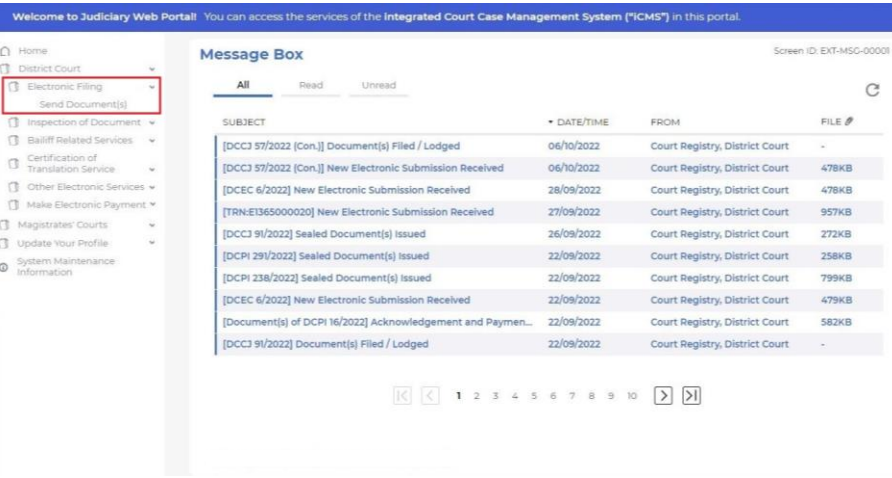
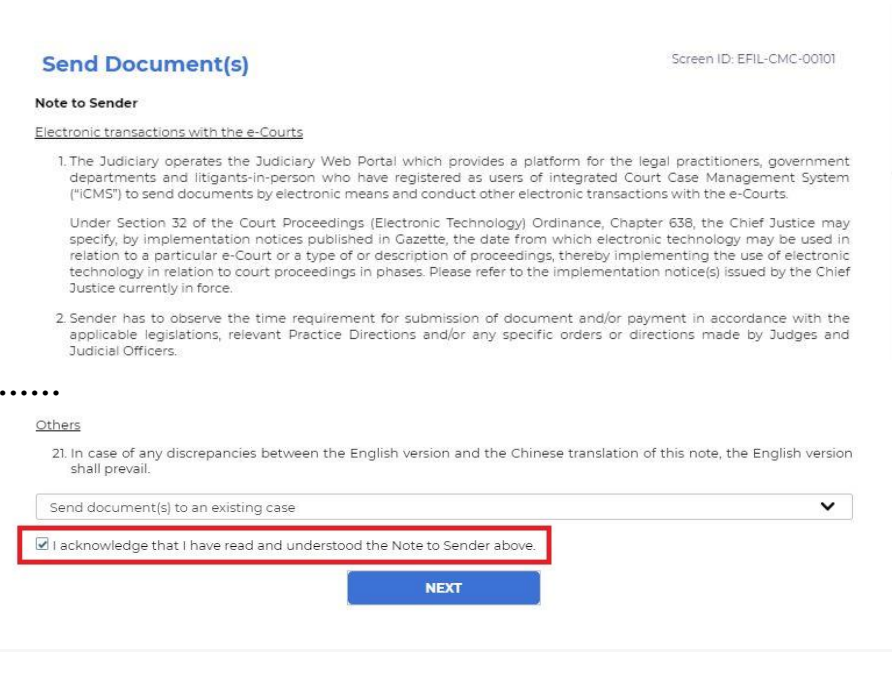
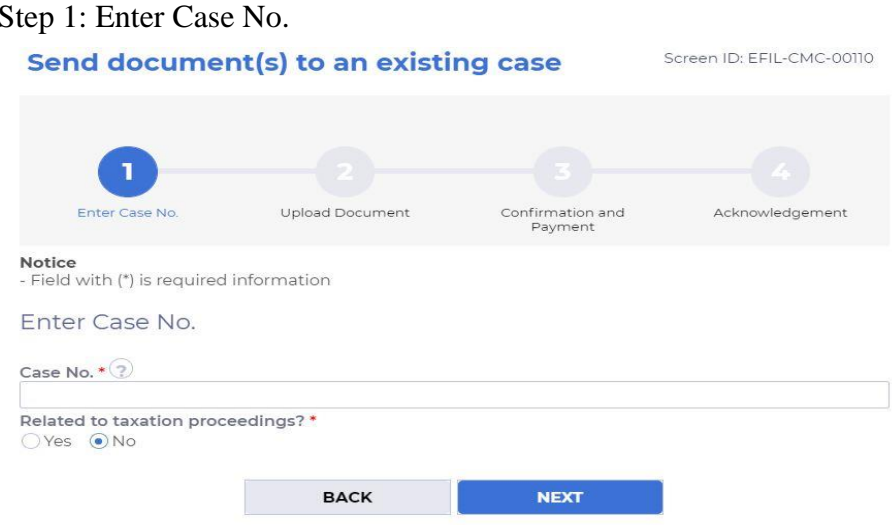


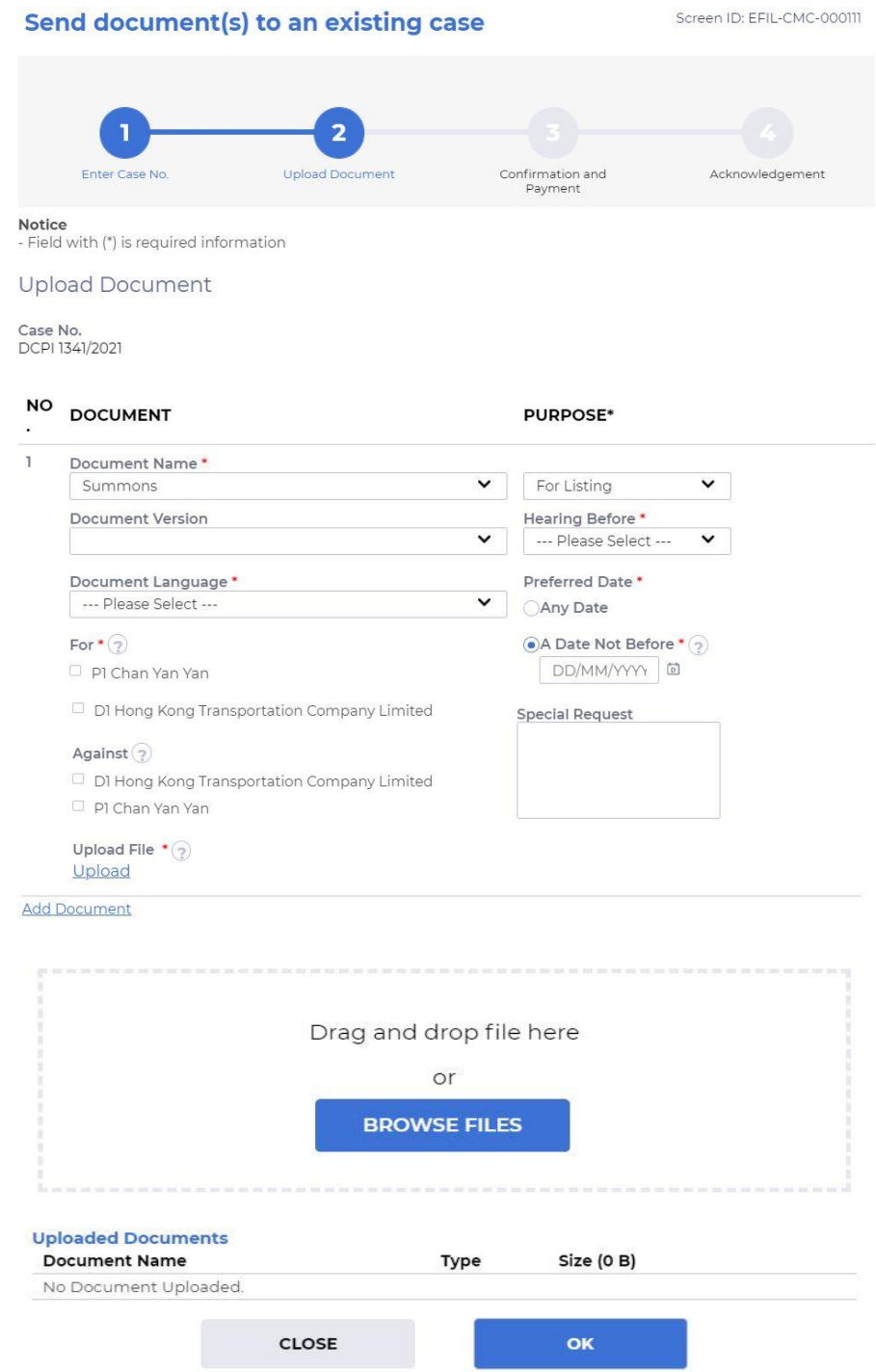
File Inter partes Summons and supporting Affidavit/ Affirmation

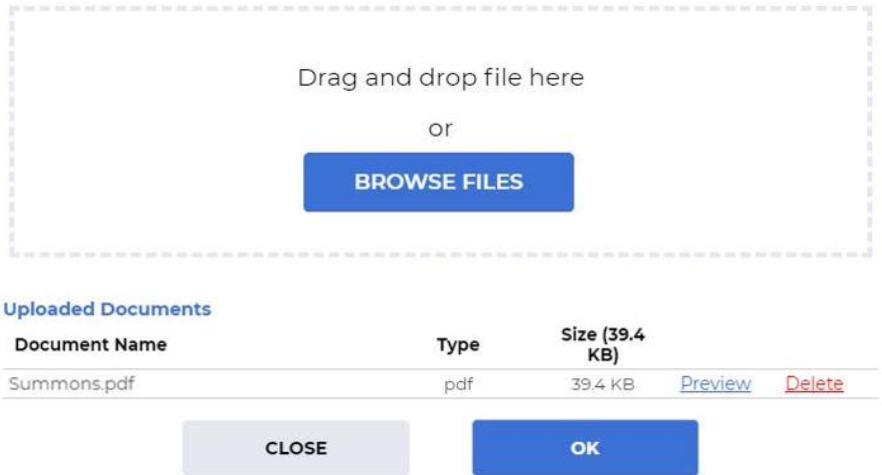
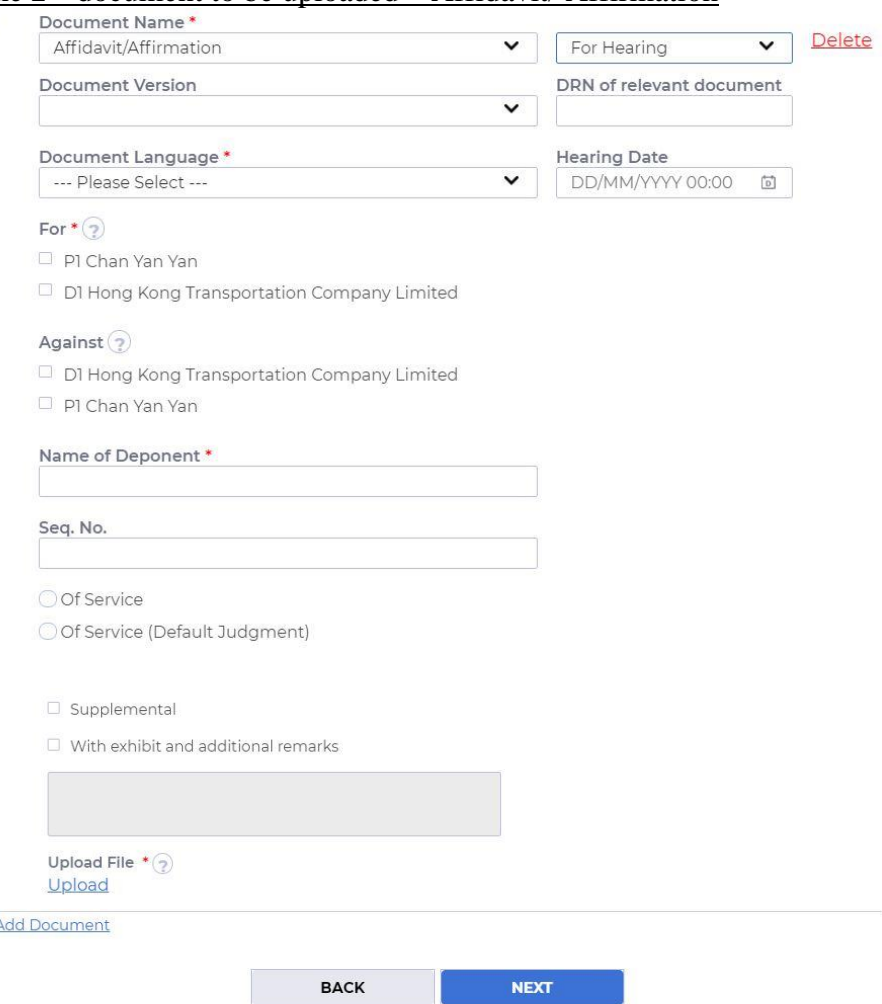
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

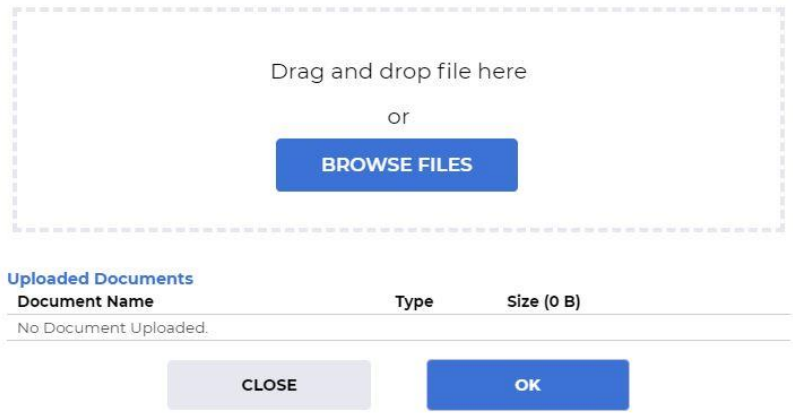

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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="password"/></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 type="text" value="Individual User (“IU”)"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>

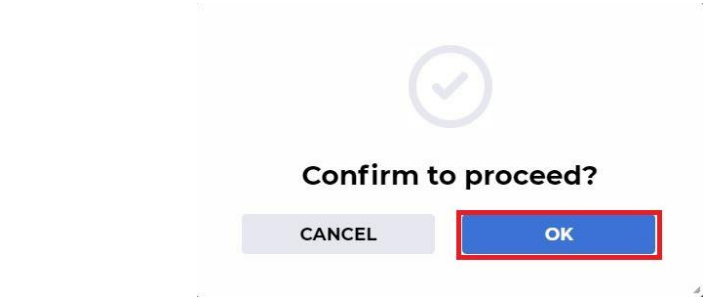
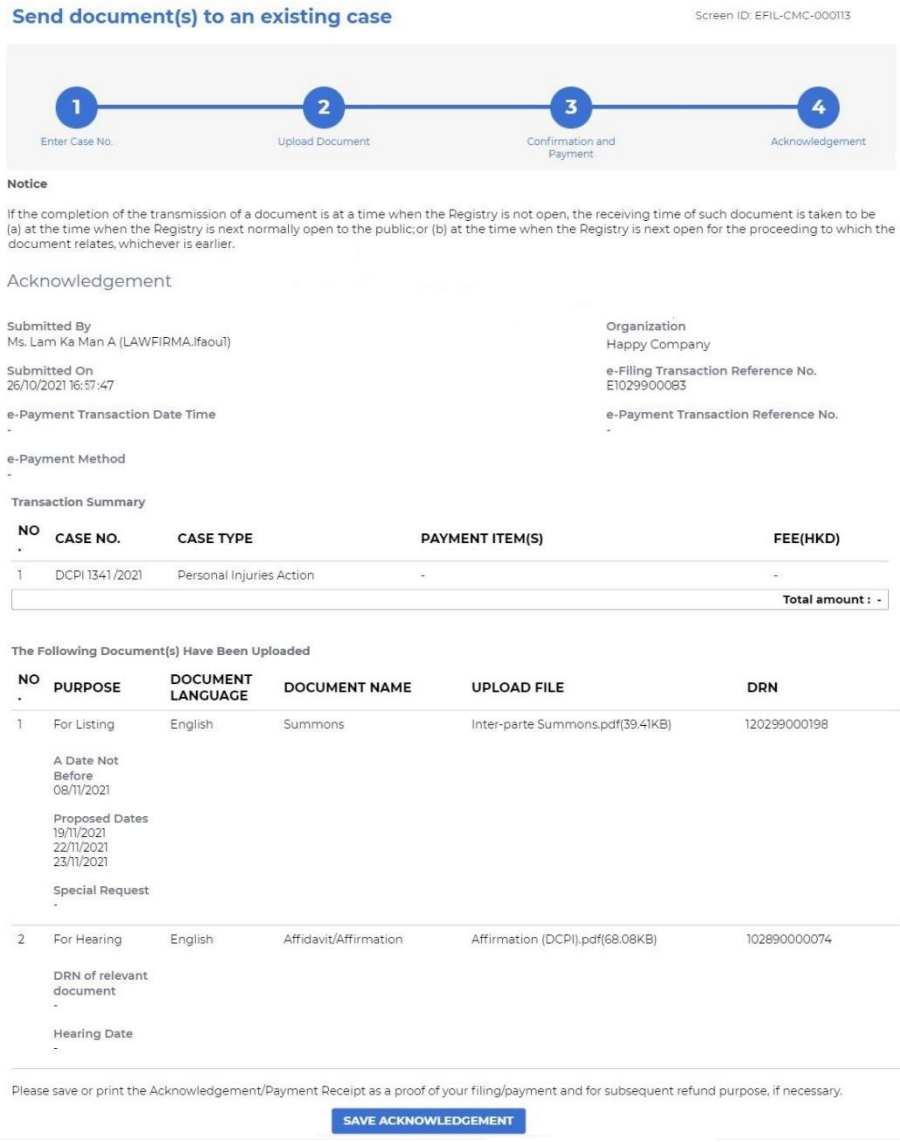
Step-by-step guide - “File Inter partes Summons and supporting Affidavit/ Affirmation”

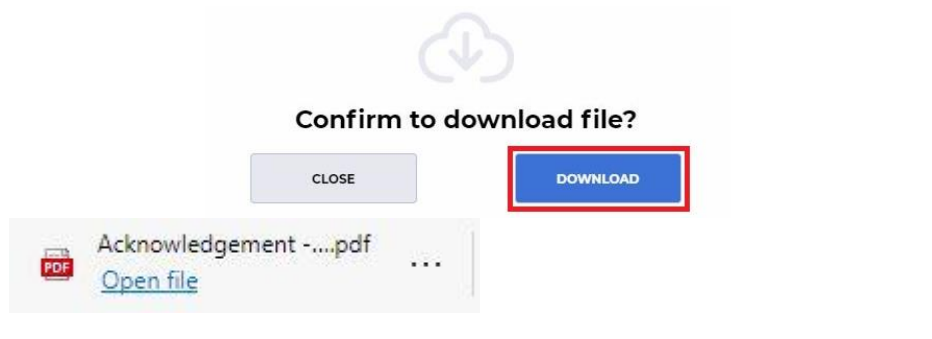

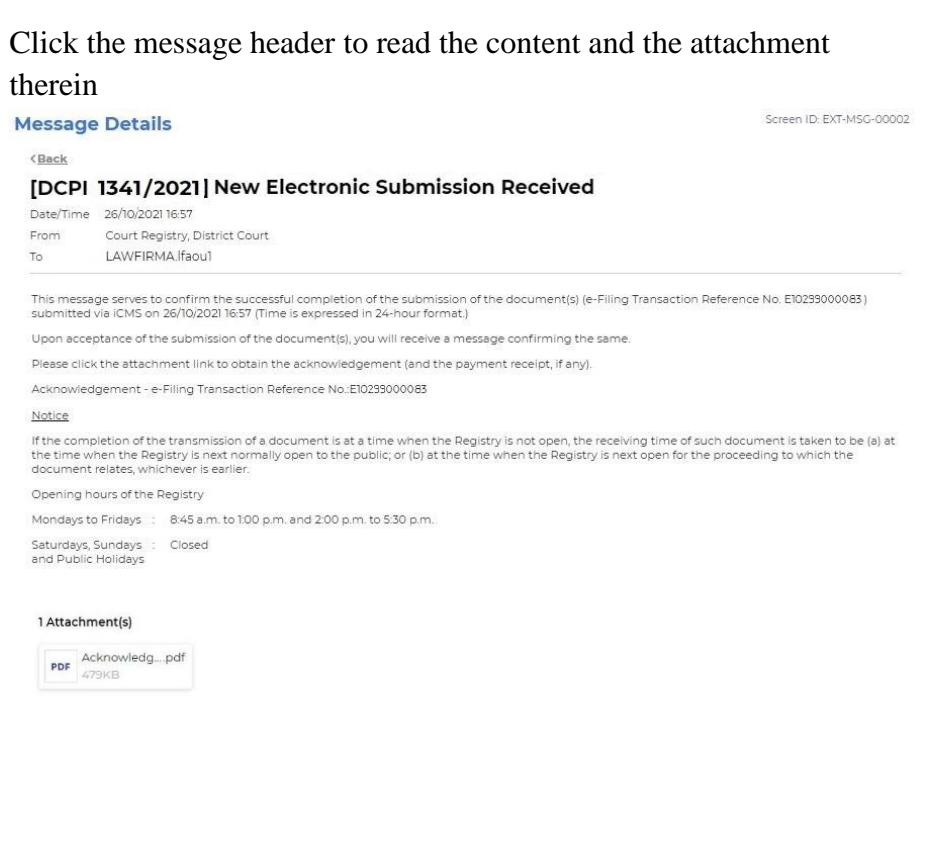
Item	Process	Relevant screenshots for reference																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	 <p>Welcome to Judiciary Web Portal! You can access 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 Screen ID: EXT-MSG-0000</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-EI36500020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 91/2022] Sealed Document(s) issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 291/2022] 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 91/2022] 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-EI36500020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] 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 91/2022] 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? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>																																												

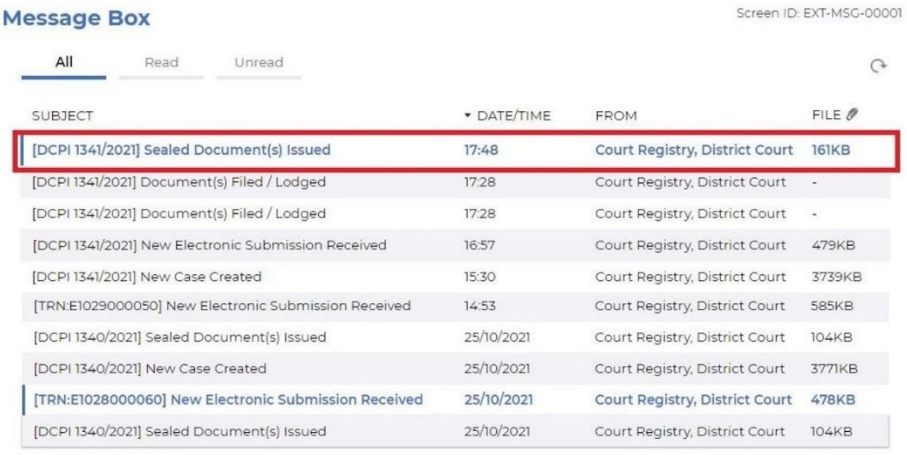

Item	Process	Relevant screenshots for reference
5.	<p><u>Upload document</u></p> <p>a. Summons</p> <p>Select “Summons” in “Document Name*”></p> <p>Select “For Listing” in “PURPOSE*”></p> <p>Select from “Hearing Before*”></p> <p>Select either “Any Date” or “A Date Not Before*”></p> <p><i>[Note: If the 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>To upload two types of documents as follows.</p> <ol style="list-style-type: none"> Summons Affidavit/ Affirmation <p><u>The 1st document to be uploaded – Summons</u></p> 

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>The screenshot shows a file upload interface. At the top, there is a dashed box containing the text "Drag and drop file here" and "or" above a blue "BROWSE FILES" button. Below this is a section titled "Uploaded Documents" which contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (39.4 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Summons.pdf</td> <td>pdf</td> <td>39.4 KB</td> <td>Preview Delete</td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are two buttons: a grey "CLOSE" button and a blue "OK" button.</p>	Document Name	Type	Size (39.4 KB)		Summons.pdf	pdf	39.4 KB	Preview Delete
Document Name	Type	Size (39.4 KB)								
Summons.pdf	pdf	39.4 KB	Preview Delete							
7.	<p><u>Upload document</u></p> <p>b. <u>Affidavit/ Affirmation</u></p> <p>Click “Add Document”></p> <p>Select “Affidavit/ Affirmation” in “Document Name*”></p> <p>Select “For Hearing” in “PURPOSE*”></p> <p>Select language in “Document Language”></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Input “Name of Deponent*”></p> <p>Input secondary information as appropriate></p> <p>Click “Upload”></p>	<p><u>The 2nd document to be uploaded – Affidavit/ Affirmation</u></p>  <p>The screenshot shows a form titled "The 2nd document to be uploaded – Affidavit/ Affirmation". The form includes the following elements:</p> <ul style="list-style-type: none"> A "2" icon in the top left corner. A "Document Name*" dropdown menu with "Affidavit/Affirmation" selected. A "For Hearing" dropdown menu with "For Hearing" selected. A "Delete" link in red text. A "Document Version" dropdown menu. A "DRN of relevant document" input field. A "Document Language*" dropdown menu with "--- Please Select ---" selected. A "Hearing Date" input field with a calendar icon and the format "DD/MM/YYYY 00:00". A "For*" section with a help icon and two checkboxes: <ul style="list-style-type: none"> <input type="checkbox"/> P1 Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited An "Against*" section with a help icon and two checkboxes: <ul style="list-style-type: none"> <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> P1 Chan Yan Yan A "Name of Deponent*" input field. A "Seq. No." input field. Two radio button options: <ul style="list-style-type: none"> <input type="radio"/> Of Service <input type="radio"/> Of Service (Default Judgment) Two checkboxes: <ul style="list-style-type: none"> <input type="checkbox"/> Supplemental <input type="checkbox"/> With exhibit and additional remarks A grey rectangular area for additional information. An "Upload File*" section with a help icon and an "Upload" button. An "Add Document" link at the bottom left. At the bottom, there are two buttons: a grey "BACK" button and a blue "NEXT" button. 								

Item	Process	Relevant screenshots for reference																																			
	<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>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>																																				
<p>8.</p>	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <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>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCPI 134/2021</p> <table border="1" data-bbox="609 1365 1453 1764"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name Summons</td> <td>For Listing</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>Hearing Before Before Judge</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td>A Date Not Before 19/ 11/2021</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Supplemental No</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>With exhibit and additional remarks No</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Upload File Affirmation (DCPI).pdf(68.08KB)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Total amount: -</p> <p style="text-align: center;"> BACK CONFIRM </p>	NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Summons	For Listing	-	-		Document Version -	Hearing Before Before Judge				Document Language English	A Date Not Before 19/ 11/2021				Supplemental No					With exhibit and additional remarks No					Upload File Affirmation (DCPI).pdf(68.08KB)			
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Item	Process	Relevant screenshots for reference																																																					
		<p>Popup of confirm to proceed</p> 																																																					
9.	<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>  <p>Screen ID: EFIL-CMC-000113</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</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 Ms. Lam Ka Man A (LAWFIRMA.ifaoul)</td> <td>Organization Happy Company</td> </tr> <tr> <td>Submitted On 26/10/2021 16:57:47</td> <td>e-Filing Transaction Reference No. E1029900083</td> </tr> <tr> <td>e-Payment Transaction Date Time -</td> <td>e-Payment Transaction Reference No. -</td> </tr> <tr> <td>e-Payment Method -</td> <td></td> </tr> </table> <p>Transaction Summary</p> <table border="1"> <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 1341/2021</td> <td>Personal Injuries Action</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total amount : -</td> <td></td> </tr> </tbody> </table> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <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</td> <td>English</td> <td>Summons</td> <td>Inter-parte Summons.pdf(39.41KB)</td> <td>120299000198</td> </tr> <tr> <td colspan="6"> A Date Not Before 08/11/2021 Proposed Dates 19/11/2021 22/11/2021 23/11/2021 Special Request - </td> </tr> <tr> <td>2</td> <td>For Hearing</td> <td>English</td> <td>Affidavit/Affirmation</td> <td>Affirmation (DCPI).pdf(68.08KB)</td> <td>102890000074</td> </tr> <tr> <td colspan="6"> DRN of relevant document - Hearing Date - </td> </tr> </tbody> </table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p>SAVE ACKNOWLEDGEMENT</p>	Submitted By Ms. Lam Ka Man A (LAWFIRMA.ifaoul)	Organization Happy Company	Submitted On 26/10/2021 16:57:47	e-Filing Transaction Reference No. E1029900083	e-Payment Transaction Date Time -	e-Payment Transaction Reference No. -	e-Payment Method -		NO	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 1341/2021	Personal Injuries Action	-	-	Total amount : -					NO	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Listing	English	Summons	Inter-parte Summons.pdf(39.41KB)	120299000198	A Date Not Before 08/11/2021 Proposed Dates 19/11/2021 22/11/2021 23/11/2021 Special Request -						2	For Hearing	English	Affidavit/Affirmation	Affirmation (DCPI).pdf(68.08KB)	102890000074	DRN of relevant document - Hearing Date -					
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Item	Process	Relevant screenshots for reference
		
<p>10.</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>Click the message header to read the content and the attachment therein</p> 

Item	Process	Relevant screenshots for reference
11.	Internal process by Judiciary	Sender will receive message in iCMS message box with the sealed document issued <i>[Note: Sender will receive a separate message in iCMS message box if the document(s) is found not in order.]</i>
12.	<p><u>Sealed document(s) 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>Click the message header to read the content and the attachment therein</p> 

Internal process by Judiciary