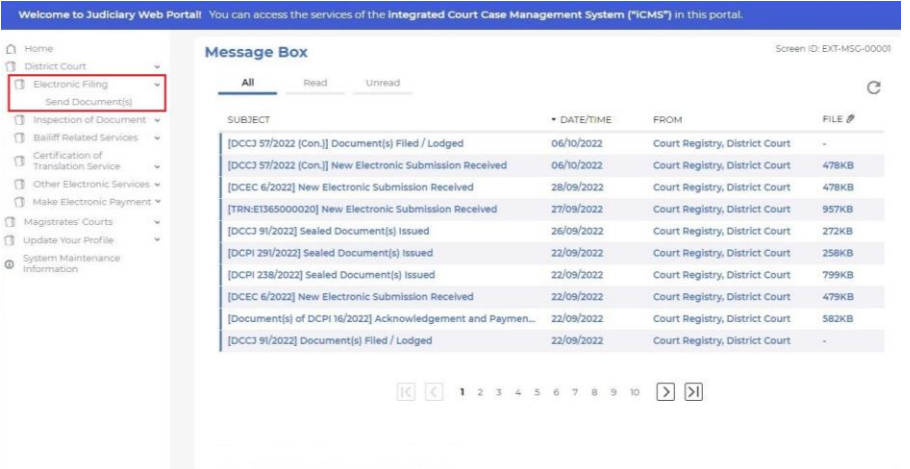
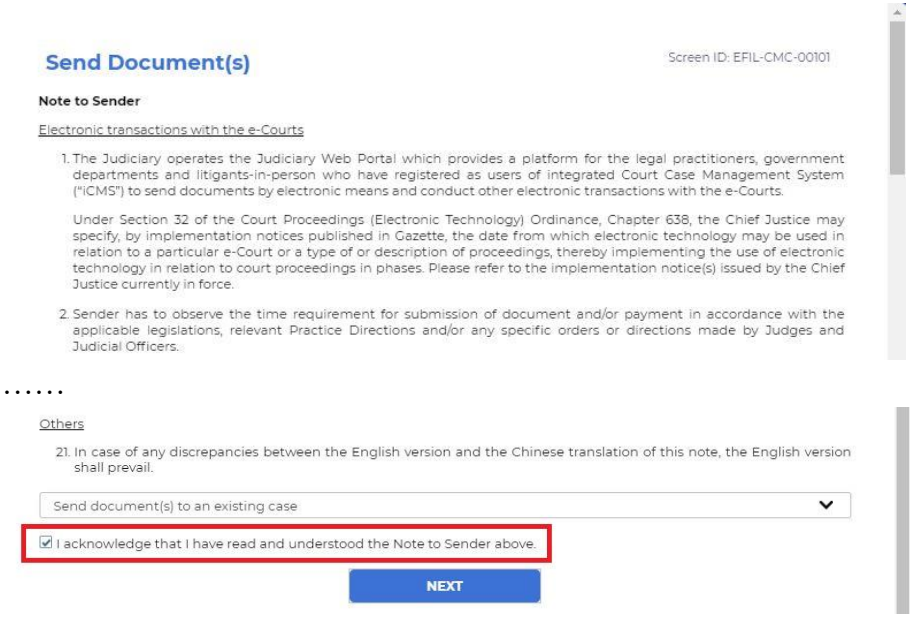
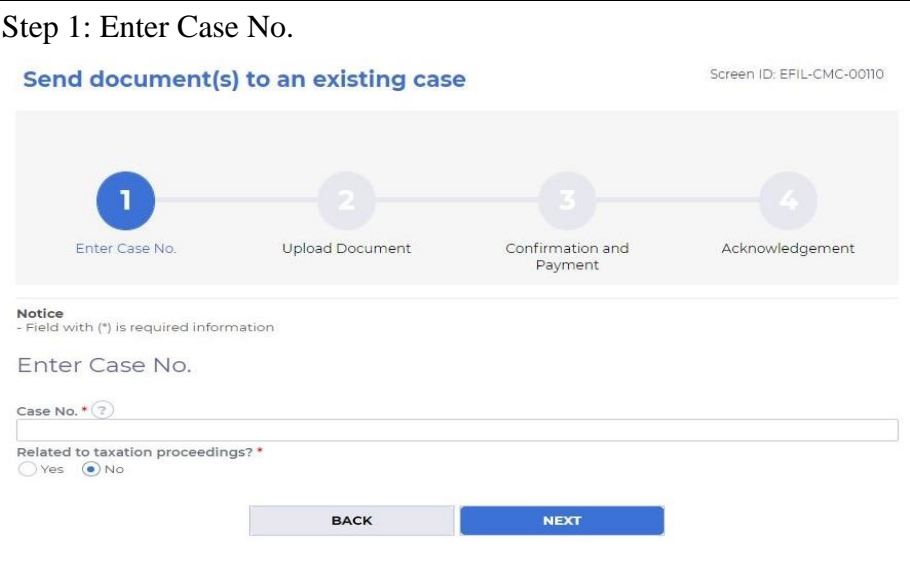


File Notice of Appointment of Assessment of Damages (other than Government Department)

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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>

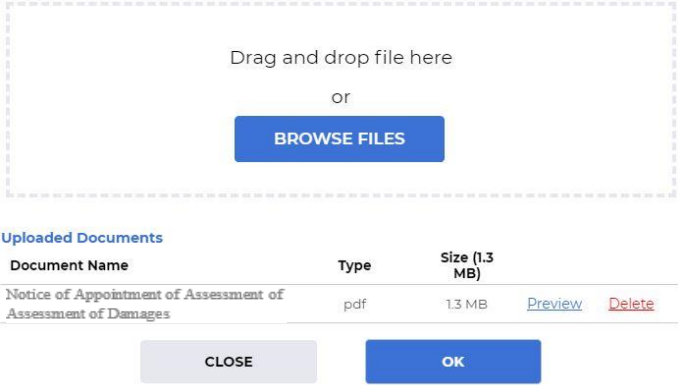
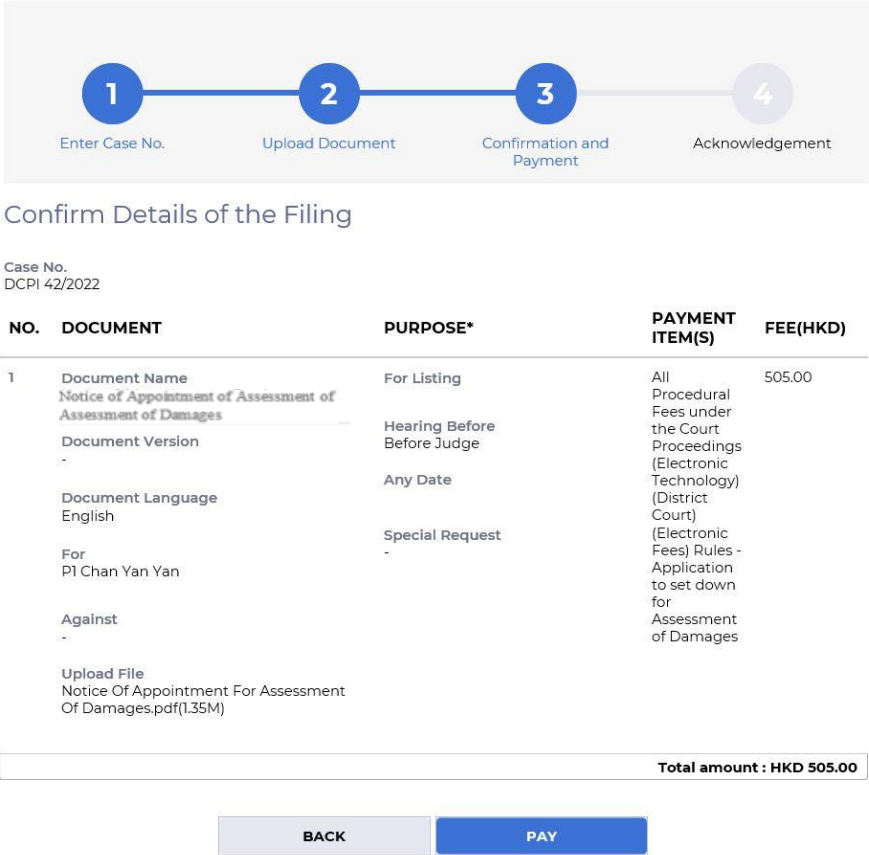
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

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>	 <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 Electronic Filing Send Document(s) 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>Message Box 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>[TRN-EI365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 9/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 29/2022] 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 9/2022] 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	[TRN-EI365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 9/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 29/2022] 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 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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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 Electronic transactions with the e-Courts</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>Others</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>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? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>																																												

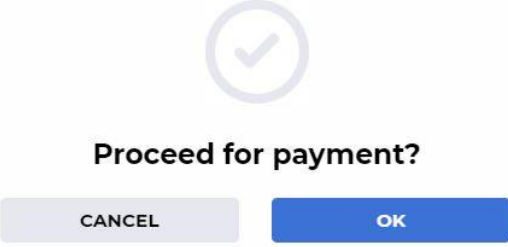
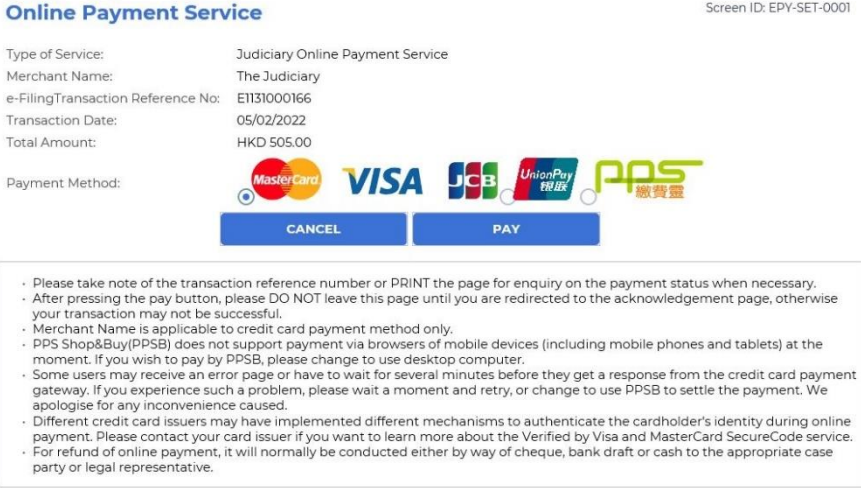

Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

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 — 2 — 3 — 4 Enter Case No. Upload Document Confirmation and Payment 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</p> <p>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</p> <p>Special Request</p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
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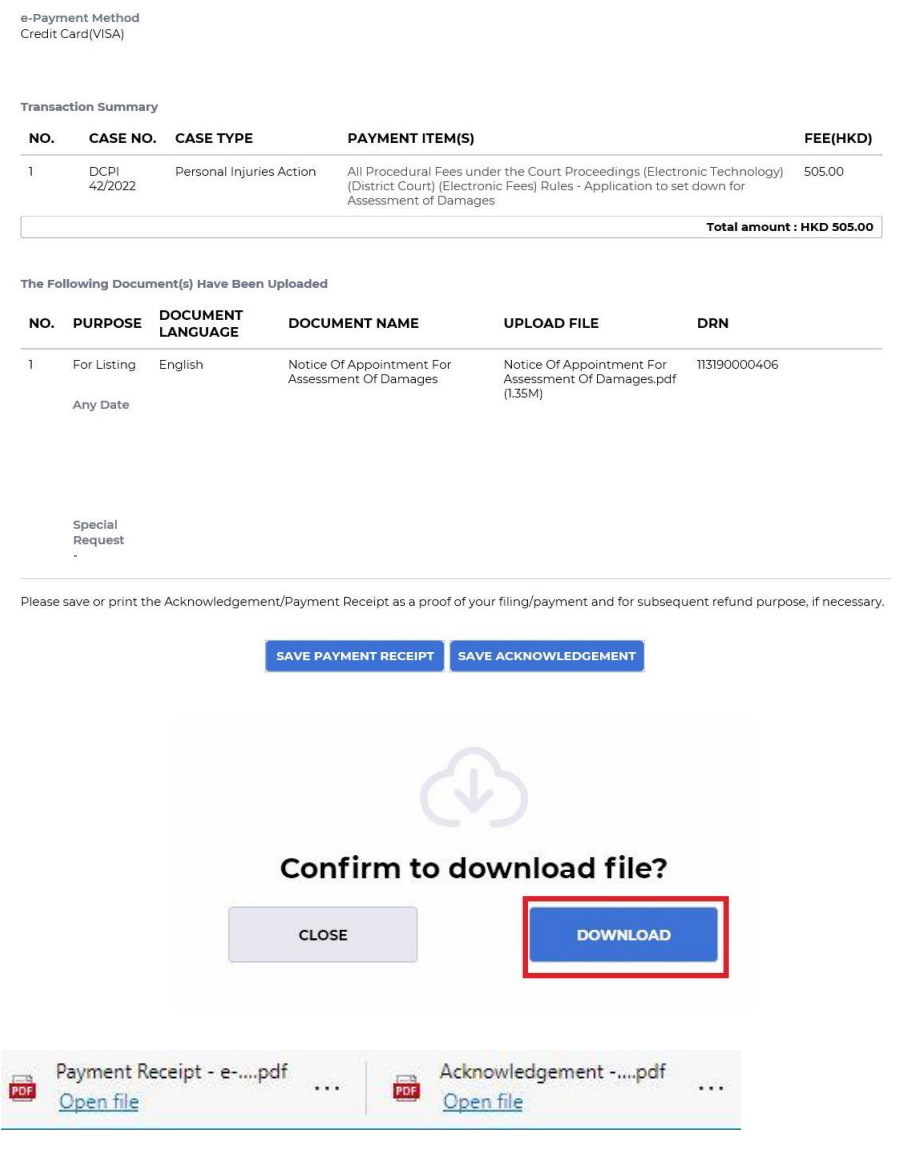

Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

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> 

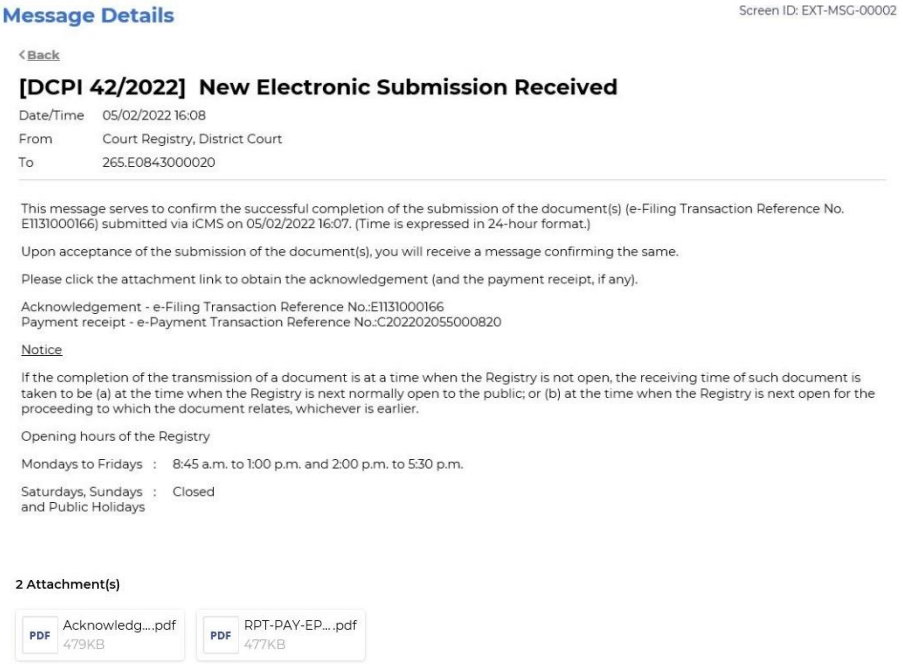
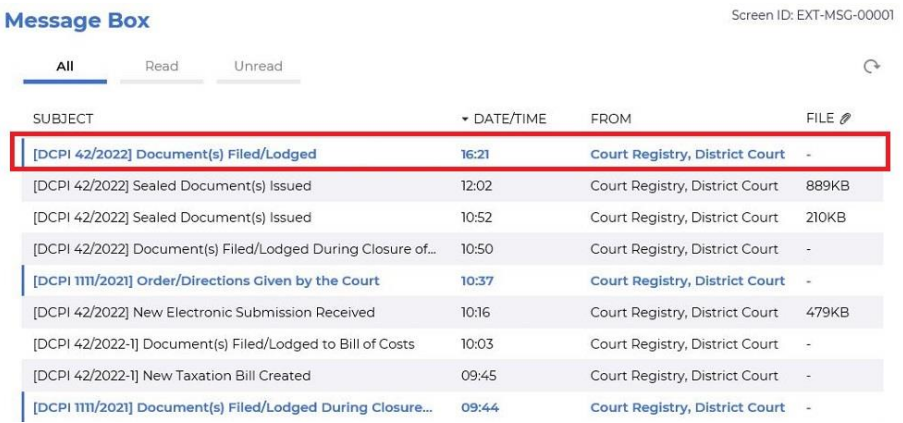
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

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: You will be redirected to the website of External Payment Service Provider for payment. 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>	 <p>Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference No: E1131000166 Transaction Date: 05/02/2022 Total Amount: HKD 505.00</p> <p>Payment Method: </p> <ul style="list-style-type: none"> - Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. - After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. - Merchant Name is applicable to credit card payment method only. - PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. - Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. - Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. - For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative. 						
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>Step 4: Acknowledgement</p>  <p>Screen ID: EFIL-CMC-00013</p> <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> <table border="0"> <tr> <td>Submitted By Mr. Lau To Fu (265.E0843000020)</td> <td>Organization Happy Company</td> </tr> <tr> <td>Submitted On 05/02/2022 16:07:55</td> <td>e-Filing Transaction Reference No. E1131000166</td> </tr> <tr> <td>e-Payment Transaction Date Time 05/02/2022 16:07:50</td> <td>e-Payment Transaction Reference No. C202202055000820</td> </tr> </table>	Submitted By Mr. Lau To Fu (265.E0843000020)	Organization Happy Company	Submitted On 05/02/2022 16:07:55	e-Filing Transaction Reference No. E1131000166	e-Payment Transaction Date Time 05/02/2022 16:07:50	e-Payment Transaction Reference No. C202202055000820
Submitted By Mr. Lau To Fu (265.E0843000020)	Organization Happy Company							
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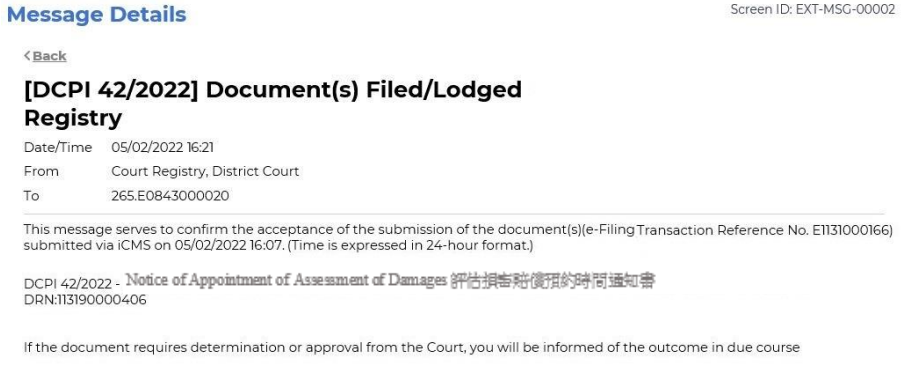

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1	For Listing	English	Notice Of Appointment For Assessment Of Damages	Notice Of Appointment For Assessment Of Damages.pdf (1.35M)	113190000406																																	
10.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</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>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> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>16:08</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[TRN:E1130000503] New Electronic Submission Received</td> <td>04/02/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[TRN:E1130000491] New Electronic Submission Received</td> <td>04/02/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[TRN:E1130000020] 已收受新電子提交</td> <td>04/02/2022</td> <td>區域法院登記處</td> <td>1065KB</td> </tr> <tr> <td>[Cause Book of Personal Injuries Action - 11/2021] Acknowledgem...</td> <td>31/01/2022</td> <td>Court Registry, District Court</td> <td>583KB</td> </tr> <tr> <td>[Document(s) of DCPI 1597/2021] Acknowledgement and Payme...</td> <td>31/01/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[TRN:E1126000160] New Electronic Submission Received</td> <td>31/01/2022</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>31/01/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] New Electronic Submission Received	16:08	Court Registry, District Court	957KB	[TRN:E1130000503] New Electronic Submission Received	04/02/2022	Court Registry, District Court	479KB	[TRN:E1130000491] New Electronic Submission Received	04/02/2022	Court Registry, District Court	957KB	[TRN:E1130000020] 已收受新電子提交	04/02/2022	區域法院登記處	1065KB	[Cause Book of Personal Injuries Action - 11/2021] Acknowledgem...	31/01/2022	Court Registry, District Court	583KB	[Document(s) of DCPI 1597/2021] Acknowledgement and Payme...	31/01/2022	Court Registry, District Court	582KB	[TRN:E1126000160] New Electronic Submission Received	31/01/2022	Court Registry, District Court	958KB	[DCPI 42/2022] New Electronic Submission Received	31/01/2022	Court Registry, District Court	479KB
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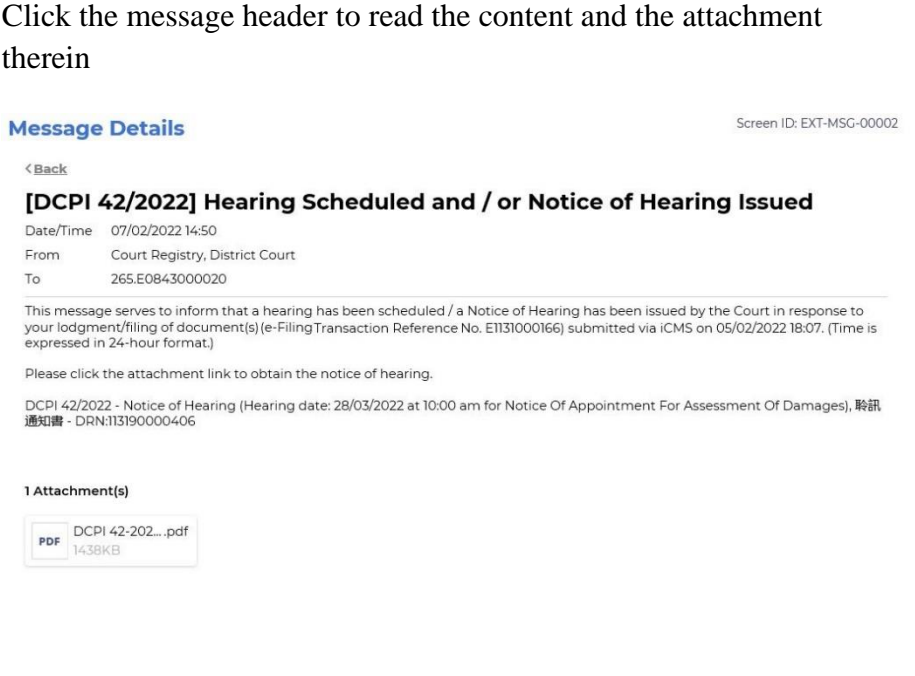
Step-by-step guide – “File Notice of Appointment of Assessment of Damages
(other than Government Department)”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p> 
11.	<u>Internal Process by Judiciary</u>	Sender will receive message in iCMS Message box after internal vetting by Judiciary
12.	<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> 

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		<p>Click the message header to read the content therein</p>  <p>Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[DCPI 42/2022] Document(s) Filed/Lodged Registry</p> <p>Date/Time 05/02/2022 16:21 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. E1131000166) submitted via iCMS on 05/02/2022 16:07. (Time is expressed in 24-hour format.)</p> <p>DCPI 42/2022 - Notice of Appointment of Assessment of Damages 評估損害賠償預約時間通知書 DRN:113190000406</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course</p>																																												
13.	<p><u>Internal Process by Judiciary</u></p> <p><i>[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.]</i></p>	<p>Sender will receive message in iCMS Message box with Notice of Hearing</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</i></p>																																												
14.	<p><u>Hearing Scheduled and/ or Notice of Hearing Issued 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>Screen ID: EXT-MSG-00001</p> <p>Message Box</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>[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing...</td> <td>16:50</td> <td>Court Registry, District Court</td> <td>1438KB</td> </tr> <tr> <td>[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing I...</td> <td>14:34</td> <td>Court Registry, District Court</td> <td>20KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...</td> <td>12:26</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...</td> <td>12:26</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...</td> <td>12:26</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...</td> <td>12:21</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>12:02</td> <td>Court Registry, District Court</td> <td>889KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>10:52</td> <td>Court Registry, District Court</td> <td>210KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed/Lodged During Closure of t...</td> <td>10:50</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 111/2021] Order/Directions Given by the Court</td> <td>10:37</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing...	16:50	Court Registry, District Court	1438KB	[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing I...	14:34	Court Registry, District Court	20KB	[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...	12:26	Court Registry, District Court	-	[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	-
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Internal process by Judiciary