
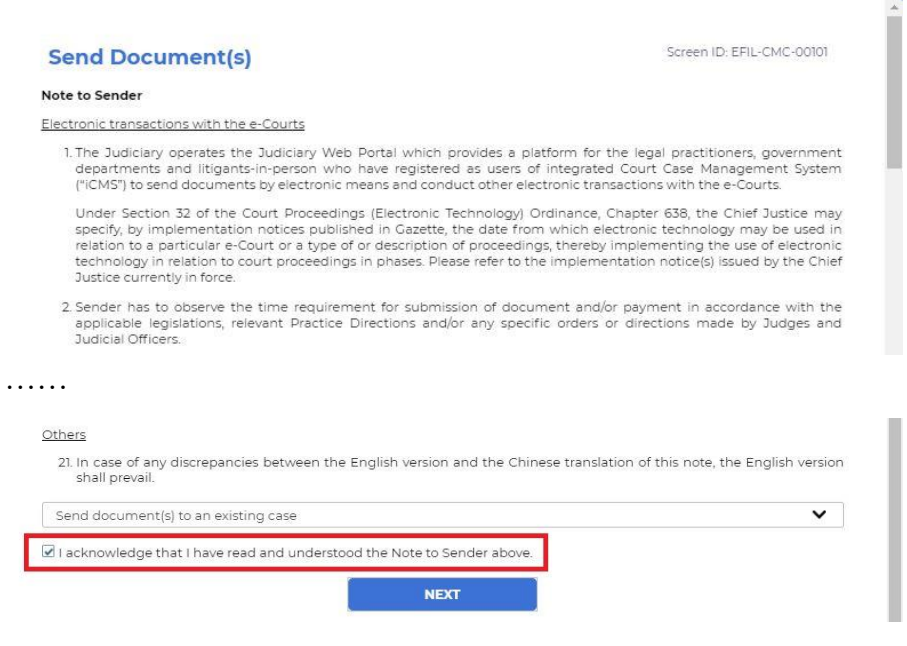
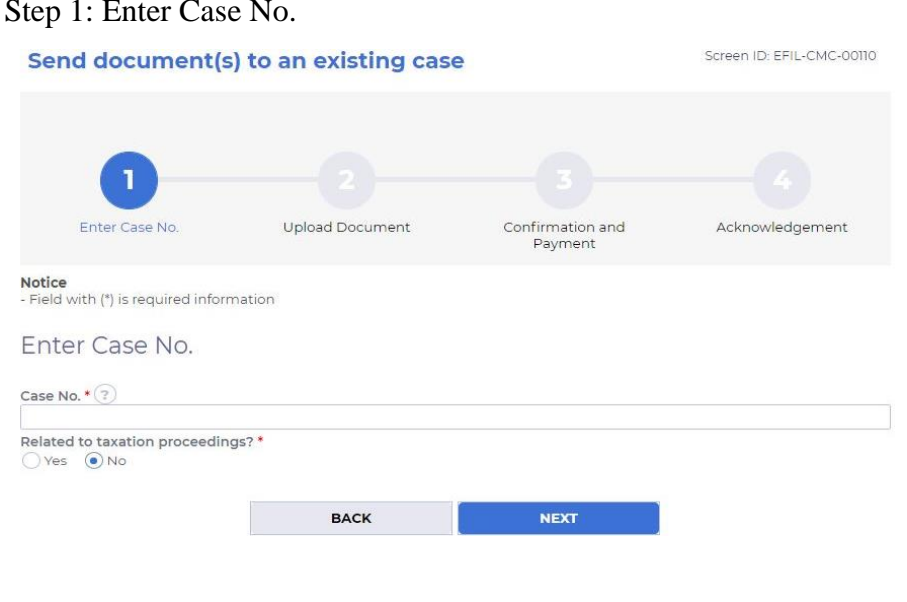


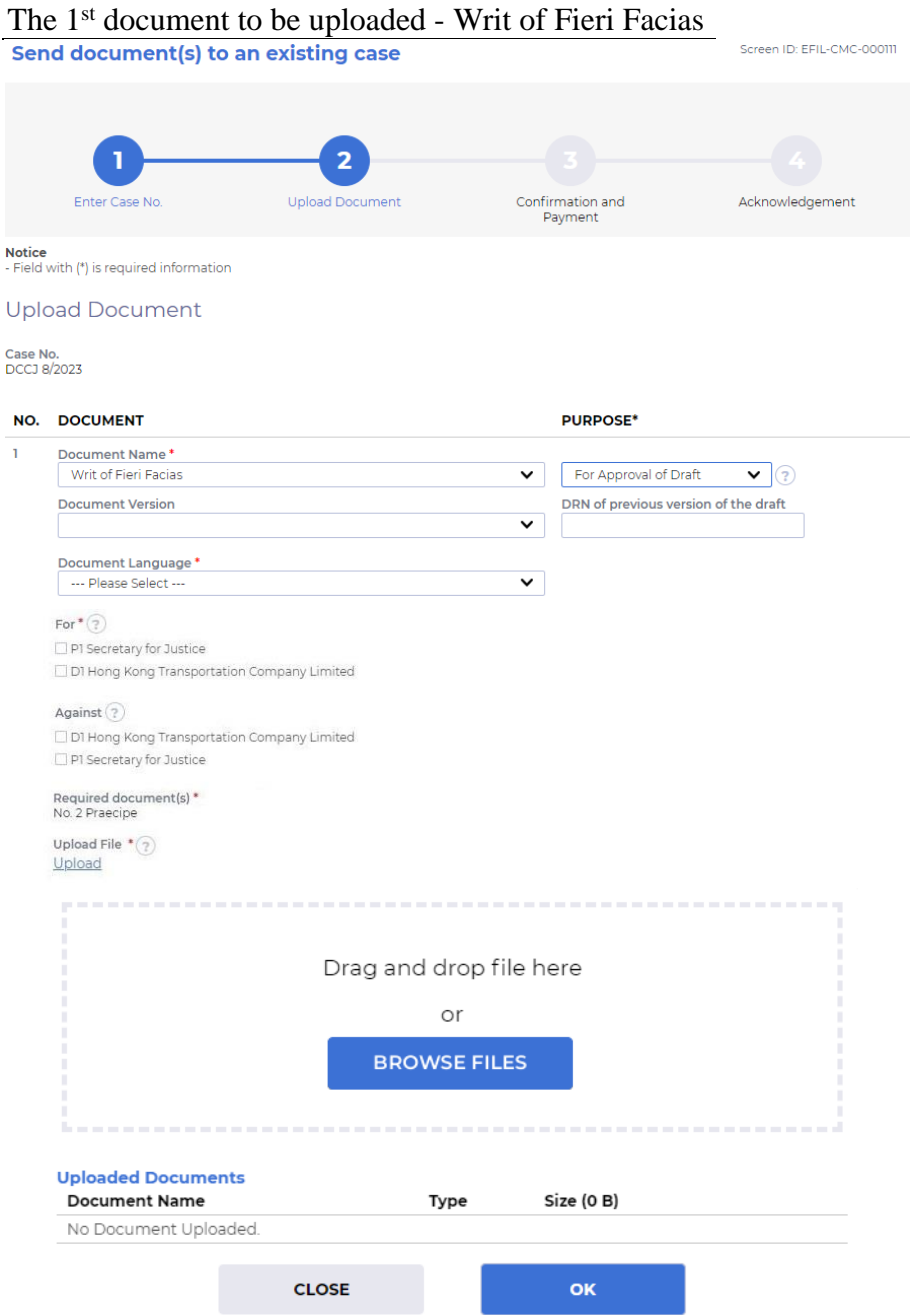
File Writ of Execution (Government Department)

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.

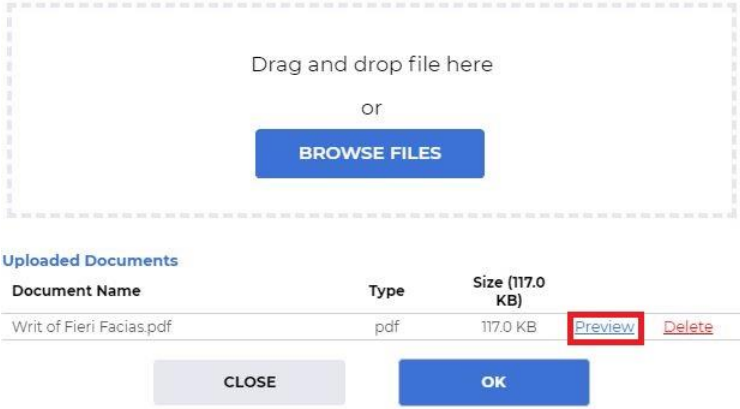
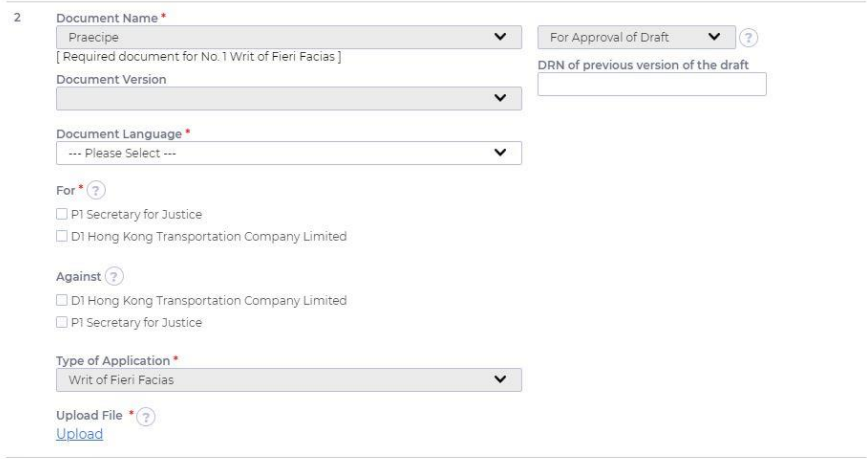
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Government Department</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she 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>



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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 Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Update Your Profile System Maintenance Information</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>[DCCJ 50/2023] 署令裁判命令 / 第三債務人命令提出反對自由的命令 / 債項</td> <td>27/03/2023</td> <td>區域法院登記處</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Cau...</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 47/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 48/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 50/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 50/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE #	[DCCJ 50/2023] 署令裁判命令 / 第三債務人命令提出反對自由的命令 / 債項	27/03/2023	區域法院登記處	3034KB	[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Cau...	27/03/2023	Court Registry, District Court	3034KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 47/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	957KB	[DCCJ 48/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	479KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 50/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	958KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 50/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	479KB
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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><u>Others</u></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>a. Writ of Fieri Facias</p> <p>Select “Writ of Fieri Facias” in “Document Name*” ></p> <p><i>[Or any other appropriate document, e.g. Writ of Possession.]</i></p> <p>Select “For Approval of Draft” 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>To upload two types of documents as follows.</p> <p>a) Writ of Fieri Facias b) Praecipe</p> <p><u>The 1st document to be uploaded - Writ of Fieri Facias</u></p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000111</p> 

Step-by-step guide – “File Writ of Execution (Government Department)”


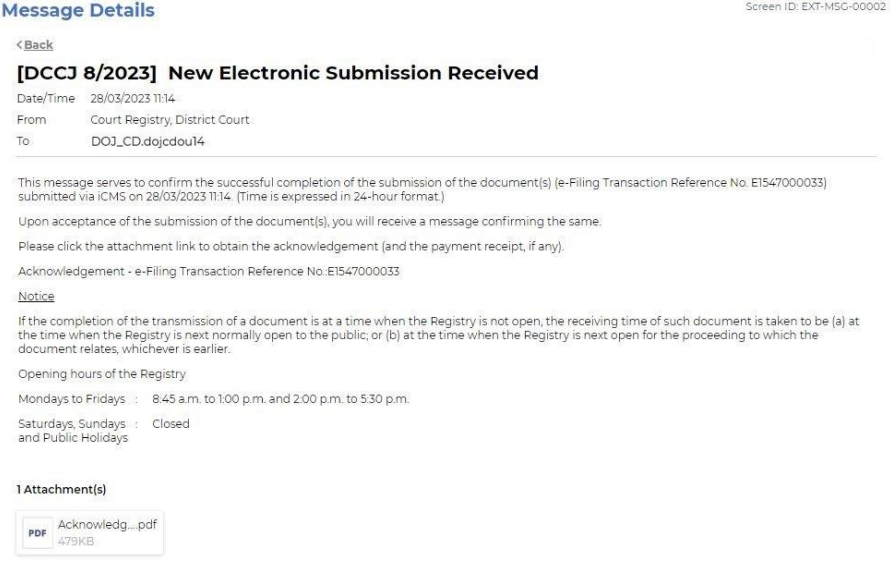

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6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p>	 <p>The screenshot shows a file upload area with a dashed border and the text "Drag and drop file here" and "or" above a blue "BROWSE FILES" button. Below this is a table titled "Uploaded Documents".</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (117.0 KB)</th> <th>Preview</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Writ of Fieri Facias.pdf</td> <td>pdf</td> <td>117.0 KB</td> <td>Preview</td> <td>Delete</td> </tr> </tbody> </table> <p>At the bottom of the table are "CLOSE" and "OK" buttons.</p>	Document Name	Type	Size (117.0 KB)	Preview	Delete	Writ of Fieri Facias.pdf	pdf	117.0 KB	Preview	Delete
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7.	<p><u>Upload document</u></p> <p>b. Praecipe</p> <p>“Praecipe” in “Document Name*” is prefilled></p> <p>“For Approval of Draft” in “PURPOSE*” is prefilled></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</i></p>	<p>The 2nd document to be uploaded - Praecipe</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Document Name*: Praecipe (dropdown) For Approval of Draft: dropdown Document Version: dropdown Document Language*: --- Please Select --- (dropdown) For*: <input type="checkbox"/> P1 Secretary for Justice, <input type="checkbox"/> D1 Hong Kong Transportation Company Limited Against*: <input type="checkbox"/> D1 Hong Kong Transportation Company Limited, <input type="checkbox"/> P1 Secretary for Justice Type of Application*: Writ of Fieri Facias (dropdown) Upload File*: Upload button <p>Below the form is an "Add Document" link and another "Drag and drop file here" area with a "BROWSE FILES" button. At the bottom is a table titled "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>At the bottom of the table are "CLOSE" and "OK" buttons.</p>	Document Name	Type	Size (0 B)	No Document Uploaded.						
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	<p><i>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. DCCJ 8/2023</p> <table border="1" data-bbox="607 919 1500 1528"> <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 Writ of Fieri Facias Document Version - Document Language English</td> <td>For Approval of Draft DRN of previous version of the draft -</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="5">.....</td> </tr> <tr> <td>2</td> <td>Document Name Praecipe [Required document for No.1 Writ of Fieri Facias] Document Version - Document Language English For P1 Secretary for Justice Against - Type of Application Writ of Fieri Facias Upload File Praecipe.pdf(169.78KB)</td> <td>For Approval of Draft DRN of previous version of the draft -</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : -</p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="CONFIRM"/> </p> <p>Popup of confirm to proceed</p>  <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="OK"/> </p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Writ of Fieri Facias Document Version - Document Language English	For Approval of Draft DRN of previous version of the draft -	-	-					2	Document Name Praecipe [Required document for No.1 Writ of Fieri Facias] Document Version - Document Language English For P1 Secretary for Justice Against - Type of Application Writ of Fieri Facias Upload File Praecipe.pdf(169.78KB)	For Approval of Draft DRN of previous version of the draft -	-	-
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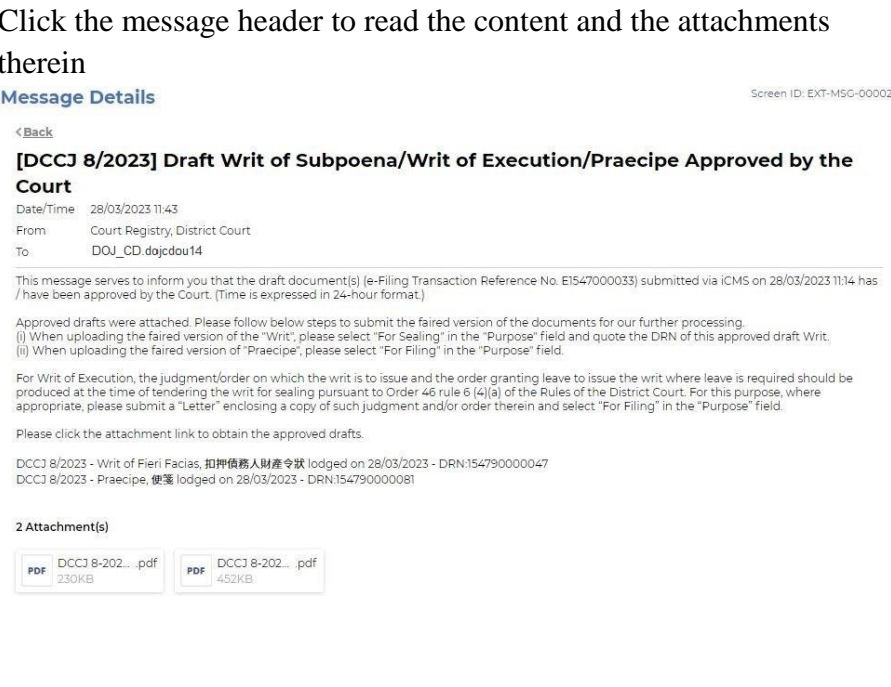
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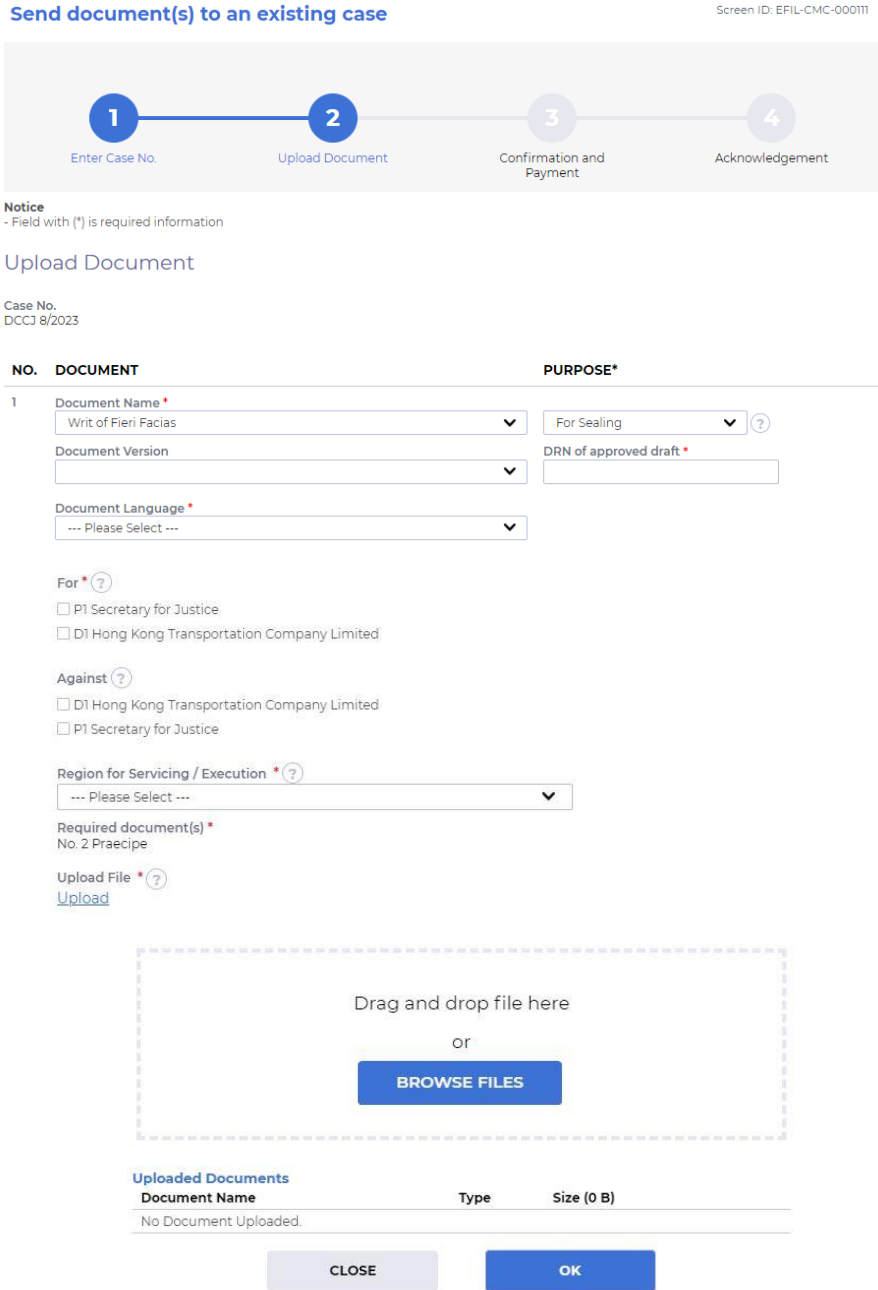
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9.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</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> <p>Submitted By: Miss Chu Lai Hung (DOJ_CD.dojcdou14) Organization: Department of Justice (CD)</p> <p>Submitted On: 28/03/2023 11:14:30 e-Filing Transaction Reference No.: E1547000033</p> <p>e-Payment Transaction Date Time: - e-Payment Transaction Reference No.: -</p> <p>e-Payment Method: -</p> <p>Transaction Summary</p> <table border="1" data-bbox="609 850 1502 934"> <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>DCCJ 8/2023</td> <td>Civil 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" data-bbox="609 997 1502 1354"> <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 Approval of Draft</td> <td>English</td> <td>Writ of Fieri Facias</td> <td>Writ of Fieri Facias.pdf(169.78KB)</td> <td>154790000047</td> </tr> <tr> <td></td> <td>DRN of previous version of the draft</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2</td> <td>For Approval of Draft</td> <td>English</td> <td>Praeipce [Required document for No.1 Writ of Fieri Facias]</td> <td>Praeipce.pdf(169.78KB)</td> <td>154790000081</td> </tr> <tr> <td></td> <td>DRN of previous version of the draft</td> <td>-</td> <td>-</td> <td>-</td> <td>-</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 style="text-align: center;">SAVE ACKNOWLEDGEMENT</p>  <p> Acknowledgement -pdf ...</p> <p>Open file</p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCCJ 8/2023	Civil Action	-	-	Total amount: -					NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Approval of Draft	English	Writ of Fieri Facias	Writ of Fieri Facias.pdf(169.78KB)	154790000047		DRN of previous version of the draft	-	-	-	-	2	For Approval of Draft	English	Praeipce [Required document for No.1 Writ of Fieri Facias]	Praeipce.pdf(169.78KB)	154790000081		DRN of previous version of the draft	-	-	-	-
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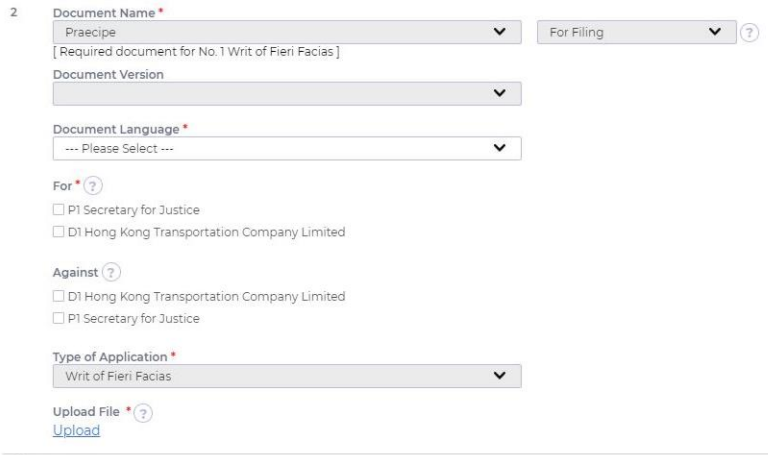
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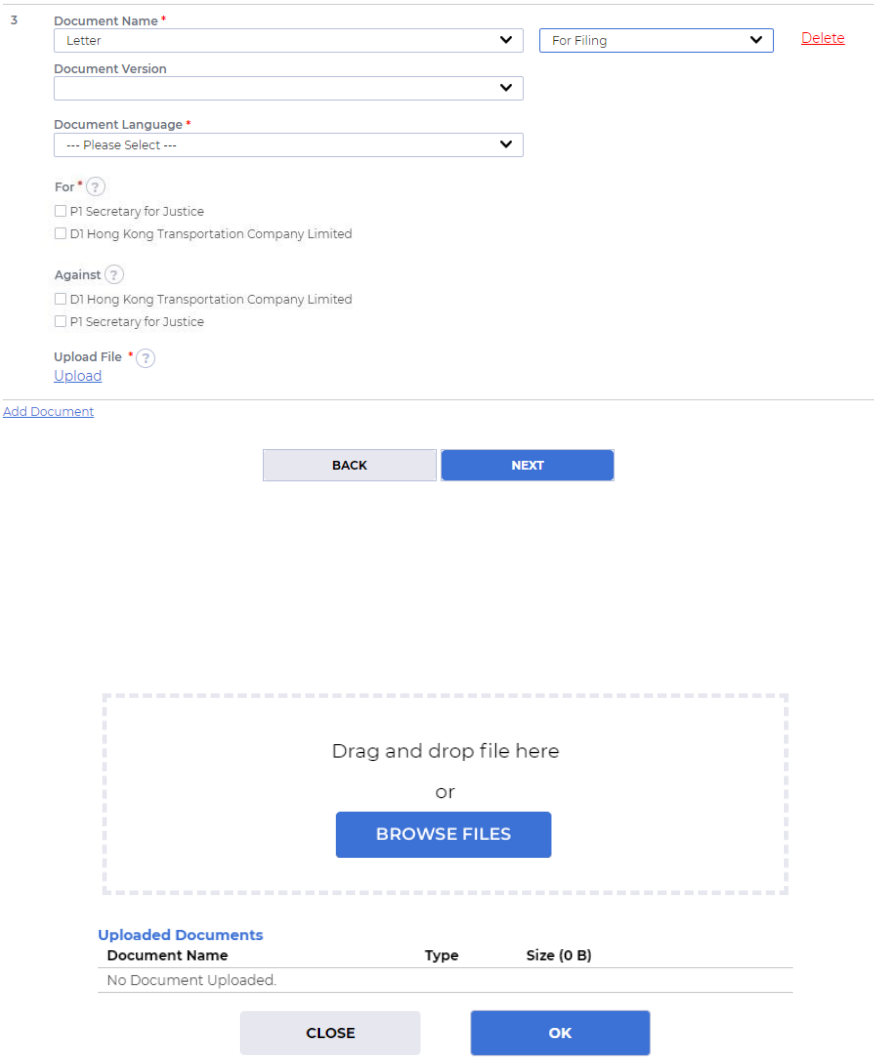
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10.	<p><u>Acknowledgement message sent to the message box of filing OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <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 style="border: 2px solid red;"> <td>[DCCJ 8/2023] New Electronic Submission Received</td> <td>11:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...</td> <td>27/03/2023</td> <td>區域法院登記處</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 47/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 48/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 50/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</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>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[DCCJ 8/2023] New Electronic Submission Received</p> <p>Date/Time: 28/03/2023 11:14 From: Court Registry, District Court To: DOJ_CD.dojcdou14</p> <p>This message serves to confirm the successful completion of the submission of the document(s) [e-Filing Transaction Reference No. E1547000033] submitted via iCMS on 28/03/2023 11:14. (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. E1547000033</p> <p><u>Notice</u></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. Saturdays, Sundays : Closed and Public Holidays</p> <p>1 Attachment(s)</p> <p>PDF Acknowledg...pdf 479KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 8/2023] New Electronic Submission Received	11:14	Court Registry, District Court	479KB	[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...	27/03/2023	區域法院登記處	3034KB	[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...	27/03/2023	Court Registry, District Court	3034KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 47/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	957KB	[DCCJ 48/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	479KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 50/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	958KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-
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11.	<p>Internal process by Judiciary</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</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>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 style="border: 2px solid red;"> <td>[DCCJ 8/2023] Document(s) Filed / Lodged</td> <td>11:23</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 8/2023] New Electronic Submission Received</td> <td>11:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...</td> <td>27/03/2023</td> <td>區域法院登記處</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 8/2023] Document(s) Filed / Lodged	11:23	Court Registry, District Court	-	[DCCJ 8/2023] New Electronic Submission Received	11:14	Court Registry, District Court	479KB	[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...	27/03/2023	區域法院登記處	3034KB	[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...	27/03/2023	Court Registry, District Court	3034KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-																				
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Step-by-step guide – “File Writ of Execution (Government Department)”



Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content therein</p>  <p>Screen ID: EXT-MSG-00002</p>
13.	Internal process by Judiciary	<p>Sender will receive message in iCMS message box after approval of the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i></p>
14.	<p><u>Draft approved message sent to the message box of OU</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>Click the message header to read the content and the attachments therein</p>  <p>Screen ID: EXT-MSG-00002</p>
15.	<u>Access e-Filing function and repeat Step 1: Enter case number</u>	<p>Repeat items 2 to 4 above to access e-Filing function and repeat Step 1: Enter Case No.</p>

Item	Process	Relevant screenshots for reference
16.	<p><u>Upload document</u></p> <p>a. Writ of Fieri Facias</p> <p>Select “Writ of Fieri Facias” in “Document Name*” ></p> <p><i>[Or any other appropriate document, e.g. Writ of Possession.]</i></p> <p>Select “For Sealing” in “PURPOSE*” ></p> <p>Input “DRN of approved draft*”></p> <p><i>[Note: DRN of approved draft can be found at the draft approved by court.]</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 three types of documents as follows.</p> <ol style="list-style-type: none"> Writ of Fieri Facias Praecipe Letter <p>The 1st document to be uploaded - Writ of Fieri Facias</p> 

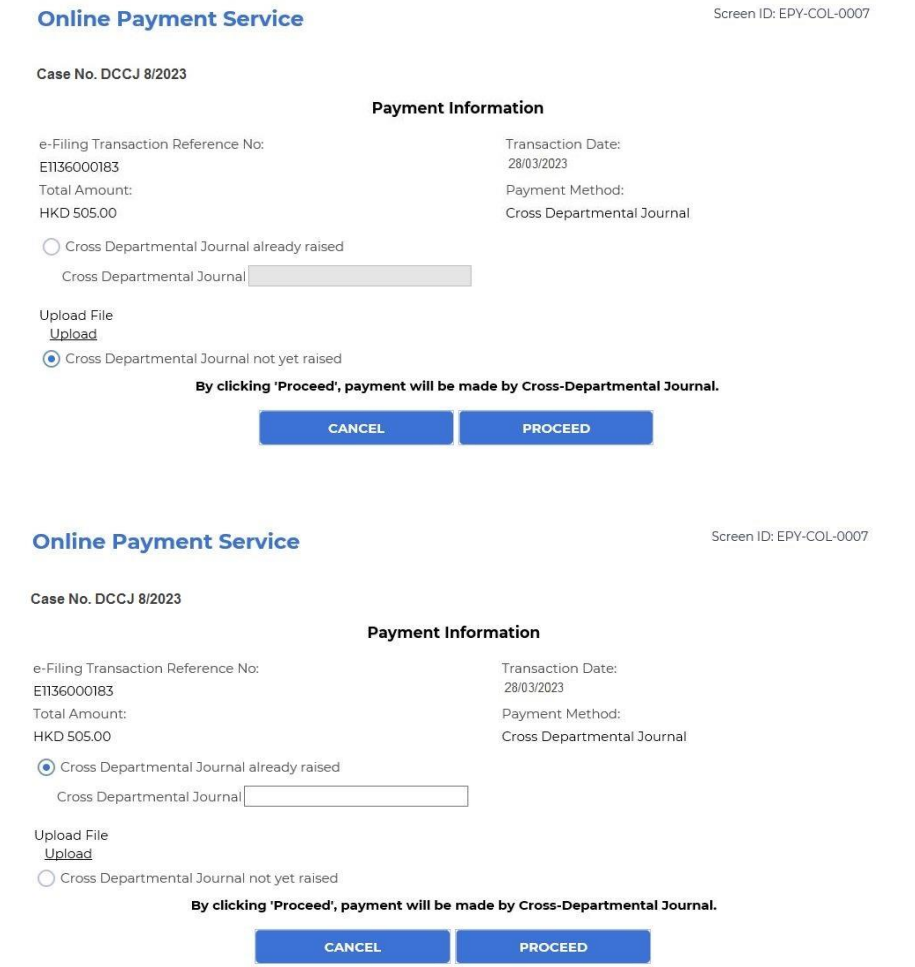

Item	Process	Relevant screenshots for reference						
	<p>To preview uploaded document, repeat steps in item 6.</p>							
<p>17.</p> <p><u>Upload document</u></p> <p>b. <u>Praeipce</u></p> <p>“Praeipce” in “Document Name*” is prefilled</p> <p>“For filing” in “PURPOSE*” is prefilled</p> <p>Select language 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>To preview uploaded document, repeat steps in item 6.</p>		<p>The 2nd document to be uploaded - Praeipce</p>  <p>2 Document Name * Praeipce [Required document for No.1 Writ of Fieri Facias] For Filing [?] Document Version Document Language * --- Please Select --- For * [?] <input type="checkbox"/> P1 Secretary for Justice <input type="checkbox"/> D1 Hong Kong Transportation Company Limited Against [?] <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> P1 Secretary for Justice Type of Application * Writ of Fieri Facias 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>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
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Item	Process	Relevant screenshots for reference
18.	<p><u>Upload document</u></p> <p>c. <u>Letter</u></p> <p>Click “Add Document” ></p> <p>Select “Letter” in “Document Name*” ></p> <p><i>[Note: Enclosing a copy of the judgment/order on which the writ is to issue and the order granting leave to issue the writ where leave is required.]</i></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>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	<p>The 3rd document to be uploaded - Letter</p>  <p>The screenshot shows a web form for uploading a document. At the top, there is a form with several fields: 'Document Name' (set to 'Letter'), 'Document Version', 'Document Language' (set to '--- Please Select ---'), 'For' (with checkboxes for 'P1 Secretary for Justice' and 'D1 Hong Kong Transportation Company Limited'), and 'Against' (with checkboxes for 'D1 Hong Kong Transportation Company Limited' and 'P1 Secretary for Justice'). There is an 'Upload File' button and a 'Delete' link. Below the form is a 'Drag and drop file here' area with a 'BROWSE FILES' button. At the bottom, there is a table titled 'Uploaded Documents' with columns for 'Document Name', 'Type', and 'Size (0 B)'. The table currently shows 'No Document Uploaded.' and there are 'CLOSE' and 'OK' buttons at the bottom.</p>

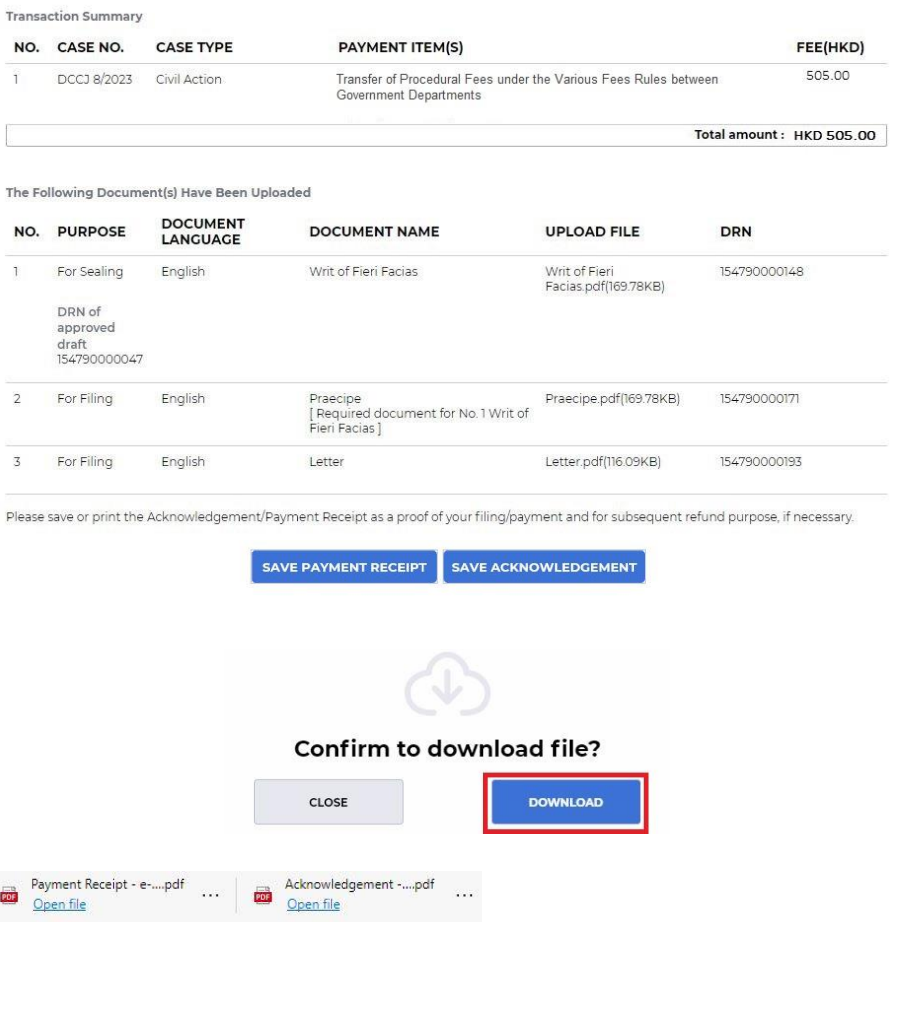

Step-by-step guide – “File Writ of Execution (Government Department)”

Item	Process	Relevant screenshots for reference																				
19.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “PAY”></p> <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>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00012</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCCJ 8/2023</p> <table border="1"> <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 Writ of Fieri Facias Document Version - Document Language English For P1 Secretary for Justice</td> <td>For Sealing DRN of approved draft 15479000047</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="5">.....</td> </tr> <tr> <td>3</td> <td>Document Name Letter Document Version - Document Language English For P1 Secretary for Justice Against - Upload File Letter.pdf(116.09KB)</td> <td>For Filing</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount : HKD 505.00</p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="PAY"/> </p> <p style="text-align: center;">  Proceed for payment? <input type="button" value="CANCEL"/> <input type="button" value="OK"/> </p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Writ of Fieri Facias Document Version - Document Language English For P1 Secretary for Justice	For Sealing DRN of approved draft 15479000047	-	-					3	Document Name Letter Document Version - Document Language English For P1 Secretary for Justice Against - Upload File Letter.pdf(116.09KB)	For Filing	-	-
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Step-by-step guide – “File Writ of Execution (Government Department)”

Item	Process	Relevant screenshots for reference
20.	<p><u>Settle payment</u></p> <p>Select “Cross Departmental Journal not yet raised”></p> <p>OR</p> <p>Select “Cross Departmental Journal already raised” then input the “Cross Departmental Journal” and click “Upload”></p> <p>Click “Proceed”></p>	 <p>Online Payment Service Screen ID: EPY-COL-0007</p> <p>Case No. DCCJ 8/2023</p> <p>Payment Information</p> <p>e-Filing Transaction Reference No: E1136000183 Total Amount: HKD 505.00</p> <p>Transaction Date: 28/03/2023 Payment Method: Cross Departmental Journal</p> <p><input type="radio"/> Cross Departmental Journal already raised Cross Departmental Journal <input type="text"/></p> <p>Upload File Upload</p> <p><input checked="" type="radio"/> Cross Departmental Journal not yet raised</p> <p>By clicking 'Proceed', payment will be made by Cross-Departmental Journal.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PROCEED"/></p> <hr/> <p>Online Payment Service Screen ID: EPY-COL-0007</p> <p>Case No. DCCJ 8/2023</p> <p>Payment Information</p> <p>e-Filing Transaction Reference No: E1136000183 Total Amount: HKD 505.00</p> <p>Transaction Date: 28/03/2023 Payment Method: Cross Departmental Journal</p> <p><input checked="" type="radio"/> Cross Departmental Journal already raised Cross Departmental Journal <input type="text"/></p> <p>Upload File Upload</p> <p><input type="radio"/> Cross Departmental Journal not yet raised</p> <p>By clicking 'Proceed', payment will be made by Cross-Departmental Journal.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PROCEED"/></p>
21.	<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>Click “SAVE PAYMENT RECEIPT”></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</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> <p>Submitted By: Miss Chu Lai Hung (DOJ_CD dojcdou14) Submitted On: 28/03/2023 12:02:27 e-Payment Transaction Date Time: 28/03/2023 12:02:27 e-Payment Method: CDJ (Not yet raised)</p> <p>Organization: Department of Justice (CD) e-Filing Transaction Reference No: E1136000183 e-Payment Transaction Reference No: CDJ2022021000079</p> <p>.....</p>

Step-by-step guide – “File Writ of Execution (Government Department)”

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22.	<p><u>Acknowledgement message sent to the message box of OU</u></p> <p>Click “Home”></p> <p>Access Message Box></p>	 <p>Message Box</p> <p>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>[DCCJ 8/2023] New Electronic Submission Received</td> <td>12:02</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 8/2023] Draft Writ of Subpoena/Writ of Execution/Praeipce Appr...</td> <td>11:43</td> <td>Court Registry, District Court</td> <td>682KB</td> </tr> <tr> <td>[DCCJ 8/2023] Document(s) Filed / Lodged</td> <td>11:23</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 8/2023] New Electronic Submission Received</td> <td>11:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...</td> <td>27/03/2023</td> <td>區域法院登記處</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>3034KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 47/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 48/2023] New Electronic Submission Received</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCCJ 50/2023] Document(s) Filed / Lodged</td> <td>27/03/2023</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 8/2023] New Electronic Submission Received	12:02	Court Registry, District Court	479KB	[DCCJ 8/2023] Draft Writ of Subpoena/Writ of Execution/Praeipce Appr...	11:43	Court Registry, District Court	682KB	[DCCJ 8/2023] Document(s) Filed / Lodged	11:23	Court Registry, District Court	-	[DCCJ 8/2023] New Electronic Submission Received	11:14	Court Registry, District Court	479KB	[DCCJ 50/2023] 若令就押記令／第三債務人命令提出反對因由的命令／訊問令...	27/03/2023	區域法院登記處	3034KB	[DCCJ 50/2023] Draft Charging Order / Garnishee Order To Show Caus...	27/03/2023	Court Registry, District Court	3034KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-	[DCCJ 47/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	957KB	[DCCJ 48/2023] New Electronic Submission Received	27/03/2023	Court Registry, District Court	479KB	[DCCJ 50/2023] Document(s) Filed / Lodged	27/03/2023	Court Registry, District Court	-
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Step-by-step guide – “File Writ of Execution (Government Department)”

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25.	Internal process by Judiciary	<p>Sender will receive message in iCMS message box with the sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i></p>																
26.	<p><u>Sealed document(s) issued message sent to the message box of OU</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>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>[DCCJ 8/2023] Writ of Execution issued by the Court</td> <td>12:39</td> <td>Court Registry, District Court</td> <td>1050KB</td> </tr> <tr> <td>[DCCJ 8/2023] Document(s) Filed / Lodged</td> <td>12:33</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 8/2023] Document(s) Filed / Lodged</td> <td>12:33</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>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[DCCJ 8/2023] Writ of Execution issued by the Court</p> <p>Date/Time: 28/03/2023 12:39 From: Court Registry, District Court To: DOJ_CD.dojcdou14</p> <hr/> <p>This message serves to confirm the issue of the Writ of Execution (e-Filing Transaction Reference No. E1547000066) submitted via iCMS on 28/03/2023 12:02. (Time is expressed in 24-hour format.)</p> <p>Please click the attachment links to obtain the sealed document(s).</p> <p>DCCJ 8/2023 - Writ of Fieri Facias, 扣押債務人財產令狀 - DRN:154790000148 DCCJ 8/2023 - Writ of Fieri Facias, 扣押債務人財產令狀 - DRN:154790000148</p> <p>For execution by Bailiff, please submit your request and make necessary payment of bailiff deposits via "Bailiff Related Services" >> "Execution and Service" function under the registered user account of the Judiciary Web Portal.</p> <p>2 Attachment(s)</p> <p>PDF DCCJ 8-202... .pdf 509KB PDF DCCJ 8-202... .pdf 540KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 8/2023] Writ of Execution issued by the Court	12:39	Court Registry, District Court	1050KB	[DCCJ 8/2023] Document(s) Filed / Lodged	12:33	Court Registry, District Court	-	[DCCJ 8/2023] Document(s) Filed / Lodged	12:33	Court Registry, District Court	-
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