File Notice of Appointment of Assessment of Damages (Government Department)

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

Item	Process	Relevant screenshots for reference
1.	Login user account	Organization User
	By Organization User ("OU") of Government Department.	Screen ID: AUTH-LGN-00001
[Note: Please refer to relevant step-by-step guid "Account Login and Logout" for more information if necessary.	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Code * Login Name * Password * LOGIN Register an Account Account Activation Reset Password
	For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. [Note: Please refer to relevant step-by-step guide under the subject of "Assign default OU Account(s) and court case(s)" for more information if necessary.]	

Item	Process	Relevant scre	enshots for reference			
2.	Access e-Filing function	Welcome to Judiciary Web Portall You can access the services of the integrated Court Case Management System ("ICMS") in this portal.				
		∩ Home	Message Box		Screen	ID: EXT-MSC-00001
	Select court level, e.g.	District Court	All Read Unread			C
	"District Court">	Send Document(s)	SUBJECT	• DATE/TIME FF	MOM	FILE Ø
		 Bailiff Related Services Certification of 	[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022 Co	ourt Registry, District Court	
	Click "Electronic Filing" >	Translation Service • Other Electronic Services •	[DCCJ 57/2022 (Con.)] New Electronic Submission Received [DCEC 6/2022] New Electronic Submission Received	06/10/2022 Co 28/09/2022 Co	ourt Registry, District Court	478KB
		Make Electronic Payment Manistrates' Courts	[TRN:E1365000020] New Electronic Submission Received	27/09/2022 Co	ourt Registry, District Court	957KB
	Select "Send	Update Your Profile	[DCCJ 91/2022] Sealed Document(s) issued	26/09/2022 Co	ourt Registry, District Court	272KB
		System Maintenance Information	[DCPI 238/2022] Sealed Document(s) issued	22/09/2022 Co	ourt Registry, District Court	799KB
	Document(s)">		[DCEC 6/2022] New Electronic Submission Received	22/09/2022 Co	ourt Registry, District Court	479KB
			[DCCJ 91/2022] Document(s) Filed / Lodged	22/09/2022 Co	ourt Registry, District Court	-
			K 1 2 3 4	5 6 7 8 9 10		
						1
3.	Select the required	Send Docum	ent(s)		Screen ID: EFIL-CMC-00	0101
	<u>function</u>	Note to Sender				
		Electronic transactions	with the e-Courts			
	Select "Send document(s) to	1. The Judiciary ope	rates the Judiciary Web Portal which provides a pla	atform for the legal	practitioners, govern	ment
	an existing case" >	departments and ("iCMS") to send de	litigants-in-person who have registered as users of ocuments by electronic means and conduct other electronic means and	f integrated Court (ctronic transactions	Case Management Sy with the e-Courts.	stem
	6	Under Section 32	of the Court Proceedings (Electronic Technology) C)rdinance, Chapter (538, the Chief Justice	may ed in
	Tick the checkbox "I	relation to a partic	cular e-Court or a type of or description of proceeding	gs, thereby impleme	etinology may be as inting the use of elect	ronic
	acknowledge that I have	Justice currently in	n force.	e implementation n	otice(s) issued by the	Chief
	read and understood the	2. Sender has to ob applicable legislat	serve the time requirement for submission of docur tions, relevant Practice Directions and/or any specif	ment and/or payme fic orders or directi	nt in accordance with ons made by Judges	n the and
	Net to Contract the	Judicial Officers.				
	Note to Sender above." >					
		<u>Others</u>				
	Click "NEXI">	21. In case of any disc shall prevail.	crepancies between the English version and the Chin	ese translation of th	iis note, the English ve	ersion
		Send document(s) to	an existing case			~
		I acknowledge that I	have read and understood the Note to Sender above.	1		
			NEXI			
4	Enter ease number	Stor 1. Enton C	Noor No			
4.	Enter case number	Step 1: Enter C	Lase NO.			
	Input "Case No *">	Send docume	nt(s) to an existing case		Screen ID: EFIL-	CMC-00110
	input Case No. >					
	Select "No" in "Related to					
	taxation proceedings? *"					
	taxation proceedings?	U				
	Clicit "NIEVT">	Enter Case No.	Upload Document Conf	irmation and	Acknowledge	ement
	Click NEAT >		ŀ	Payment		
		• Field with (*) is required	information			
		Ester Core No				
		Enter Case No.	0			
		Case No. *				
		Related to taxation proc	eedings? *			
		Ves No				
			BACK	NEXT		
1		1				

Item	Process	Relevant screenshots for reference
5.	Upload document	Step 2: Upload Document
	Select "Notice of Appointment of Assessment of Damages" in "Document Name*"> Select "PURPOSE*">	Send document(s) to an existing case Screen ID: EFIL-CMC-000TI 1 2 3 4 Enter Case No. Upload Document Confirmation and Payment Acknowledgement
	If "For Listing" is selected in "PURPOSE*", select "Hearing Before*"> Select either "Any Date" or "A Date Not Before*">	Notice - Field with (*) is required information Upload Document Case No. DCPI 48/2022
	Notes If the latter option is	NO DOCUMENT PURPOSE*
	[Note: If the latter option is selected, input a date in "A Date Not Before*" and input "Proposed Dates" and "Special Request" field, if any.] Select language in "Document Language*" > Tick the checkboxes under "For*" /and "Against"> Click "Upload">	I Document Name * Notice of Appointment of Assessment of Dama For Listing Document Version Hearing Before * • • Document Language * • • • Pocument Language * • • • Preferred Date * • For * ? • • • Pi Secretary for Justice • • •
	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.]	Add Document BACK NEXT Drag and drop file here or Or BROWSE FILES Displaced Documents Type Size (0 B) No Document Uploaded. OK

Item	Process	Relevant screenshots for reference
6.	Preview uploaded document Document name is displayed under "Uploaded Documents"	Drag and drop file here or BROWSE FILES
	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> Click "NEXT" >	Uploaded Documents Document Name Type Size (1.3 MB) Notice Of Appointment For Assessment Of Damages.pdf pdf 13 MB Preview Delete CLOSE OK
7.	Confirm details of the filing If filing details are in order, click "PAY">	Step 3: Confirm Details of the Filing Send document(s) to an existing case Image: Confirm Details of the Filing Image: Details of the Filing Confirm Details of the Filing Case No. Details of the Filing
		NO DOCUMENT PURPOSE* PAYMENT ITEM(S) FEE(HKD) 1 Document Name Notice of Appointment of Assessment of Damages For Listing Transfer of Procedural Fees under the Various Fees Rules 505.00 Document Version - Any Date between Covernment Departments 505.00 Document Language English Special Request - - For P1 Secretary for Justice - - - Against D1 Hong Kong Transportation Company Limited Upload File Notice Of Appointment For Assessment Of Damages.pdf(I.35M) -
		Total amount : HKD 505.00
		BACK PAY

Item	Process	Relevant screenshots for reference
9	Click "OK" to "Proceed for payment?"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data> [Note: Payment not applicable to Legal Aid Department.]	Proceed for payment?
8.	Select "Cross Departmental Journal not yet raised"	Online Payment Service Screen ID: EPY-COL-0007
	Journal not yet faised	Case No. DCPI 48/2022
	OR	Payment Information
	Select "Cross Departmental Journal already raised" then input the "Cross Departmental Journal" and click "Upload"> Click "PROCEED">	e-Filing Transaction Reference No: Transaction Date: EII34000080 08/02/2022 Total Amount: Payment Method: HKD 505.00 Cross Departmental Journal already raised Cross Departmental Journal already raised Cross Departmental Journal Upload File Upload • Cross Departmental Journal not yet raised By clicking 'Proceed', payment will be made by Cross-Departmental Journal.
		Online Payment Service Screen ID: EPY-COL-0007
		Case No. DCPI 48/2022
		Payment Information
		e-Filing Transaction Reference No: Transaction Date: E1134000080 08/02/2022 Total Amount: Payment Method: HKD 505.00 Cross Departmental Journal already raised Cross Departmental Journal ournal already raised Upload File Upload Cross Departmental Journal not yet raised By clicking 'Proceed', payment will be made by Cross-Departmental Journal. CANCEL PROCEED

Item	Process	Relevant screenshots for reference
9.	Acknowledgement	Step 4: Acknowledgement
	Click "SAVE ACKNOWLEDGEMENT">	Send document(s) to an existing case Screen ID: EFIL-CMC-000113
	Click "DOWNLOAD" in the popup of "Confirm to download file?" >	1 2 3 4 Enter Case No. Upload Document Confirmation and Payment Acknowledgement
	Click "Open file" to retrieve the Acknowledgement>	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.
	Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in the popup of "Confirm to download file?" >	Submitted By Organization Miss Chu Lai Hung (DOJ_CD.dojcdoul4) Department of Justice (CD) Submitted On e-Filing Transaction Reference No. 08/02/2022 17:21:07 ET34000080 Submitted On e-Filing Transaction Reference No. 08/02/2022 17:21:07 ET34000080 e-Payment Transaction Date Time e-Payment Transaction Reference No. 08/02/2022 17:21:02 CDJ2022020800077 e-Payment Method CDJ (Not yet raised)
	Click "Open file" to retrieve the Payment receipt>	Transaction Summary NO. CASE CASE TYPE PAYMENT ITEM(S) FEE(HKD)
		DCPI Personal Injuries Action Transfer of Procedural Fees under the Various Fees Rules between 505.00 48/2022 Government Departments 505.00
		Total amount : HKD 505.00 The Following Document(s) Have Been Uploaded
		NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN
		1 For Listing English Notice of Appointment of Assessment of Assessment of Assessment of Damages Notice Of Appointment For 113490000465 Any Date Special Request
		Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT
		Confirm to download file?
		CLOSE
		Payment Receipt - epdf Acknowledgementpdf Open file

Item	Process	Relevant screenshots for referen	nce		
10.	Acknowledgement message sent to the	Message box with message header Message Box	r(s) appear	s on the landing p	age x ext-MSG-00001
	message box of UU	All Read Unread			C
	Click "HOME">	SUBJECT	▼ DATE/TIME	FROM	FILE Ø
		[DCPI 48/2022] New Electronic Submission Received [DCPI 48/2022-2] New Taxation Bill Created	17:21 07/02/2022	Court Registry, District Court	957KB
	Access Message Box>	[TRN:E1133000135] New Electronic Submission Received	07/02/2022	Court Registry, District Court	957KB
		[DCPI 48/2022] New Case Created	28/01/2022	Court Registry, District Court	248KB
	Click the message header to	[TRN:E1123000044] New Electronic Submission Received [TRN:E1112000165] New Electronic Submission Received	28/01/2022 17/01/2022	Court Registry, District Court	958KB
	read the content	[TRN:E1101000691] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB
		[TRN:E1101000332] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB
		[DCPI 1593/2021] New Case Created	31/12/2021	Court Registry, District Court	4811KB
		Click the message header to read t	he content	and the attachme	nt
		therein			
		Message Details		Screen ID: I	EXT-MSG-00002
		Count Count Back [DCPI 48/2022] New Electronic Sub Date/Time 08/02/2022 17:21 From Court Registry, District Court To DOJ_CD.dojcdou14	omission Re	eceived	
11		This message serves to confirm the successful completion of th No. E1134000080) submitted via iCMS on 08/02/2022 17:21. (Time Upon acceptance of the submission of the document(s), you wi Please click the attachment link to obtain the acknowledgeme Acknowledgement - e-Filing Transaction Reference No.:E113400 Payment receipt - e-Payment Transaction Reference No.:E113400 Notice If the completion of the transmission of a document is at a time document is taken to be (a) at the time when the Registry is ne is next open for the proceeding to which the document relates, Opening hours of the Registry 2 Attachment(s) PDF Acknowledgpdf PDF 477KB	ne submission of the a is expressed in 24-h ill receive a message nt (and the payment 20080 222020800077 e when the Registry exh normally open to , whichever is earlier.	document(s) (e-Filing Transaction iour format.) confirming the same. t receipt, if any). is not open, the receiving time of s the public; or (b) at the time when	uch the Registry
11.	Internal Process by	Sender will receive message in iCl	MS Messa	ge box after interr	nal
	5 duiciar y	vetting by succeary			
12.	Confirmation message	Message box with message header	r(s) appear	s on the landing p	age
	sent to the message box of	Message Box		Screen ID	EXT-MSG-00001
		All Read Unread			C
	Login and access Message	SUBJECT		EROM	EILE Ø
	Box>	[DCPI 48/2022] Document(s) Filed / Lodged	09:09	Court Registry, District Court	-
		[DCPI 48/2022] New Electronic Submission Received	08/02/2022	Court Registry, District Court	957KB
		[DCPI 48/2022] New Electronic Submission Received	08/02/2022	Court Registry, District Court	957KB
		[UCPI 48/2022-2] New Taxation Bill Created	07/02/2022	Court Registry, District Court	- 957KB
		[DCPI 48/2022] New Case Created	28/01/2022	Court Registry, District Court	248KB
		[TRN:E1123000044] New Electronic Submission Received	28/01/2022	Court Registry, District Court	958KB
		[TRN:E1112000165] New Electronic Submission Received	17/01/2022	Court Registry, District Court	479KB
		[TRN:E1101000691] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB
		[TRN:E1101000332] New Electronic Submission Received	06/01/2022	Court Registry, District Court	1067KB

Item	Process	Relevant screenshots for referen	ce		
	Click the message header to	Click the message header to read th	e content	therein	
	read the content	Message Details		Screen ID: EXT	-MSG-00002
		KBack [DCPI 48/2022] Document(s) Filed / Lo Date/Time 09/02/2022 09:09 From Court Registry, District Court To DOI_CD.dojcdoul4 This message serves to confirm the acceptance of the submission of the submission of the submitted via ICMS on 08/02/2022 17:21. (Time is expressed in 24-hour DCPI 48/2022 - Notice of Appointment of Assessment of Damages ORN:113490000465 If the document requires determination or approval from the Court, you have a submission of the submissin the submission of the submission of the su	dged he document(s)(e-f format.) 叶台 拥善 赔 @ 页 参 ou will be informed	illingTransaction Reference No. El134 身間通知書 of the outcome in due course.	÷000080)
13	Internal Process by	Sender will receive message in iCM	IS Messa	ge box with Notic	e of
15.	Judiciary	Hearing	15 1010554	ge box with Notic	
	Succeary	Incaring			
	[Note: Sender will receive	[Note: Sender will receive a separa	te messag	ge in iCMS messa	ge box if
	further message only if the	the document is found not in order.]		
	substantive hearing date of				
	the assessment of damages				
	has already been given at				
	the earlier case				
	management hearing.]				
14.	Hearing scheduled and/ or Notice of Hearing issued message to the message box of OU	Message box with message header(Message Box All Read Unread	s) appear	s on the landing p	age EXT-MSG-00001
	Login and access Message	SUBJECT	▼ DATE/TIME	FROM	FILE Ø
	Por>	[DCPI 48/2022] Hearing Scheduled and / or Notice of Hearing [DCPI 48/2022] Document(s) Eiled / Lodged	12:29	Court Registry, District Court	3466KB
	B0X>	[DCPI 48/2022] Document(s) Filed / Lodged	12:25	Court Registry, District Court	
		[DCPI 48/2022] Document(s) Filed / Lodged	12:21	Court Registry, District Court	4
		[DCPI 48/2022] New Electronic Submission Received	08/02/2022	Court Registry, District Court	957KB
		[DCPI 48/2022] New Electronic Submission Received	08/02/2022	Court Registry, District Court	957KB
		[TRN:E1133000135] New Electronic Submission Received	07/02/2022	Court Registry, District Court	957KB
		[DCPI 48/2022] New Case Created	28/01/2022	Court Registry, District Court	248KB
		[TRN:E1123000044] New Electronic Submission Received	28/01/2022	Court Registry, District Court	958KB

Step-by-step guide - "File Notice of Appointment of Assessment of Damages (Government Department)"

Item	Process	Relevant screenshots for reference
	Click the message header to read the content	Click the message header to read the content and the attachment therein
		CBack DCPI 48/2022] Hearing Scheduled and / or Notice of Hearing Issued Date/Time 09/02/2022 12:29 From Court Registry, District Court To DOJ_CD.dojcdoul4 This message serves to inform that a hearing has been scheduled / a Notice of Hearing has been issued by the Court in response to your dogment/filing of document(s) (e-Filing Transaction Reference No. E1134000080) submitted via iCMS on 08/02/2022 17:21. (Time is expressed in 24-hour format.) Please click the attachment link to obtain the notice of hearing. DCPI 48/2022 - Notice of Hearing (Hearing date 05/06/2022 at 10:00 am for Notice of Appointment for Assessment of Damages 转动通知 #) - DRN:112390000193 IAttachment(s) Image: DCPI 48-202pdf 3466KB

Internal process by Judiciary