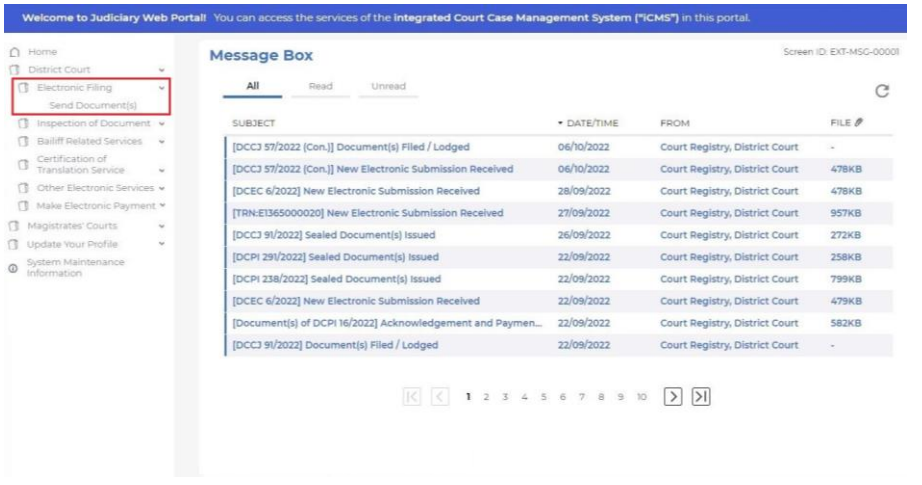
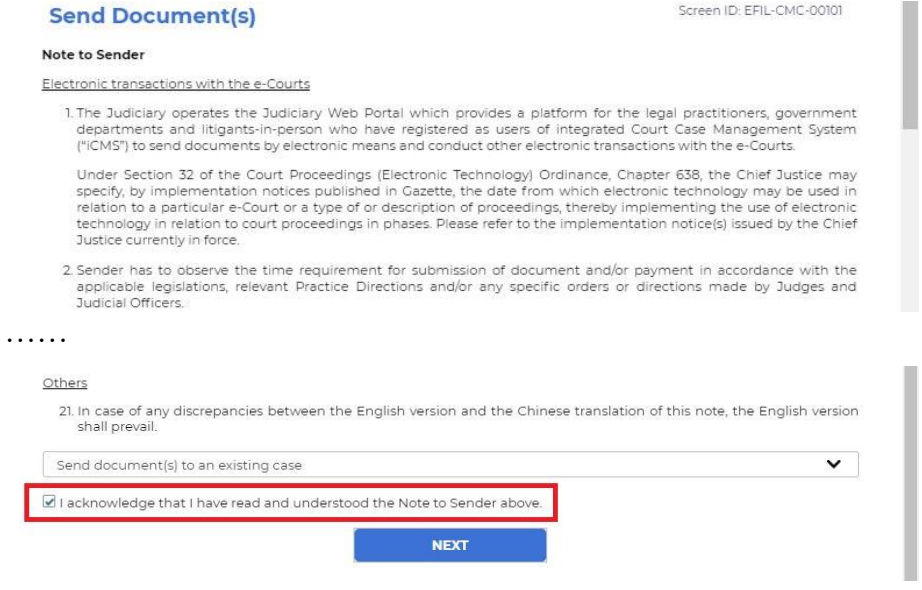
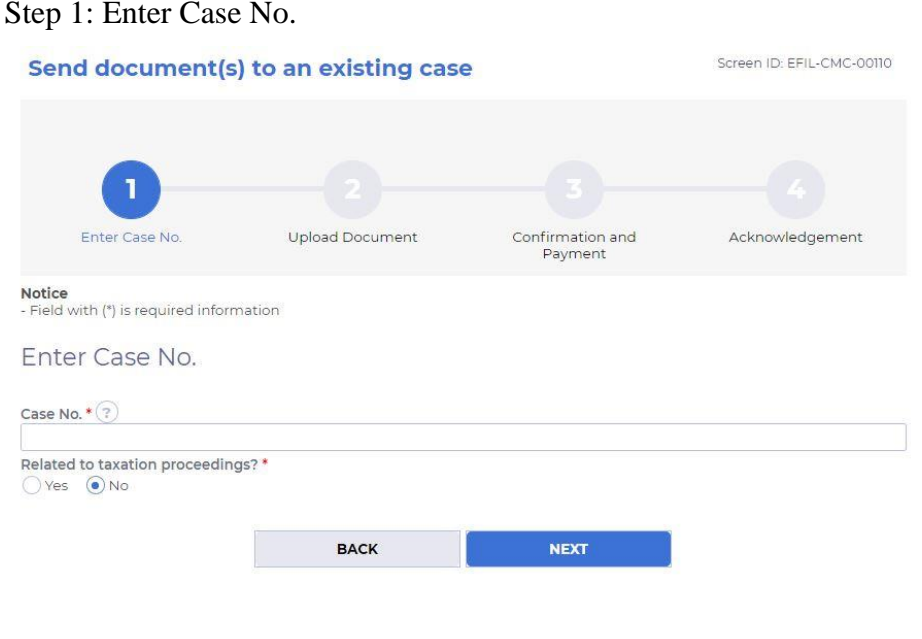


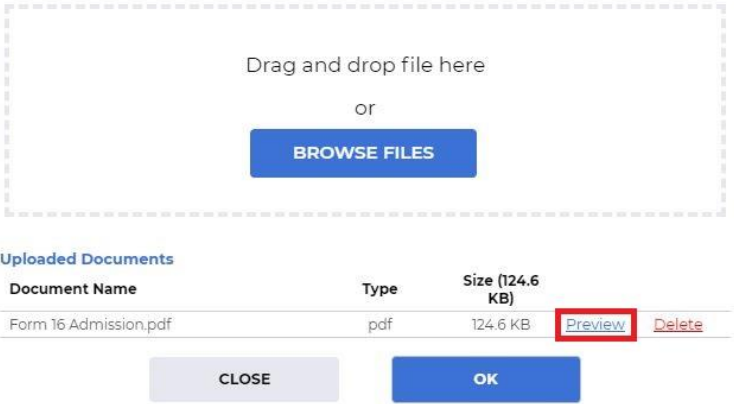
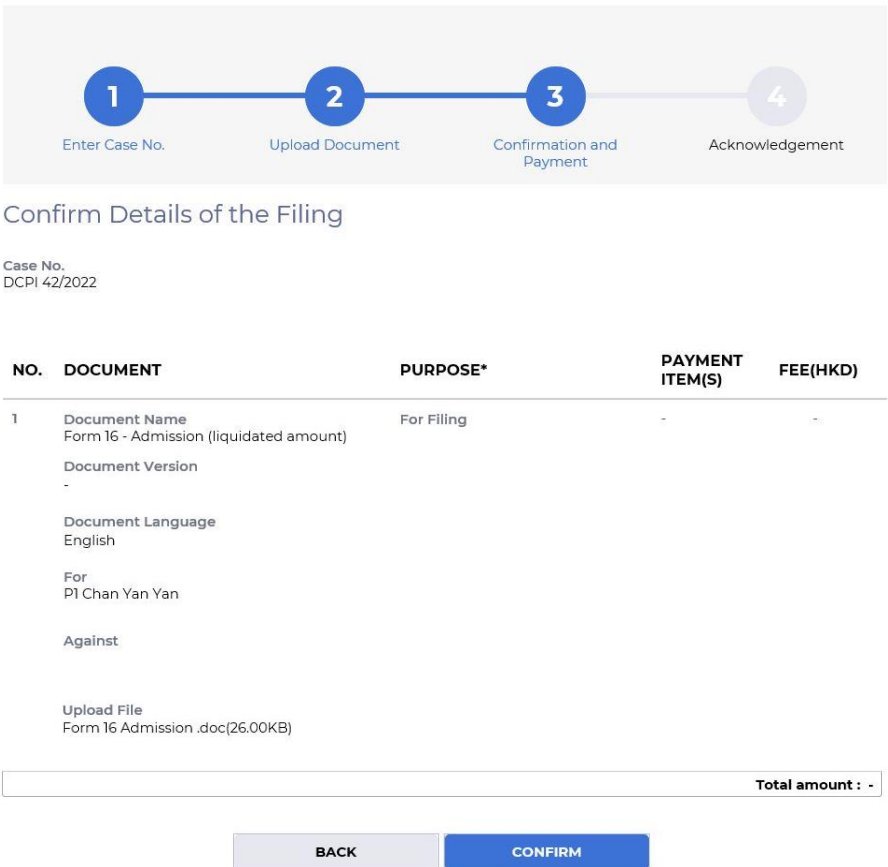
File O.13A Admission (Defendant)

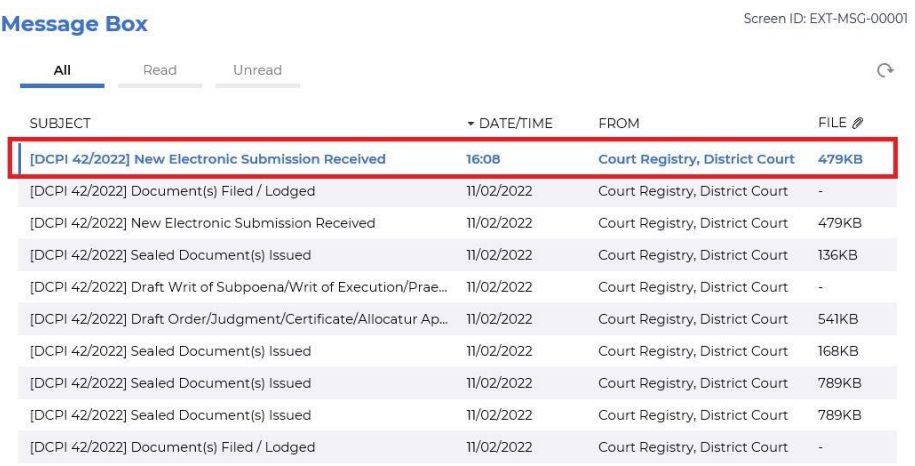
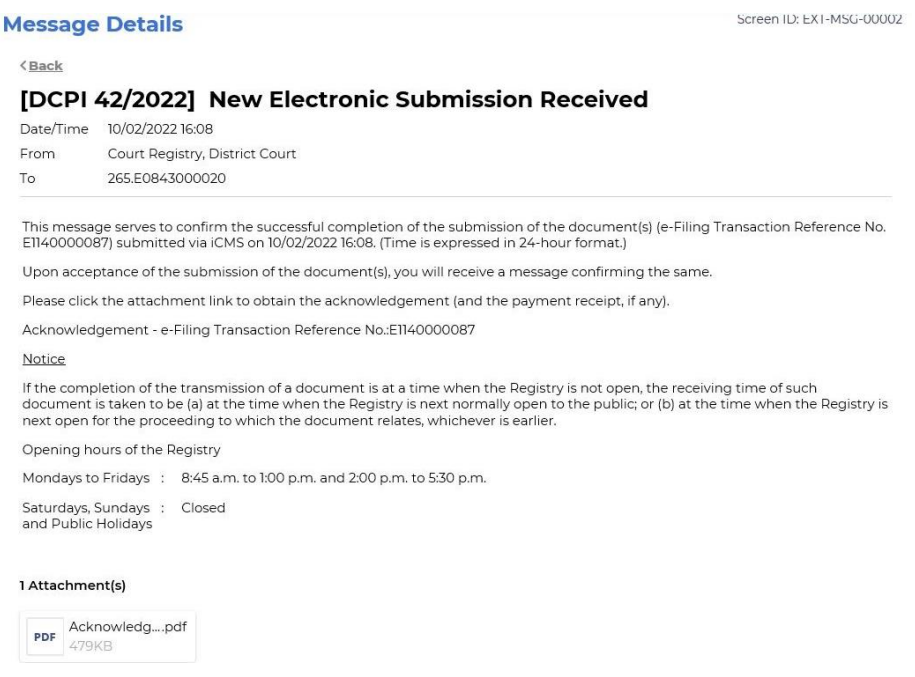
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

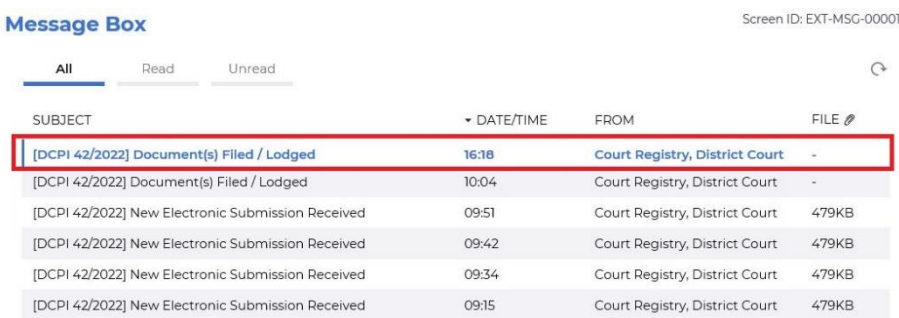

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account 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> <div style="text-align: center;"> <h3>LOGIN</h3> <p>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="password"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>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="password"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div>

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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</p> <p>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? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>																																												

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5.	<p><u>Upload document</u></p> <p>Select “Form 16 – Admission (liquidated amount)”/ “Form 16C – Admission (unliquidated amount)” (as the case maybe) 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>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> Document Name * Form 16 - Admission (liquidated amount) </td> <td>For Filing</td> </tr> </tbody> </table> <p>Document Version</p> <p>Document Language * English</p> <p>For * ?</p> <p><input checked="" type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against ?</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan</p> <p>Upload File * ? Upload</p> <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	Document Name * Form 16 - Admission (liquidated amount)	For Filing	Document Name	Type	Size (0 B)	No Document Uploaded.		
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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> 

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<p>9.</p> <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>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] New Electronic Submission Received</td> <td>16:08</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>136KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Prae...</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Ap...</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>789KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>789KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>11/02/2022</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>Screen ID: EXI-MSG-00002</p> <p>Message Details</p> <p>< Back</p> <p>[DCPI 42/2022] New Electronic Submission Received</p> <p>Date/Time 10/02/2022 16:08</p> <p>From Court Registry, District Court</p> <p>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. E1140000087) submitted via iCMS on 10/02/2022 16:08. (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.:E1140000087</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>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	16:08	Court Registry, District Court	479KB	[DCPI 42/2022] Document(s) Filed / Lodged	11/02/2022	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	11/02/2022	Court Registry, District Court	479KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	136KB	[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Prae...	11/02/2022	Court Registry, District Court	-	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Ap...	11/02/2022	Court Registry, District Court	541KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	168KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	789KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	789KB	[DCPI 42/2022] Document(s) Filed / Lodged	11/02/2022	Court Registry, District Court	-
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