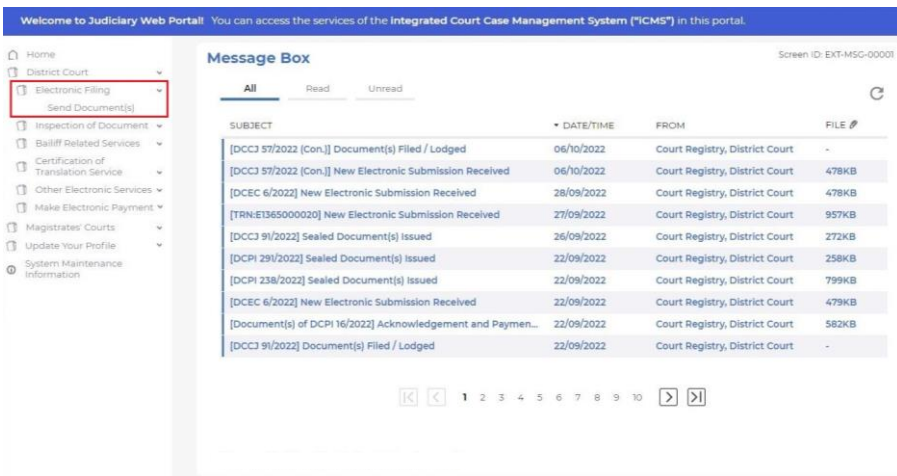
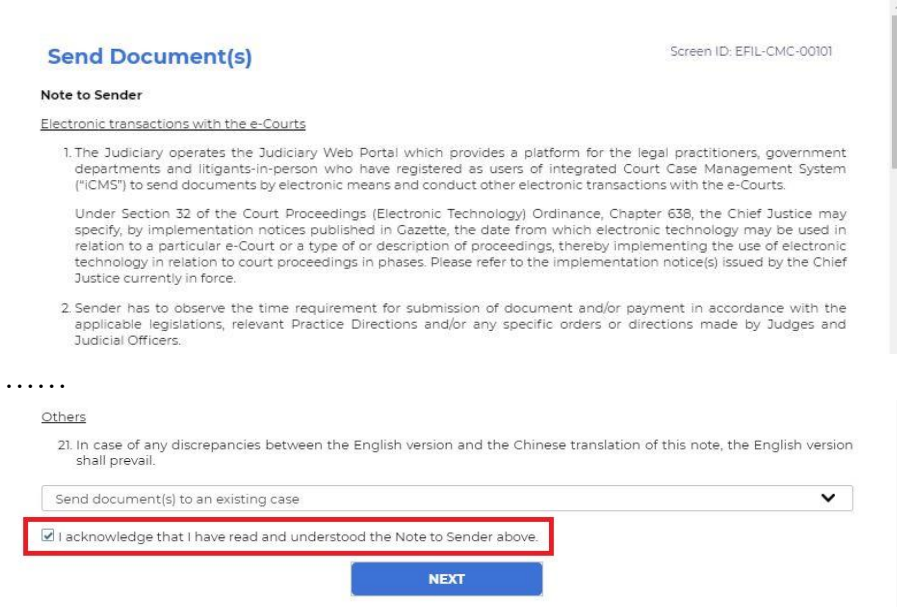
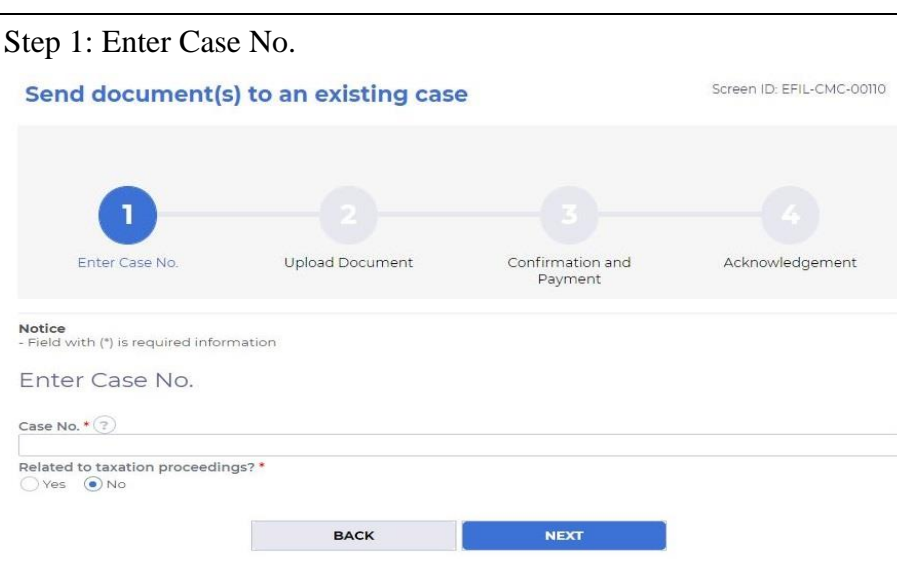


File Notice of Appointment of Assessment of Damages (other than Government Department)

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.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p>	<p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>

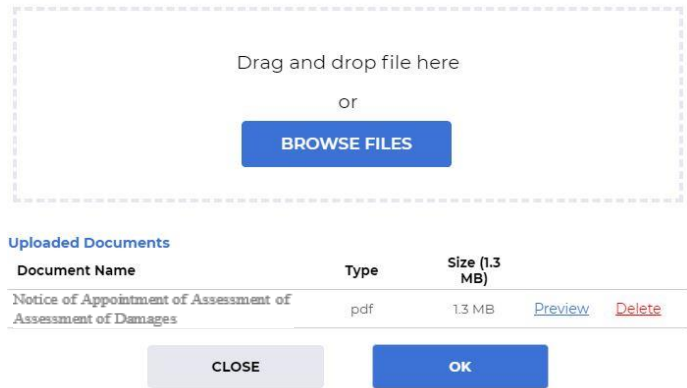
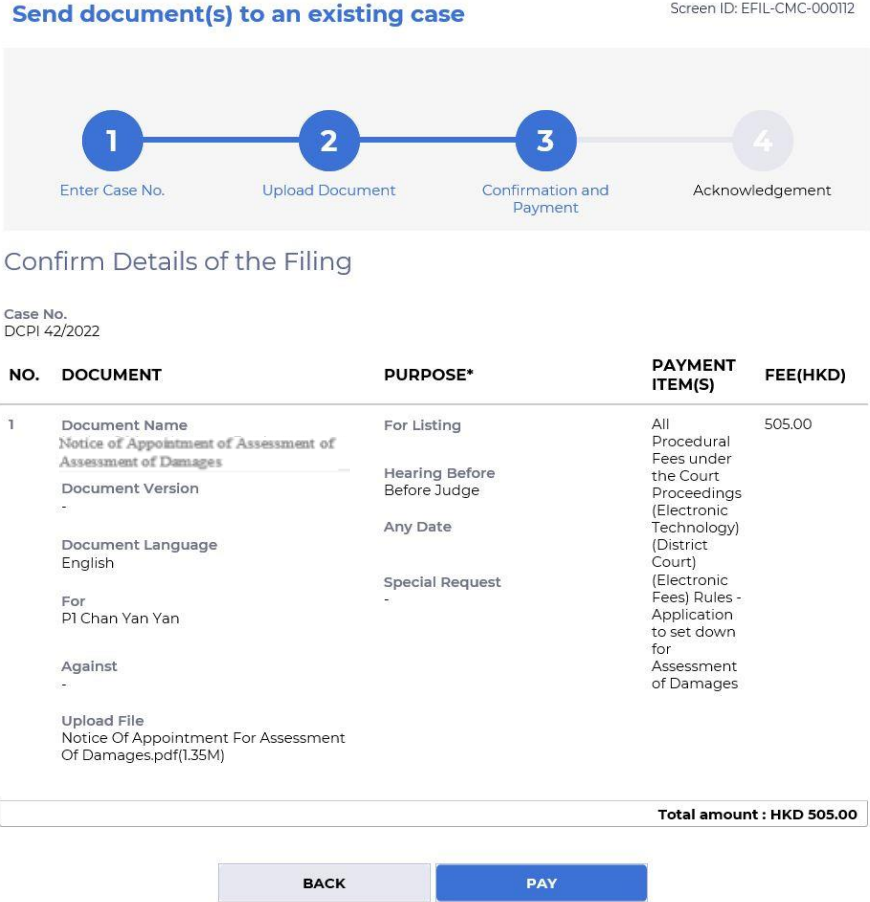
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

Item	Process	Relevant screenshots for reference
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	
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>	
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>	

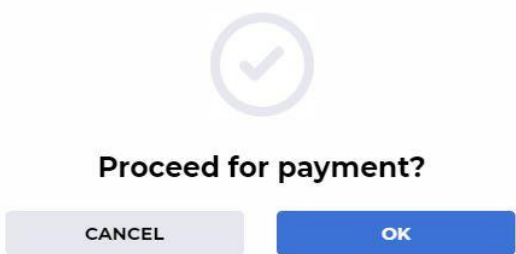
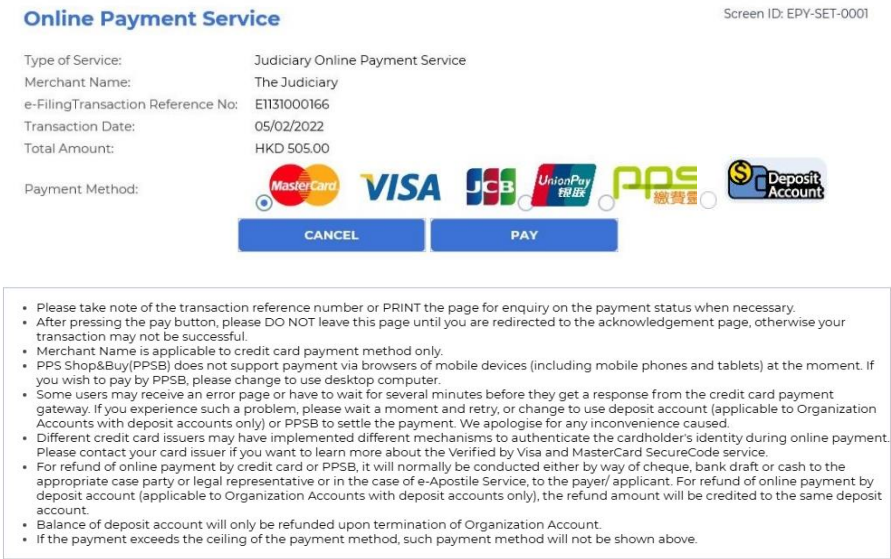
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

Item	Process	Relevant screenshots for reference												
5.	<p><u>Upload document</u></p> <p>Select “Notice of Appointment of Assessment of Damages” in “Document Name*”></p> <p>Select “PURPOSE*”></p> <p>If “For Listing” is selected in “PURPOSE*”, select “Hearing Before*”></p> <p>Select either “Any Date” or “A Date Not Before” ></p> <p><i>[Note: If the latter option is selected, input a date in “A Date Not Before*” and input “Proposed Dates” and “Special Request” field, if any.]</i></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “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>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - 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> <p>Document Name * Notice of Appointment of Assessment of</p> <p>Document Version</p> <p>Document Language * --- Please Select ---</p> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> DI Hong Kong Transportation Company Limited </p> <p>Against <input type="checkbox"/> DI Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan </p> <p>Type of Order --- Please Select ---</p> <p>Upload File * Upload</p> </td> <td> <p>For Listing</p> <p>Hearing Before * --- Please Select ---</p> <p>Preferred Date * <input type="radio"/> Any Date <input checked="" type="radio"/> A Date Not Before * 01/03/2022 Proposed Dates DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY Special Request </p> </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 * Notice of Appointment of Assessment of</p> <p>Document Version</p> <p>Document Language * --- Please Select ---</p> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> DI Hong Kong Transportation Company Limited </p> <p>Against <input type="checkbox"/> DI Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan </p> <p>Type of Order --- Please Select ---</p> <p>Upload File * Upload</p>	<p>For Listing</p> <p>Hearing Before * --- Please Select ---</p> <p>Preferred Date * <input type="radio"/> Any Date <input checked="" type="radio"/> A Date Not Before * 01/03/2022 Proposed Dates DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY Special Request </p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
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Document Name	Type	Size (0 B)												
No Document Uploaded.														

Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

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 “PAY”></p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p> 


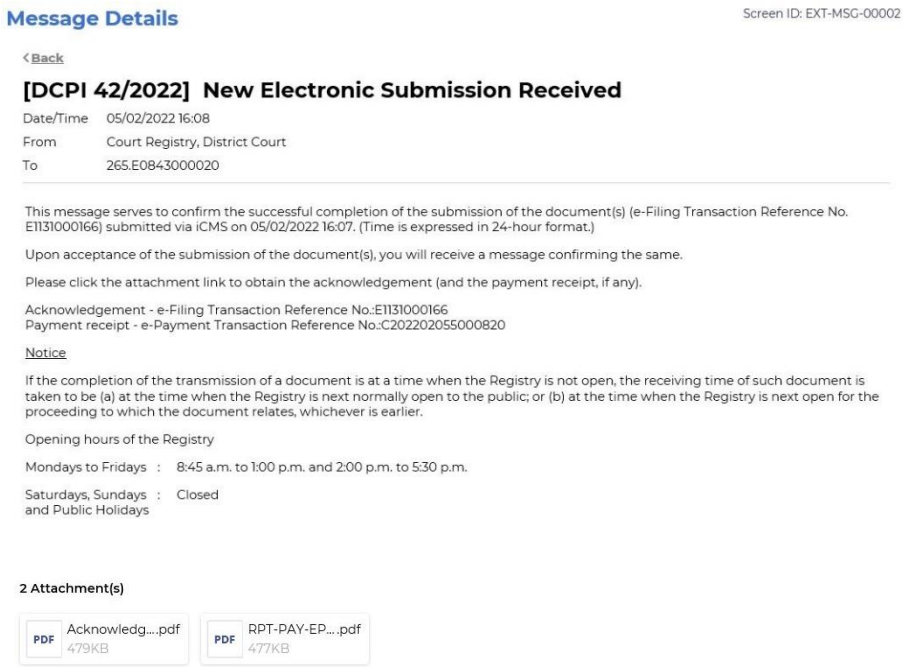
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “OK” to “Proceed for payment?”></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>	
8.	<p>Select one “Payment Method” and the “PAY” will be activated</p> <p>Click “PAY”></p> <p><i>[Note:</i></p> <p><i>(i) If credit card or web-based PPS Shop&Buy Service is selected, you will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>(ii) If deposit account (applicable to Organization Accounts with deposit accounts only) is selected, the payment details will be displayed for confirmation. Click “PAY” to proceed.</i></p> <p><i>Upon successful payment, you will be redirected back to iCMS to proceed to Step 4 at item 9.]</i></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></p>	

Step-by-step guide – “File Notice of Appointment of Assessment of Damages
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Item	Process	Relevant screenshots for reference																						
9.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT” button></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?” ></p> <p>Click “Open file” to retrieve the Payment receipt></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case</p> <p>Screen ID: EFIL-CMC-000113</p> <div><div><div>1</div><div>Enter Case No.</div></div><div><div>2</div><div>Upload Document</div></div><div><div>3</div><div>Confirmation and Payment</div></div><div><div>4</div><div>Acknowledgement</div></div></div> <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Acknowledgement</p> <div><div><div>Submitted By Mr. Lau To Fu (265.E0B43000020)</div><div>Submitted On 05/02/2022 16:07:55</div><div>e-Payment Transaction Date Time 05/02/2022 16:07:50</div><div>e-Payment Method Credit Card(VISA)</div></div><div><div>Organization Happy Company</div><div>e-Filing Transaction Reference No. E1131000166</div><div>e-Payment Transaction Reference No. C202202055000820</div></div></div> <p>Transaction Summary</p> <table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>DCPI 42/2022</td><td>Personal Injuries Action</td><td>All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - Application to set down for Assessment of Damages</td><td>505.00</td></tr></tbody></table> <p>Total amount : HKD 505.00</p> <p>The Following Document(s) Have Been Uploaded</p> <table><thead><tr><th>NO.</th><th>PURPOSE</th><th>DOCUMENT LANGUAGE</th><th>DOCUMENT NAME</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>For Listing Any Date</td><td>English</td><td>Notice Of Appointment For Assessment Of Damages</td><td>Notice Of Appointment For Assessment Of Damages.pdf (1.35M)</td><td>113190000406</td></tr></tbody></table> <p>Special Request</p> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div> <div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div> <div><div>Payment Receipt - e-....pdf</div><div>Acknowledgement -pdf</div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 42/2022	Personal Injuries Action	All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - Application to set down for Assessment of Damages	505.00	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Listing Any Date	English	Notice Of Appointment For Assessment Of Damages	Notice Of Appointment For Assessment Of Damages.pdf (1.35M)	113190000406
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Step-by-step guide – “File Notice of Appointment of Assessment of Damages
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Item	Process	Relevant screenshots for reference
10.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachment therein</p> 
11.	<p><u>Internal Process by Judiciary</u></p>	<p>Sender will receive message in iCMS Message box after internal vetting by Judiciary</p>
12.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p>	<p>Message box with message header(s) appears on the landing page</p>

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13.	<p><u>Internal Process by Judiciary</u></p> <p>[Note: Sender will receive further message only if the substantive hearing date of the assessment of damages has already been given at the earlier case management hearing.]</p>	<p>Sender will receive message in iCMS Message box with Notice of Hearing</p> <p>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</p>																																								
14.	<p><u>Hearing Scheduled and/or Notice of Hearing Issued message sent to the</u></p>	<p>Message box with message header(s) appears on the landing page</p>																																								

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[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...	12:26	Court Registry, District Court	-																																											
[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...	12:21	Court Registry, District Court	-																																											
[DCPI 42/2022] Sealed Document(s) Issued	12:02	Court Registry, District Court	889KB																																											
[DCPI 42/2022] Sealed Document(s) Issued	10:52	Court Registry, District Court	210KB																																											
[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...	10:50	Court Registry, District Court	-																																											
[DCPI 111/2021] Order/Directions Given by the Court	10:37	Court Registry, District Court	-																																											

Internal process by Judiciary