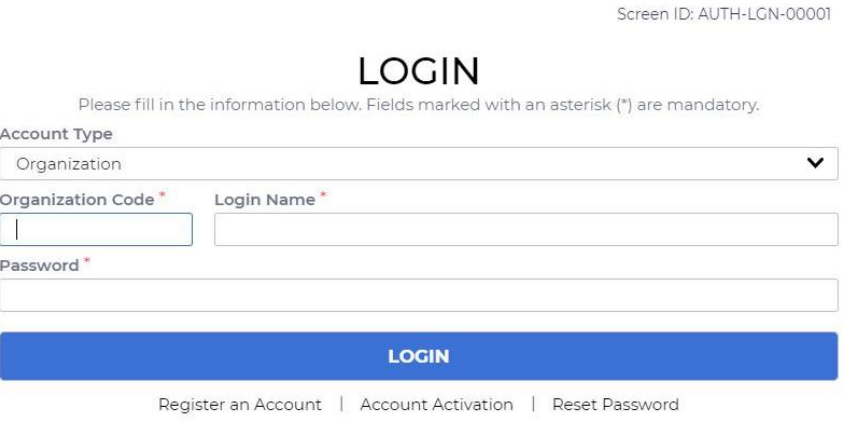
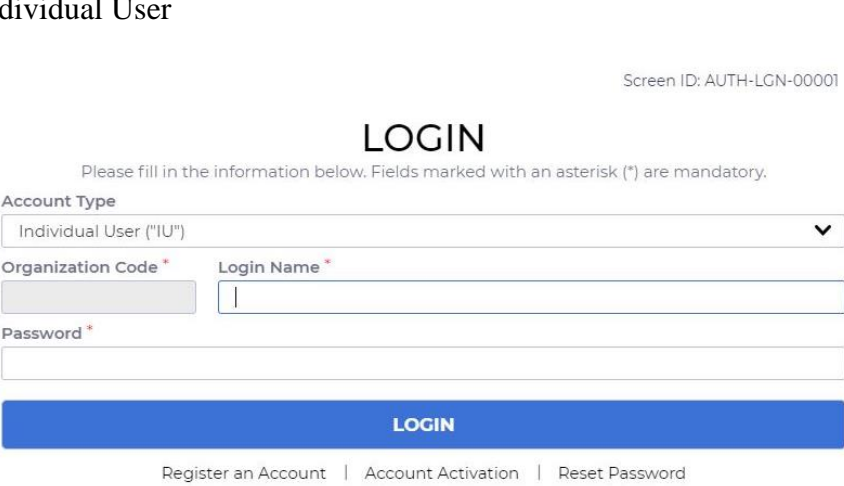
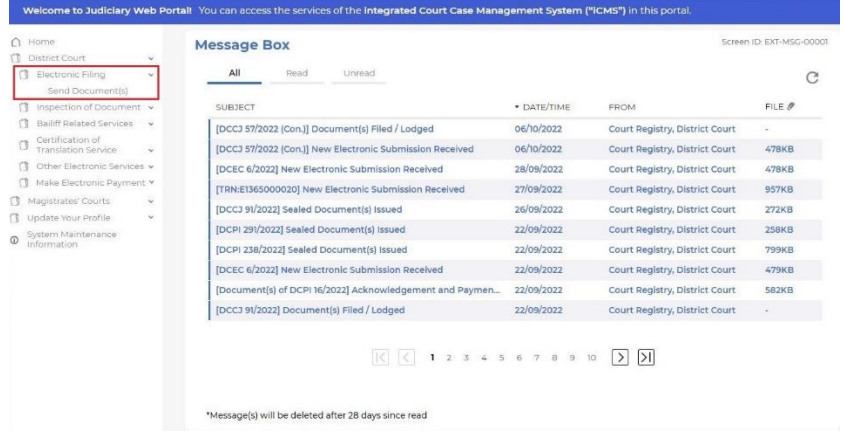
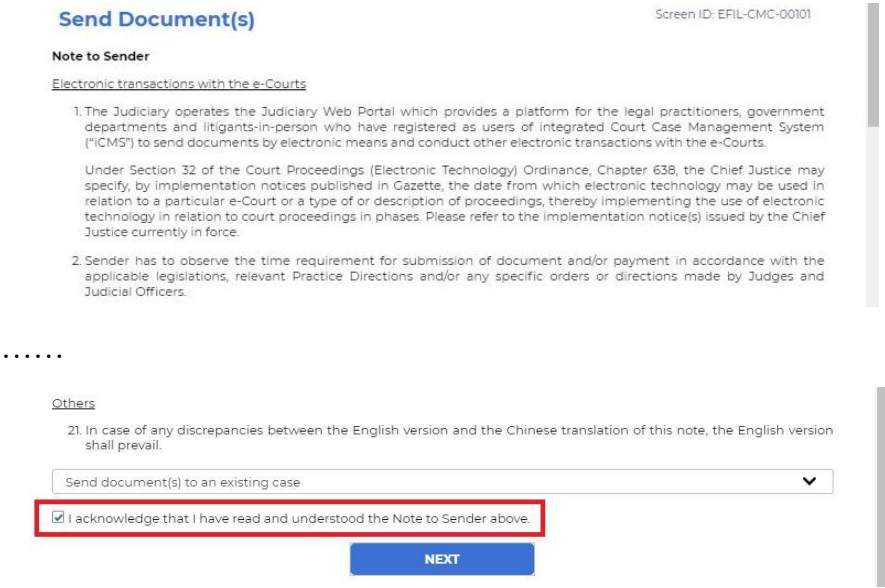
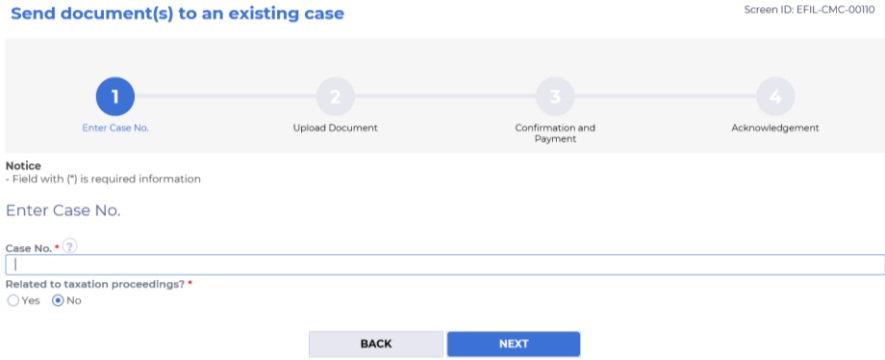

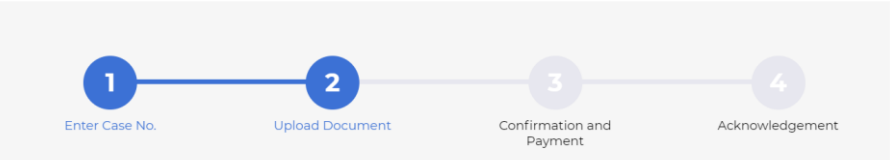


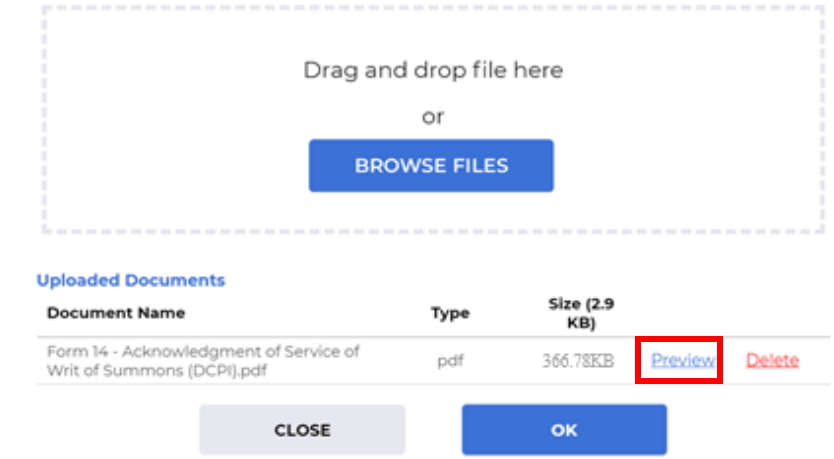
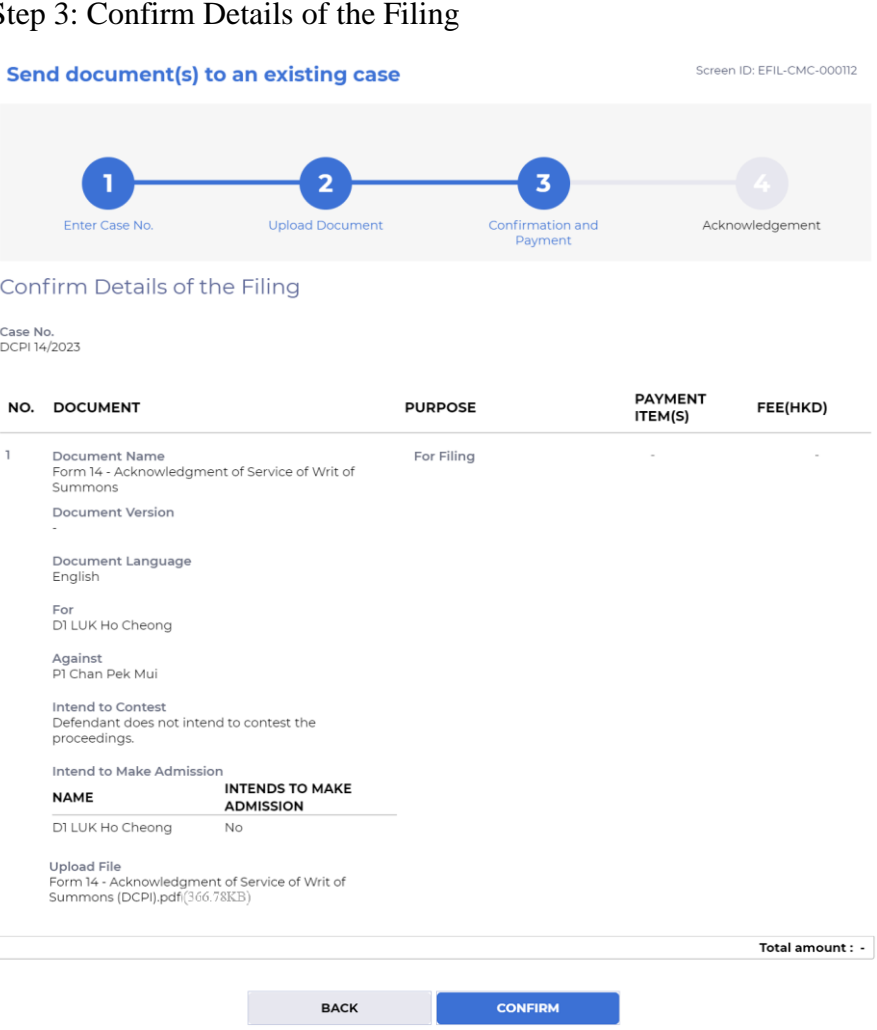
File Form 14 – Acknowledgment of Service of Writ of Summons

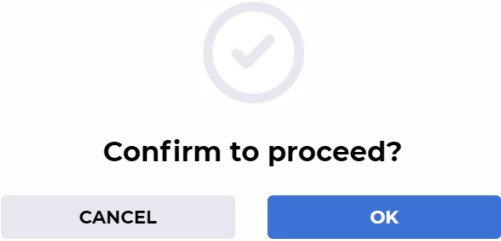
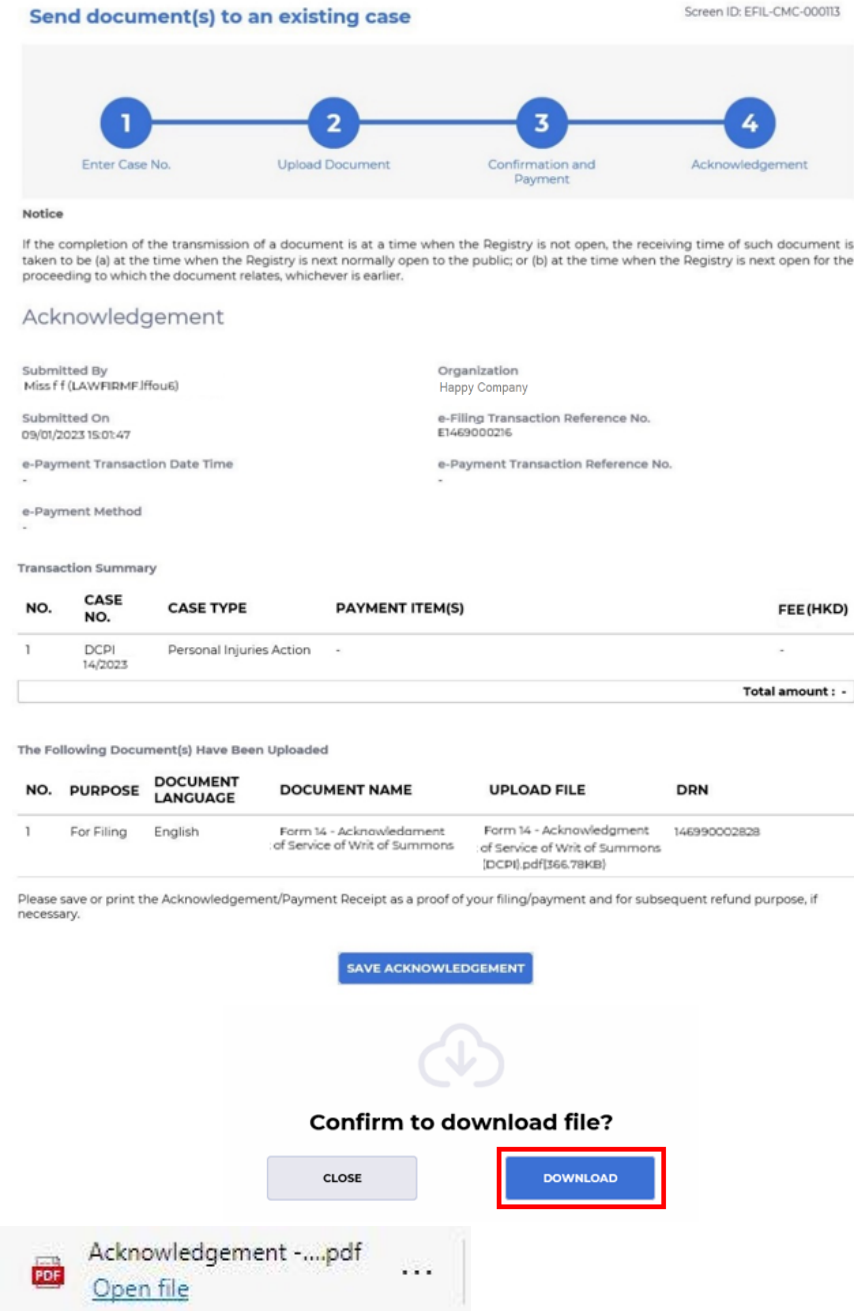
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

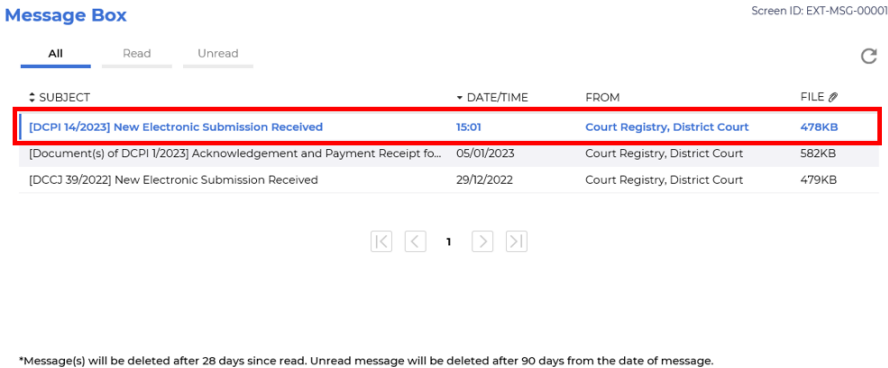
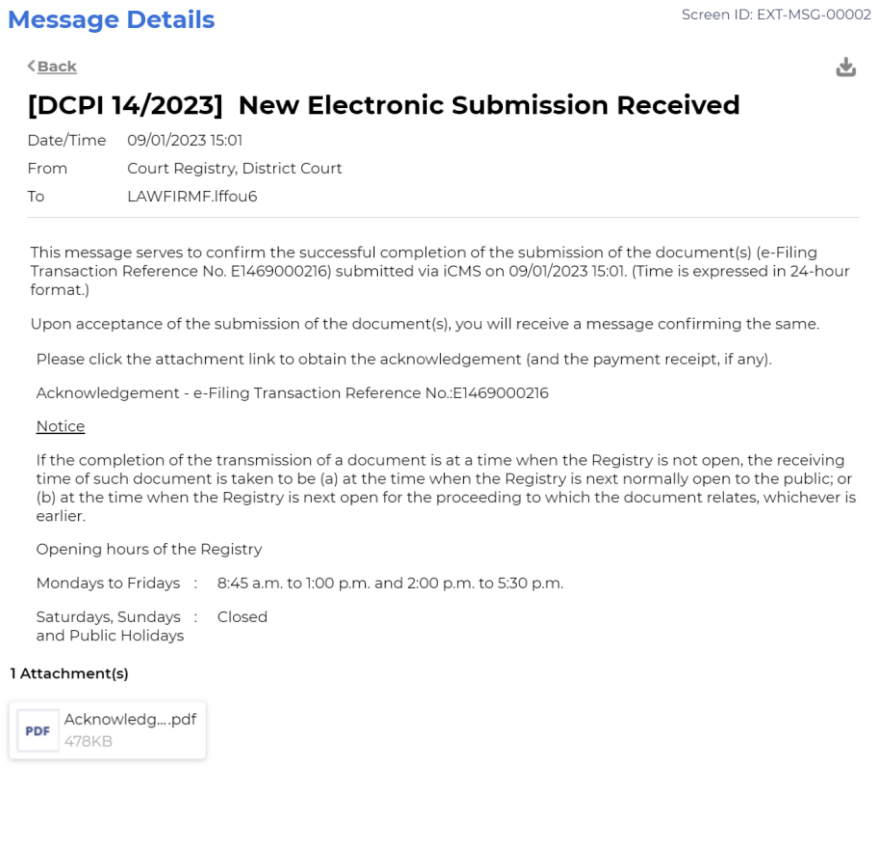
Item	Process	Relevant screenshots for reference
<p>1.</p>	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she should be duly assigned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Create OU Account and set up iCMS functional roles” 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> 
<p>2.</p>	<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>The screenshot shows the Judiciary Web Portal interface. On the left, a navigation menu includes 'Home', 'District Court', 'Electronic Filing', 'Inspection of Document', 'Bail/F Related Services', 'Certification of Translation Service', 'Other Electronic Services', 'Make Electronic Payment', 'Magistrates' Courts', 'Update Your Profile', and 'System Maintenance Information'. The 'Electronic Filing' option is highlighted with a red box. The main content area displays a 'Message Box' with a table of messages. The table has columns for SUBJECT, DATE/TIME, FROM, and FILE #. The messages listed include document filings and submissions received from Court Registry, District Court.</p>

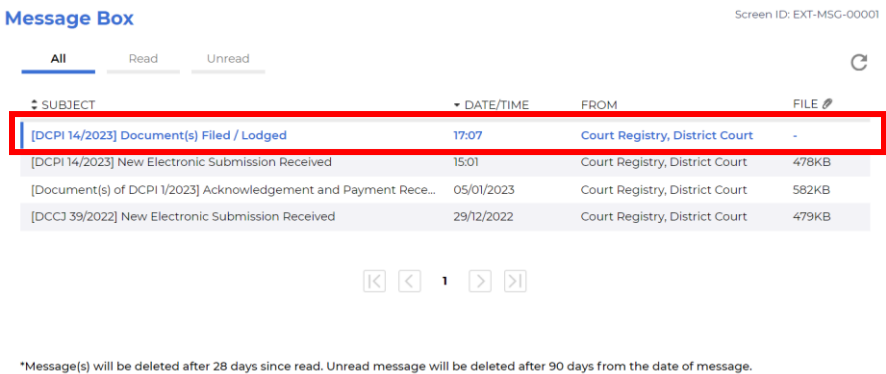

Item	Process	Relevant screenshots for reference
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p><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>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>Click “OK”></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> <p>After clicking “NEXT”, and if the account is not linked up with the Court case, there is a popup box indicating only certain type of documents will be allowed to file.</p>  <p>Your account is not linked up with the Court case. You are only allowed to file certain type of documents. Confirm to proceed?</p> <p>CANCEL OK</p>

Item	Process	Relevant screenshots for reference																
5.	<p><u>Upload document</u></p> <p>Select “Form 14 – Acknowledgment of Service of Writ of Summons” in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkboxes under “For*” / and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	<p>Step 2: Upload Document</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000111</p>  <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 14/2023</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Form 14 - Acknowledgment of Service of Writ of Summons</p> <p>Document Version</p> <p>Document Language * English</p> <p>For * ? <input type="checkbox"/> P1 Chan Pek Mui <input type="checkbox"/> D1 LUK Ho Cheong</p> <p>Against ? <input type="checkbox"/> D1 LUK Ho Cheong <input checked="" type="checkbox"/> P1 Chan Pek Mui</p> <p>Intend to Contest Defendant does not intend to contest the proceedings.</p> <p>Intend to Make Admission <table border="1"> <thead> <tr> <th>NAME</th> <th>INTENDS TO MAKE ADMISSION</th> </tr> </thead> <tbody> <tr> <td>D1 LUK Ho Cheong</td> <td>No</td> </tr> </tbody> </table> </p> <p>Upload File * ? Upload</p> </td> <td>For Filing</td> </tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p> <p>Drag and drop file here or BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name * Form 14 - Acknowledgment of Service of Writ of Summons</p> <p>Document Version</p> <p>Document Language * English</p> <p>For * ? <input type="checkbox"/> P1 Chan Pek Mui <input type="checkbox"/> D1 LUK Ho Cheong</p> <p>Against ? <input type="checkbox"/> D1 LUK Ho Cheong <input checked="" type="checkbox"/> P1 Chan Pek Mui</p> <p>Intend to Contest Defendant does not intend to contest the proceedings.</p> <p>Intend to Make Admission <table border="1"> <thead> <tr> <th>NAME</th> <th>INTENDS TO MAKE ADMISSION</th> </tr> </thead> <tbody> <tr> <td>D1 LUK Ho Cheong</td> <td>No</td> </tr> </tbody> </table> </p> <p>Upload File * ? Upload</p>	NAME	INTENDS TO MAKE ADMISSION	D1 LUK Ho Cheong	No	For Filing	Document Name	Type	Size (0 B)	No Document Uploaded.		
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Document Name	Type	Size (0 B)																
No Document Uploaded.																		

Item	Process	Relevant screenshots for reference
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p>	
7.	<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> 

Item	Process	Relevant screenshots for reference
	<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>8.</p> <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> 

Item	Process	Relevant screenshots for reference
9.	<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> 
10.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>

Item	Process	Relevant screenshots for reference																				
11.	<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>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread ↻</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>[DCPI 14/2023] Document(s) Filed / Lodged</td> <td>17:07</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 14/2023] New Electronic Submission Received</td> <td>15:01</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[Document(s) of DCPI 1/2023] Acknowledgement and Payment Rece...</td> <td>05/01/2023</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 39/2022] New Electronic Submission Received</td> <td>29/12/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table> <p style="text-align: center;">⏪ ⏩ 1 ⏪ ⏩</p> <p><small>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</small></p> <p>Click the message header to read the content therein</p>  <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back ⏴</p> <p>[DCPI 14/2023] Document(s) Filed / Lodged</p> <p>Date/Time 09/01/2023 17:07</p> <p>From Court Registry, District Court</p> <p>To LAWFIRMF.Iffou6</p> <hr/> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1469000216) submitted via iCMS on 09/01/2023 15:01. (Time is expressed in 24-hour format.)</p> <p>DCPI 14/2023 - Form 14 - Acknowledgment of Service of Writ of Summons, 表格14 - 傳訊令狀送達認收書 - DRN:146990002828</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 14/2023] Document(s) Filed / Lodged	17:07	Court Registry, District Court	-	[DCPI 14/2023] New Electronic Submission Received	15:01	Court Registry, District Court	478KB	[Document(s) of DCPI 1/2023] Acknowledgement and Payment Rece...	05/01/2023	Court Registry, District Court	582KB	[DCCJ 39/2022] New Electronic Submission Received	29/12/2022	Court Registry, District Court	479KB
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Internal process by Judiciary