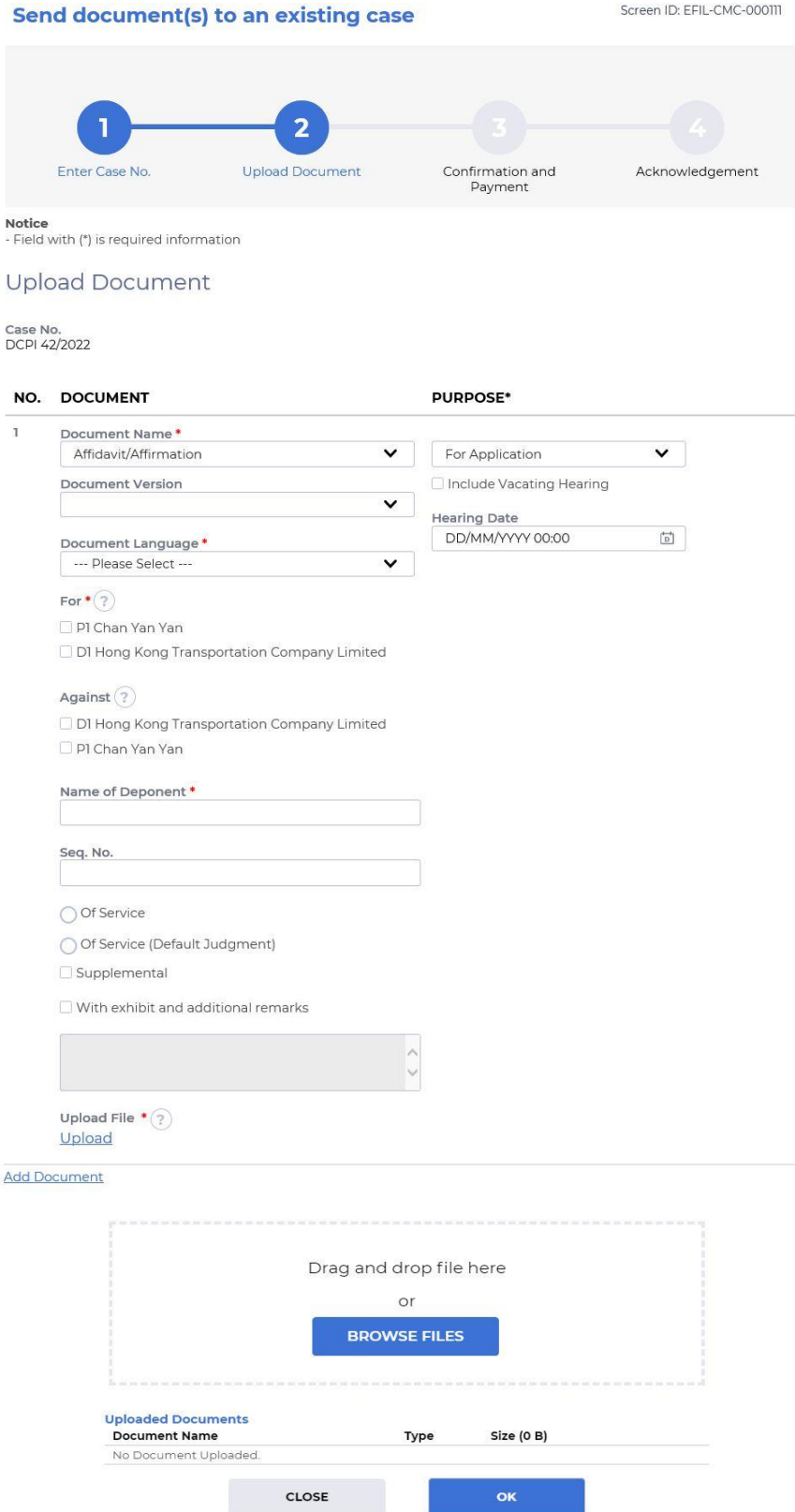
## File application for O.13/O.19 Default Judgment

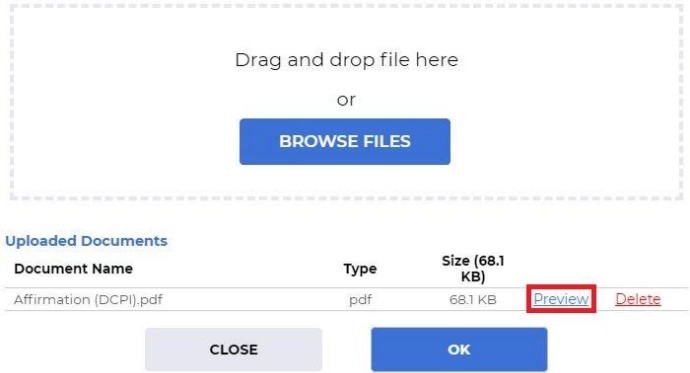
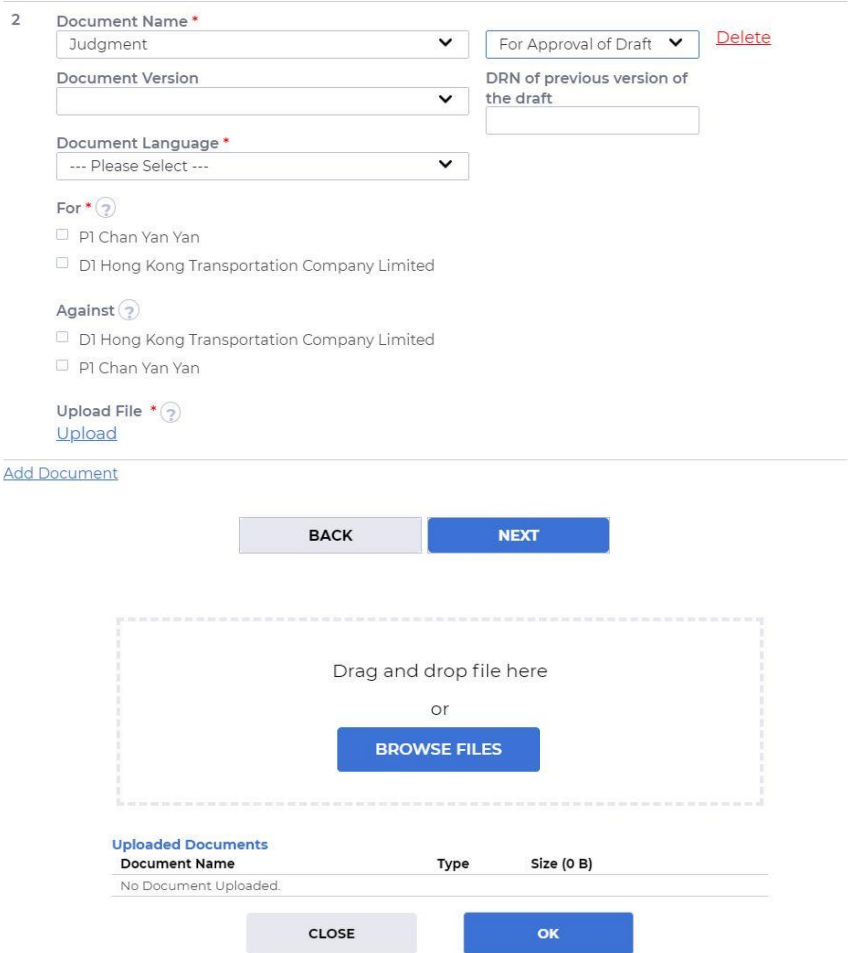
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

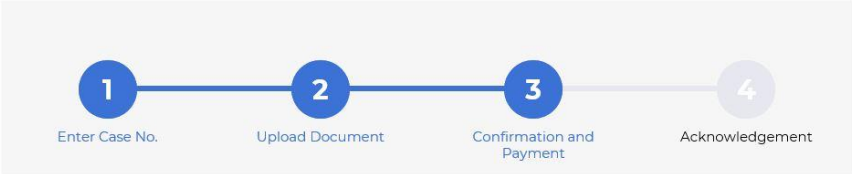
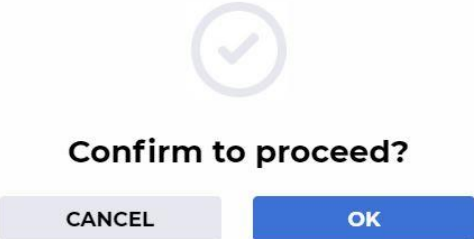
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User ("OU") or Individual User ("IU") account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]</i></p> <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>  <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> 

Step-by-step guide - "File application for O.13/O.19 Default Judgment"

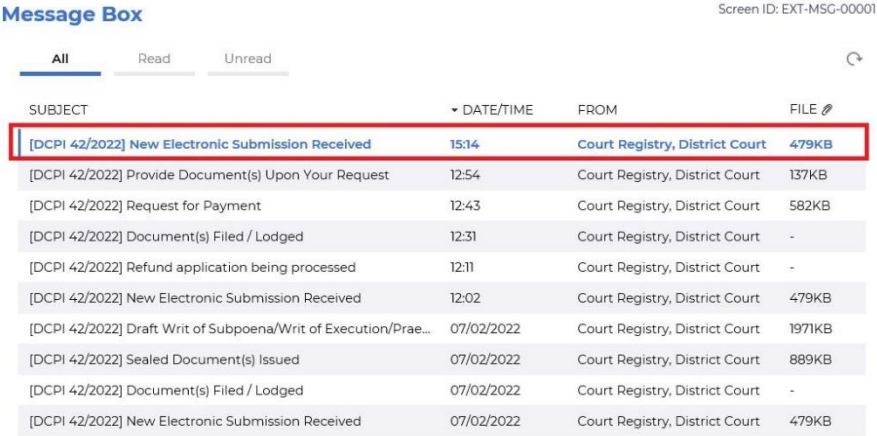
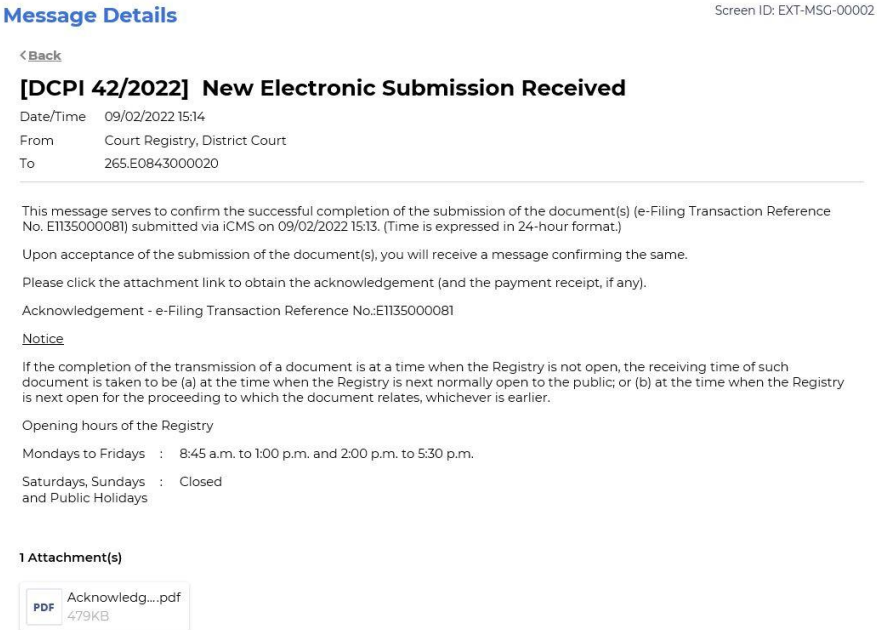

Item	Process	Relevant screenshots for reference																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. "District Court"&gt;</p> <p>Click "Electronic Filing" &gt;</p> <p>Select "Send Document(s)"&gt;</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.</p> <p>Home   District Court   <b>Electronic Filing</b>   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><b>Message Box</b> <span>Screen ID: EXT-MSG-00001</span></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>[TRNE1365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 91/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 291/2022] 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 91/2022] 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	[TRNE1365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] 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 91/2022] 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																																											
[TRNE1365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB																																											
[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB																																											
[DCPI 291/2022] 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 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-																																											
3.	<p><b><u>Select the required function</u></b></p> <p>Select "Send document(s) to an existing case" &gt;</p> <p>Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." &gt;</p> <p>Click "NEXT"&gt;</p>	 <p><b>Send Document(s)</b> <span>Screen ID: EFIL-CMC-00101</span></p> <p><b>Note to Sender</b></p> <p><u>Electronic transactions with the e-Courts</u></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><u>Others</u></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><b>NEXT</b></p>																																												
4.	<p><b><u>Enter case number</u></b></p> <p>Input "Case No.*"&gt;</p> <p>Select "No" in "Related to taxation proceedings?*"&gt;</p> <p>Click "NEXT"&gt;</p>	 <p><b>Send document(s) to an existing case</b> <span>Screen ID: EFIL-CMC-00110</span></p> <p>1 Enter Case No.   2 Upload Document   3 Confirmation and Payment   4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p><b>Enter Case No.</b></p> <p>Case No. * (?)</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>BACK</b> <b>NEXT</b></p>																																												


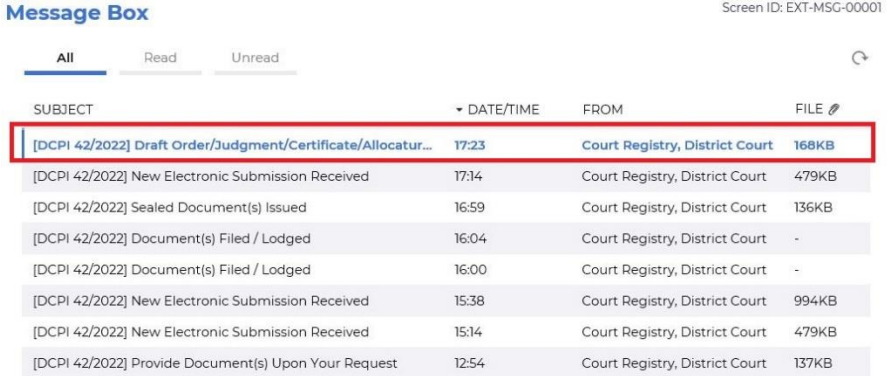
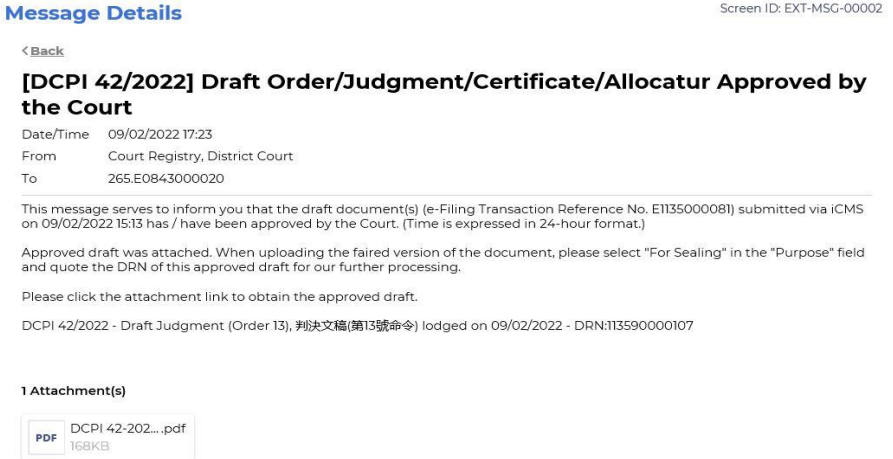
Item	Process	Relevant screenshots for reference												
5.	<p><b><u>Upload document</u></b></p> <p>a. Affidavit/ Affirmation</p> <p>Select "Affidavit/ Affirmation" in "Document Name*"&gt;</p> <p>Select "For Application" in "PURPOSE*"&gt;</p> <p>Select language in "Document Language*" &gt;</p> <p>Tick the checkboxes under "For*" /and "Against"&gt;</p> <p>Input "Name of Deponent*"&gt;</p> <p>Input secondary information as appropriate&gt;</p> <p>Click "Upload"&gt;</p> <p>Click "BROWSE FILES" and select document&gt;</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) Affidavit/ Affirmation b) Judgement</p> <p><b>The 1<sup>st</sup> document to be uploaded – Affidavit/ Affirmation</b></p>  <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: EFIL-CMC-00011</span></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 42/2022</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 * Affidavit/Affirmation</td> <td>For Application</td> </tr> </tbody> </table> <p>Document Version Document Language * --- Please Select ---</p> <p>For *  <input type="checkbox"/> PI Chan Yan Yan  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against *  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited  <input type="checkbox"/> PI Chan Yan Yan</p> <p>Name of Deponent * Seq. No.</p> <p><input type="radio"/> Of Service  <input type="radio"/> Of Service (Default Judgment)  <input type="checkbox"/> Supplemental  <input type="checkbox"/> With exhibit and additional remarks</p> <p>Upload File * Upload</p> <p><a href="#">Add Document</a></p> <p>Drag and drop file here or <b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></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><b>CLOSE</b> <b>OK</b></p>	NO.	DOCUMENT	PURPOSE*	1	Document Name * Affidavit/Affirmation	For Application	Document Name	Type	Size (0 B)	No Document Uploaded.		
NO.	DOCUMENT	PURPOSE*												
1	Document Name * Affidavit/Affirmation	For Application												
Document Name	Type	Size (0 B)												
No Document Uploaded.														

Item	Process	Relevant screenshots for reference
6.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under "Uploaded Documents"</p> <p>Click "Preview" to view the image of the document&gt;</p> <p>Click "OK" if the uploaded document is in order&gt;</p> <p>Or, click "Delete" if the uploaded document is not in order&gt;</p>	
7.	<p><b><u>Upload document</u></b></p> <p>b. Judgment</p> <p>Click "Add Document"&gt;</p> <p>Select "Judgment" in "Document Name*&gt;</p> <p>Select "For Approval of Draft" in "PURPOSE*&gt;</p> <p>Select Language in "Document Language*&gt;</p> <p>Tick the checkboxes under "For*" /and "Against"&gt;</p> <p>Click "Upload"&gt;</p> <p>Click "BROWSE FILES" and select document&gt;</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><b><u>The 2<sup>nd</sup> document to be uploaded – Judgement</u></b></p> 

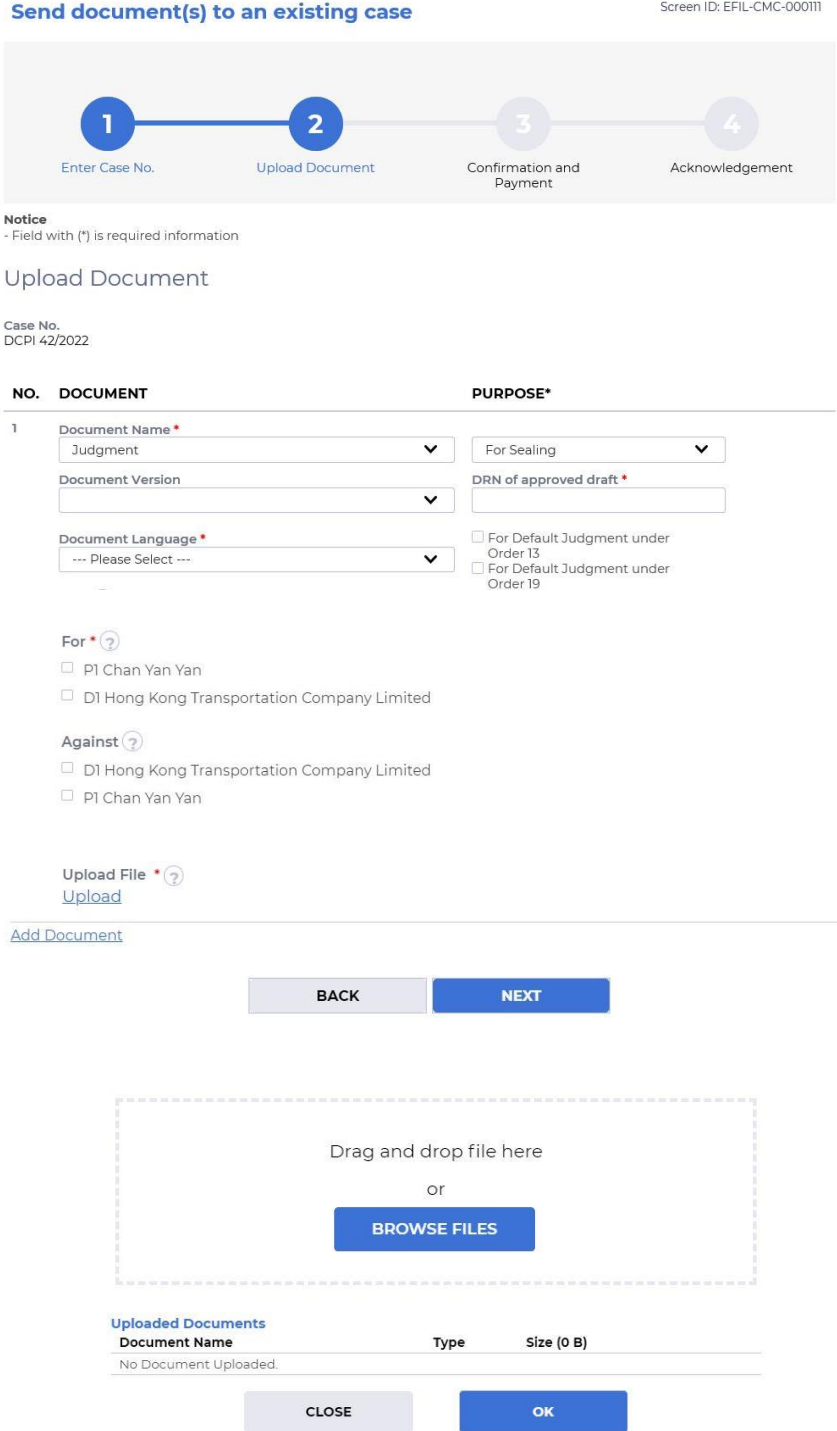
Item	Process	Relevant screenshots for reference																				
	<p>To preview uploaded document, repeat steps in item 6.</p> <p>Click "NEXT"&gt;</p>																					
8.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click "CONFIRM" &gt;</p> <p>Click "OK" to "Confirm to proceed?"&gt;</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&gt;</p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000112</span></p>  <p>Confirm Details of the Filing</p> <p>Case No. DCPI 42/2022</p> <table border="1" data-bbox="619 864 1474 1489"> <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 Affidavit/Affirmation  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 Judgment  Document Version -  Document Language English  For PI Chan Yan Yan  Against -  Upload File Judgment (O.13) (DCPI).pdf(798.28KB)</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> 	NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Affidavit/Affirmation  Document Version -  Document Language English	For Application  Include Vacating Hearing No  Hearing Date -	-	-	.....					2	Document Name Judgment  Document Version -  Document Language English  For PI Chan Yan Yan  Against -  Upload File Judgment (O.13) (DCPI).pdf(798.28KB)	For Approval of Draft  DRN of previous version of the draft -	-	-
NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)																		
1	Document Name Affidavit/Affirmation  Document Version -  Document Language English	For Application  Include Vacating Hearing No  Hearing Date -	-	-																		
.....																						
2	Document Name Judgment  Document Version -  Document Language English  For PI Chan Yan Yan  Against -  Upload File Judgment (O.13) (DCPI).pdf(798.28KB)	For Approval of Draft  DRN of previous version of the draft -	-	-																		



Item	Process	Relevant screenshots for reference																																												
10.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click "Home"&gt;</p> <p>Access Message Box&gt;</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>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>15:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Provide Document(s) Upon Your Request</td> <td>12:54</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> <tr> <td>[DCPI 42/2022] Request for Payment</td> <td>12:43</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>12:31</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Refund application being processed</td> <td>12:11</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>12:02</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Prae...</td> <td>07/02/2022</td> <td>Court Registry, District Court</td> <td>1971KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>07/02/2022</td> <td>Court Registry, District Court</td> <td>889KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>07/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>07/02/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachment therein</p>  <p>Message Details <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] New Electronic Submission Received</b></p> <p>Date/Time 09/02/2022 15:14      From Court Registry, District Court      To 265.E0843000020</p> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1135000081) submitted via iCMS on 09/02/2022 15:13. (Time is expressed in 24-hour format).</p> <p>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</p> <p>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</p> <p>Acknowledgement - e-Filing Transaction Reference No.:E1135000081</p> <p><u>Notice</u></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>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.      Saturdays, Sundays : Closed      and Public Holidays</p> <p>1 Attachment(s)</p> <p>PDF Acknowledg...pdf 479KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] New Electronic Submission Received	15:14	Court Registry, District Court	479KB	[DCPI 42/2022] Provide Document(s) Upon Your Request	12:54	Court Registry, District Court	137KB	[DCPI 42/2022] Request for Payment	12:43	Court Registry, District Court	582KB	[DCPI 42/2022] Document(s) Filed / Lodged	12:31	Court Registry, District Court	-	[DCPI 42/2022] Refund application being processed	12:11	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	12:02	Court Registry, District Court	479KB	[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Prae...	07/02/2022	Court Registry, District Court	1971KB	[DCPI 42/2022] Sealed Document(s) Issued	07/02/2022	Court Registry, District Court	889KB	[DCPI 42/2022] Document(s) Filed / Lodged	07/02/2022	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	07/02/2022	Court Registry, District Court	479KB
SUBJECT	DATE/TIME	FROM	FILE																																											
[DCPI 42/2022] New Electronic Submission Received	15:14	Court Registry, District Court	479KB																																											
[DCPI 42/2022] Provide Document(s) Upon Your Request	12:54	Court Registry, District Court	137KB																																											
[DCPI 42/2022] Request for Payment	12:43	Court Registry, District Court	582KB																																											
[DCPI 42/2022] Document(s) Filed / Lodged	12:31	Court Registry, District Court	-																																											
[DCPI 42/2022] Refund application being processed	12:11	Court Registry, District Court	-																																											
[DCPI 42/2022] New Electronic Submission Received	12:02	Court Registry, District Court	479KB																																											
[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Prae...	07/02/2022	Court Registry, District Court	1971KB																																											
[DCPI 42/2022] Sealed Document(s) Issued	07/02/2022	Court Registry, District Court	889KB																																											
[DCPI 42/2022] Document(s) Filed / Lodged	07/02/2022	Court Registry, District Court	-																																											
[DCPI 42/2022] New Electronic Submission Received	07/02/2022	Court Registry, District Court	479KB																																											
11.	<p><b>Internal process by Judiciary</b></p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>																																												
12.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[DCPI 134/2021] Document(s) Filed / Lodged</td> <td>10:15</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr style="border: 2px solid red;"> <td>[DCPI 134/2021] Document(s) Filed / Lodged</td> <td>10:15</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 134/2021] New Electronic Submission Received</td> <td>09:45</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 134/2021] Sealed Document(s) Issued</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>802KB</td> </tr> <tr> <td>[DCPI 134/2021] Sealed Document(s) Issued</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>802KB</td> </tr> <tr> <td>[DCPI 134/2021] Document(s) Filed / Lodged</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[TRN E1031000132] New Electronic Submission Received</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>APPLICATION RESULT</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>1635KB</td> </tr> <tr> <td>[DCJ 1222/2021] Hearing Scheduled</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>8801KB</td> </tr> <tr> <td>[DCPI 134/2021] Order/Directions Given</td> <td>28/10/2021</td> <td>Court Registry, District Court</td> <td>25KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 134/2021] Document(s) Filed / Lodged	10:15	Court Registry, District Court	-	[DCPI 134/2021] Document(s) Filed / Lodged	10:15	Court Registry, District Court	-	[DCPI 134/2021] New Electronic Submission Received	09:45	Court Registry, District Court	479KB	[DCPI 134/2021] Sealed Document(s) Issued	28/10/2021	Court Registry, District Court	802KB	[DCPI 134/2021] Sealed Document(s) Issued	28/10/2021	Court Registry, District Court	802KB	[DCPI 134/2021] Document(s) Filed / Lodged	28/10/2021	Court Registry, District Court	-	[TRN E1031000132] New Electronic Submission Received	28/10/2021	Court Registry, District Court	479KB	APPLICATION RESULT	28/10/2021	Court Registry, District Court	1635KB	[DCJ 1222/2021] Hearing Scheduled	28/10/2021	Court Registry, District Court	8801KB	[DCPI 134/2021] Order/Directions Given	28/10/2021	Court Registry, District Court	25KB
SUBJECT	DATE/TIME	FROM	FILE																																											
[DCPI 134/2021] Document(s) Filed / Lodged	10:15	Court Registry, District Court	-																																											
[DCPI 134/2021] Document(s) Filed / Lodged	10:15	Court Registry, District Court	-																																											
[DCPI 134/2021] New Electronic Submission Received	09:45	Court Registry, District Court	479KB																																											
[DCPI 134/2021] Sealed Document(s) Issued	28/10/2021	Court Registry, District Court	802KB																																											
[DCPI 134/2021] Sealed Document(s) Issued	28/10/2021	Court Registry, District Court	802KB																																											
[DCPI 134/2021] Document(s) Filed / Lodged	28/10/2021	Court Registry, District Court	-																																											
[TRN E1031000132] New Electronic Submission Received	28/10/2021	Court Registry, District Court	479KB																																											
APPLICATION RESULT	28/10/2021	Court Registry, District Court	1635KB																																											
[DCJ 1222/2021] Hearing Scheduled	28/10/2021	Court Registry, District Court	8801KB																																											
[DCPI 134/2021] Order/Directions Given	28/10/2021	Court Registry, District Court	25KB																																											

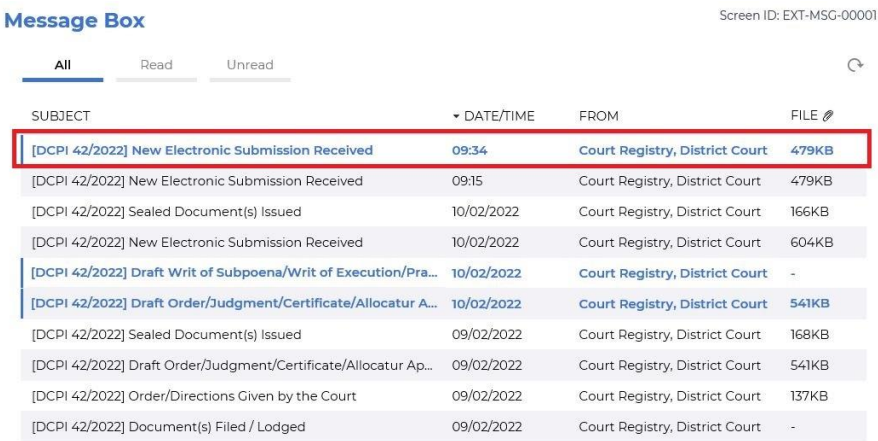
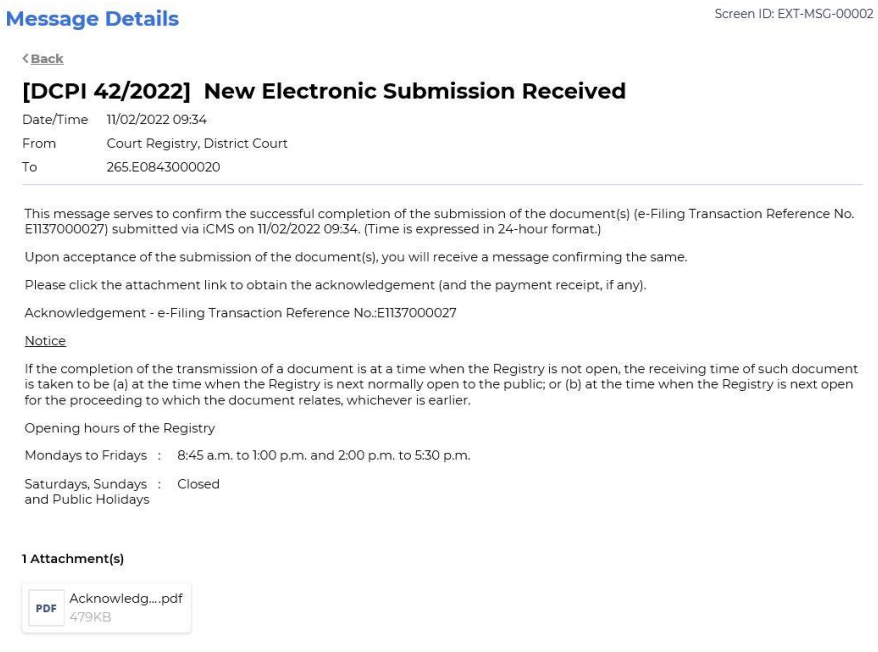
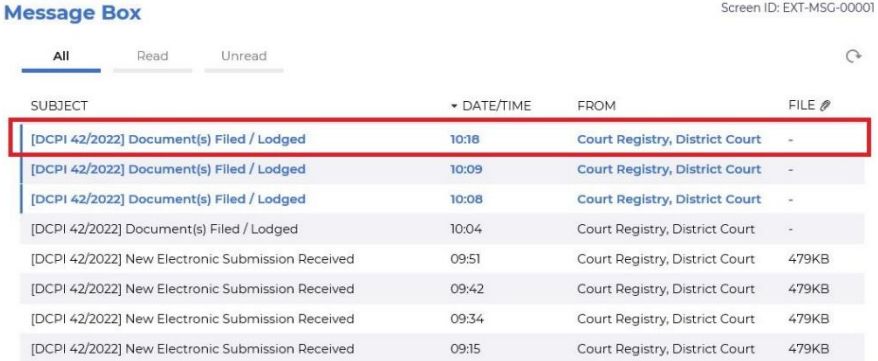
Item	Process	Relevant screenshots for reference																																				
		<p>Click the message header to read the content therein</p>  <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] Document(s) Filed / Lodged</b></p> <p>Date/Time 09/02/2022 17:24 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1135000081) submitted via iCMS on 09/02/2022 15:13. (Time is expressed in 24-hour format.)</p> <p>DCPI 42/2022 - Ex Parte Application / Summons of Chan, 單方面申請 / 傳票 - DRN:11359000095</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p> <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] Document(s) Filed / Lodged</b></p> <p>Date/Time 09/02/2022 17:25 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1135000081) submitted via iCMS on 09/02/2022 15:13. (Time is expressed in 24-hour format.)</p> <p>DCPI 42/2022 - Draft Judgment (Order 13), 判決文稿(第13號命令) - DRN:113590000107</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p>																																				
13.	<b>Internal process by Judiciary</b>	<p>Sender will receive message in iCMS message after order/ directions given on the application and approval of the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i></p>																																				
14.	<p><b><u>Order/ Directions given and draft approved message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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><b>Message Box</b> <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur...</td> <td>17:23</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>17:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>16:59</td> <td>Court Registry, District Court</td> <td>136KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>16:04</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>16:00</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>15:38</td> <td>Court Registry, District Court</td> <td>994KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>15:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Provide Document(s) Upon Your Request</td> <td>12:54</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachment therein</p>  <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</b></p> <p>Date/Time 09/02/2022 17:23 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to inform you that the draft document(s) (e-Filing Transaction Reference No. E1135000081) submitted via iCMS on 09/02/2022 15:13 has / have been approved by the Court. (Time is expressed in 24-hour format.)</p> <p>Approved draft was attached. When uploading the faired version of the document, please select "For Sealing" in the "Purpose" field and quote the DRN of this approved draft for our further processing.</p> <p>Please click the attachment link to obtain the approved draft.</p> <p>DCPI 42/2022 - Draft Judgment (Order 13), 判決文稿(第13號命令) lodged on 09/02/2022 - DRN:113590000107</p> <p>1 Attachment(s)</p> <p>PDF DCPI 42-202...pdf 168KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur...	17:23	Court Registry, District Court	168KB	[DCPI 42/2022] New Electronic Submission Received	17:14	Court Registry, District Court	479KB	[DCPI 42/2022] Sealed Document(s) Issued	16:59	Court Registry, District Court	136KB	[DCPI 42/2022] Document(s) Filed / Lodged	16:04	Court Registry, District Court	-	[DCPI 42/2022] Document(s) Filed / Lodged	16:00	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	15:38	Court Registry, District Court	994KB	[DCPI 42/2022] New Electronic Submission Received	15:14	Court Registry, District Court	479KB	[DCPI 42/2022] Provide Document(s) Upon Your Request	12:54	Court Registry, District Court	137KB
SUBJECT	DATE/TIME	FROM	FILE																																			
[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur...	17:23	Court Registry, District Court	168KB																																			
[DCPI 42/2022] New Electronic Submission Received	17:14	Court Registry, District Court	479KB																																			
[DCPI 42/2022] Sealed Document(s) Issued	16:59	Court Registry, District Court	136KB																																			
[DCPI 42/2022] Document(s) Filed / Lodged	16:04	Court Registry, District Court	-																																			
[DCPI 42/2022] Document(s) Filed / Lodged	16:00	Court Registry, District Court	-																																			
[DCPI 42/2022] New Electronic Submission Received	15:38	Court Registry, District Court	994KB																																			
[DCPI 42/2022] New Electronic Submission Received	15:14	Court Registry, District Court	479KB																																			
[DCPI 42/2022] Provide Document(s) Upon Your Request	12:54	Court Registry, District Court	137KB																																			


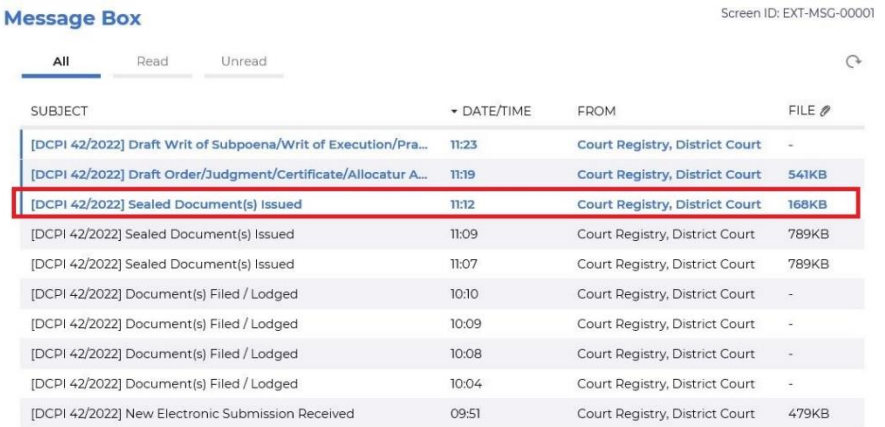



Item	Process	Relevant screenshots for reference
15.	<p><b><u>Access e-Filing function and repeat Step 1: Enter case number</u></b></p>	<p>Repeat items 2 to 4 above to access e-Filing function and repeat Step 1: Enter Case No.</p>
16.	<p><b><u>Upload document</u></b></p> <p>Select "Judgment" in "Document Name*"&gt;</p> <p>Select "For Sealing" in "PURPOSE*"&gt;</p> <p>Input "DRN of approved draft"</p> <p><i>[Note: DRN of approved draft can be found at the draft approved by court.]</i></p> <p>Select Language in "Document Language*"&gt;</p> <p>Tick the checkboxes under "For*" /and "Against"&gt;</p> <p>Click "Upload"&gt;</p> <p>Click "BROWSE FILES" and select document&gt;</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" &gt;</p>	<p>Step 2: Upload Document</p> 





Item	Process	Relevant screenshots for reference																																												
19.	<p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click "Home"&gt;</p> <p>Access Message Box&gt;</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>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:34</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:15</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>10/02/2022</td> <td>Court Registry, District Court</td> <td>166KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>10/02/2022</td> <td>Court Registry, District Court</td> <td>604KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra...</td> <td>10/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A...</td> <td>10/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Ap...</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Order/Directions Given by the Court</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachment therein</p>  <p>Message Details <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] New Electronic Submission Received</b></p> <p>Date/Time 11/02/2022 09:34      From Court Registry, District Court      To 265.E0843000020</p> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1137000027) submitted via iCMS on 11/02/2022 09:34. (Time is expressed in 24-hour format.)</p> <p>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</p> <p>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</p> <p>Acknowledgement - e-Filing Transaction Reference No.:E1137000027</p> <p><b>Notice</b></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>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p>Saturdays, Sundays : Closed and Public Holidays</p> <p>1 Attachment(s)</p> <p>PDF Acknowledg...pdf 479KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] New Electronic Submission Received	09:34	Court Registry, District Court	479KB	[DCPI 42/2022] New Electronic Submission Received	09:15	Court Registry, District Court	479KB	[DCPI 42/2022] Sealed Document(s) Issued	10/02/2022	Court Registry, District Court	166KB	[DCPI 42/2022] New Electronic Submission Received	10/02/2022	Court Registry, District Court	604KB	[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra...	10/02/2022	Court Registry, District Court	-	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A...	10/02/2022	Court Registry, District Court	541KB	[DCPI 42/2022] Sealed Document(s) Issued	09/02/2022	Court Registry, District Court	168KB	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Ap...	09/02/2022	Court Registry, District Court	541KB	[DCPI 42/2022] Order/Directions Given by the Court	09/02/2022	Court Registry, District Court	137KB	[DCPI 42/2022] Document(s) Filed / Lodged	09/02/2022	Court Registry, District Court	-
SUBJECT	DATE/TIME	FROM	FILE																																											
[DCPI 42/2022] New Electronic Submission Received	09:34	Court Registry, District Court	479KB																																											
[DCPI 42/2022] New Electronic Submission Received	09:15	Court Registry, District Court	479KB																																											
[DCPI 42/2022] Sealed Document(s) Issued	10/02/2022	Court Registry, District Court	166KB																																											
[DCPI 42/2022] New Electronic Submission Received	10/02/2022	Court Registry, District Court	604KB																																											
[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra...	10/02/2022	Court Registry, District Court	-																																											
[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A...	10/02/2022	Court Registry, District Court	541KB																																											
[DCPI 42/2022] Sealed Document(s) Issued	09/02/2022	Court Registry, District Court	168KB																																											
[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Ap...	09/02/2022	Court Registry, District Court	541KB																																											
[DCPI 42/2022] Order/Directions Given by the Court	09/02/2022	Court Registry, District Court	137KB																																											
[DCPI 42/2022] Document(s) Filed / Lodged	09/02/2022	Court Registry, District Court	-																																											
20.	<p><b>Internal process by Judiciary</b></p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>																																												
21.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>10:18</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>10:09</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>10:08</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>10:04</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:51</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:42</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:34</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09:15</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] Document(s) Filed / Lodged	10:18	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	-	[DCPI 42/2022] New Electronic Submission Received	09:51	Court Registry, District Court	479KB	[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	[DCPI 42/2022] New Electronic Submission Received	09:15	Court Registry, District Court	479KB								
SUBJECT	DATE/TIME	FROM	FILE																																											
[DCPI 42/2022] Document(s) Filed / Lodged	10:18	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	-																																											
[DCPI 42/2022] New Electronic Submission Received	09:51	Court Registry, District Court	479KB																																											
[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																																											
[DCPI 42/2022] New Electronic Submission Received	09:15	Court Registry, District Court	479KB																																											

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content therein</p> 
22.	<p><b>Internal process by Judiciary</b></p>	<p>Sender will receive message in iCMS message box with sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>
23.	<p><b><u>Sealed document(s) issued message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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