
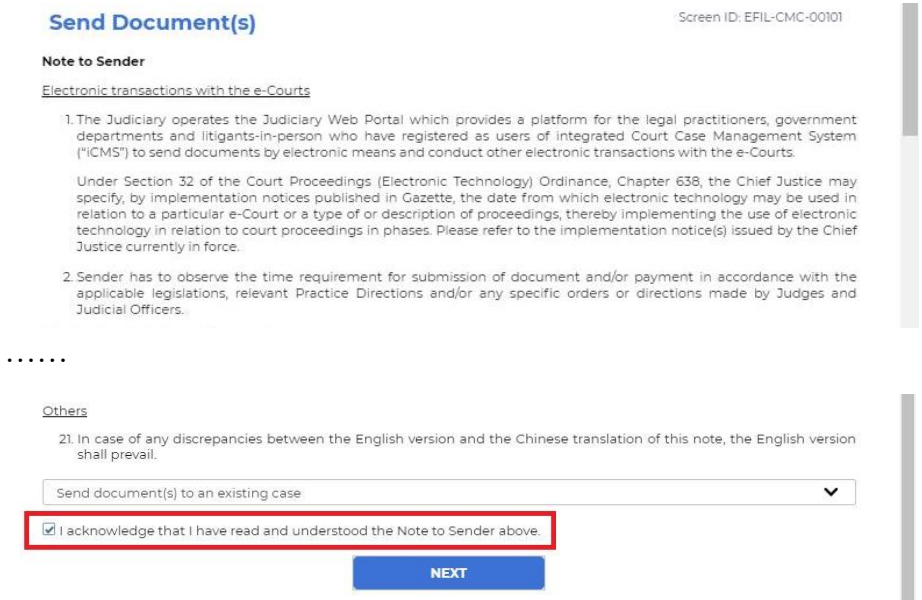
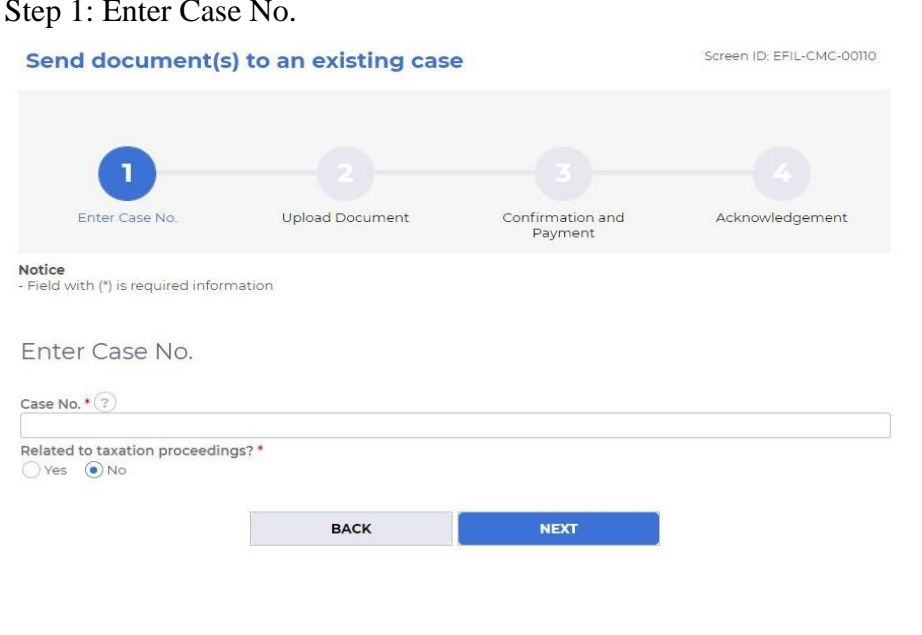


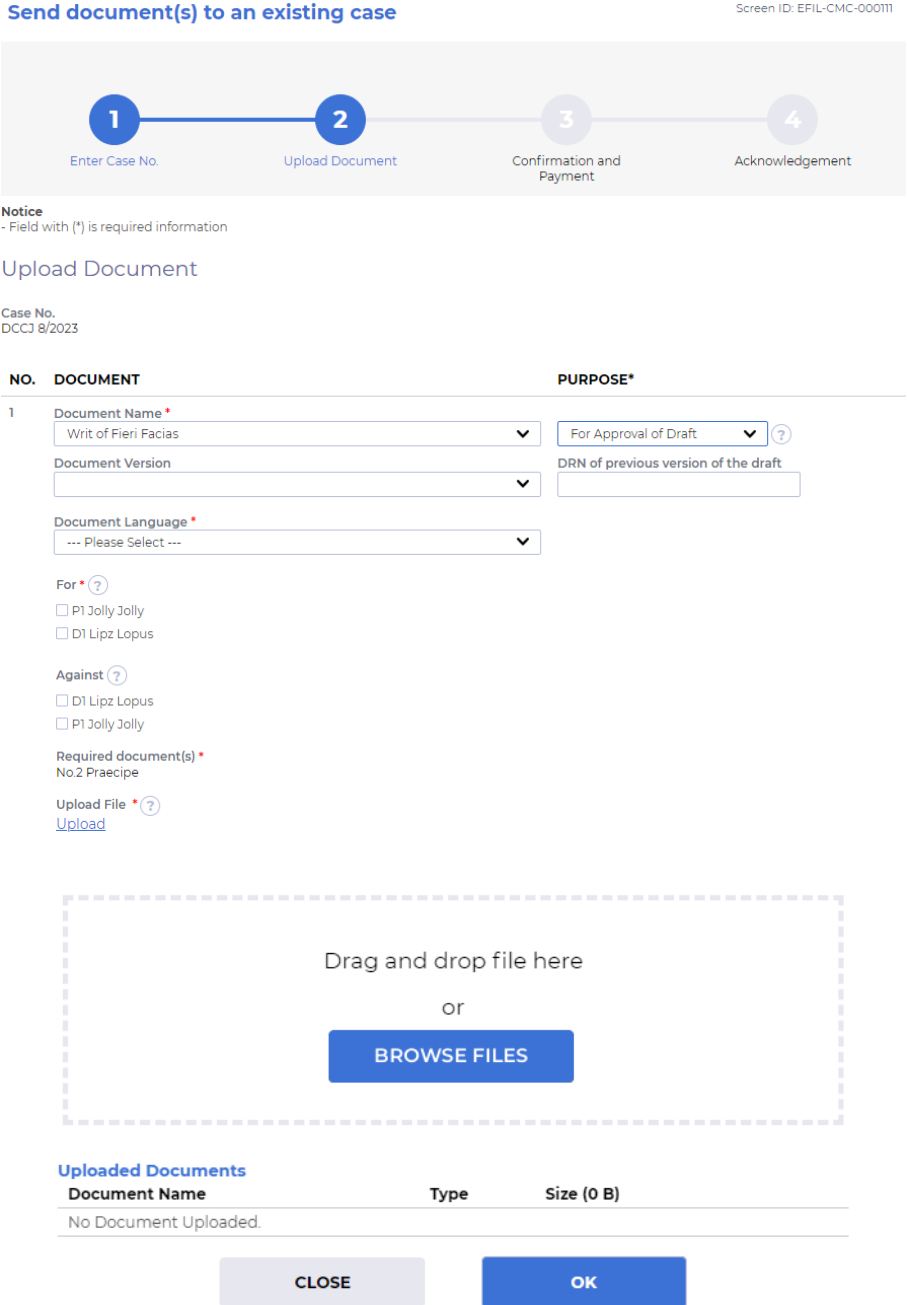
File Writ of Execution (other than Government Department)

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.

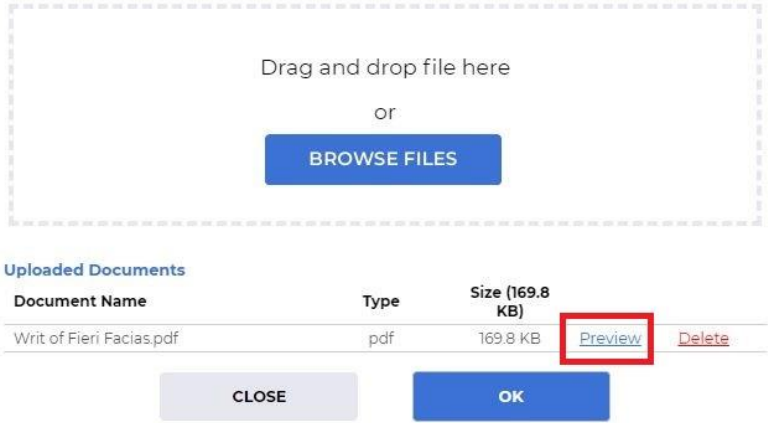
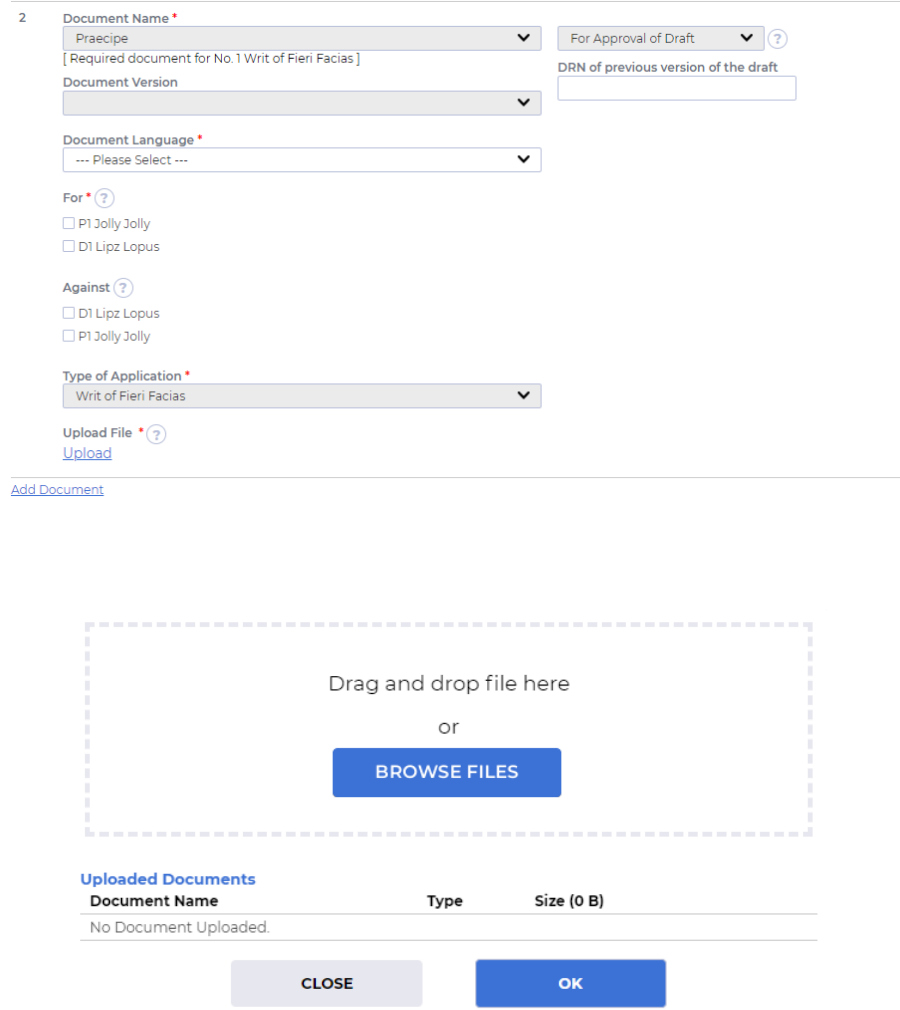
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account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

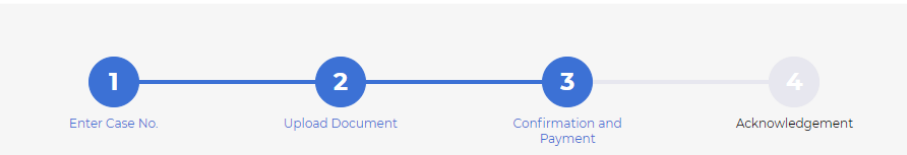
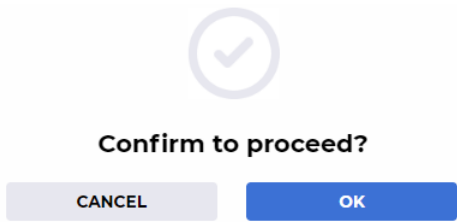
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2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> District Court Electronic Filing <ul style="list-style-type: none"> Send Document(s) Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Update Your Profile System Maintenance Information <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>[DCCJ 50/2023] 着令就押記令／第三債務人命令提出反對自由的命令／請閱</td> <td>27/03/2023</td> <td>區城法院登記處</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] 着令就押記令／第三債務人命令提出反對自由的命令／請閱	27/03/2023	區城法院登記處	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)</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</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> 

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


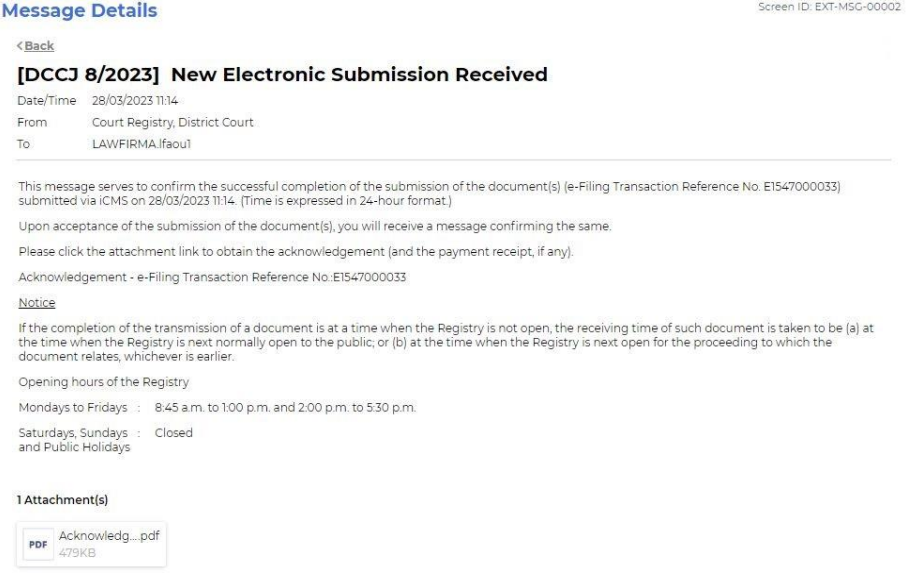

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6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded 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 BROWSE FILES'. Below this is a table titled 'Uploaded Documents' with columns for Document Name, Type, and Size (169.8 KB). The table contains one entry: 'Writ of Fieri Facias.pdf', 'pdf', '169.8 KB'. A 'Preview' button is highlighted with a red box, and a 'Delete' button is also visible. At the bottom are 'CLOSE' and 'OK' buttons.</p>
7.	<p><u>Upload document</u></p> <p>b. Praeipce</p> <p>“Praeipce” 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 - Praeipce</p>  <p>The screenshot shows a form for uploading a document. The 'Document Name' field is prefilled with 'Praeipce'. The 'For Approval of Draft' dropdown is also prefilled. There are checkboxes for 'For' (P1 Jolly Jolly, D1 Lipz Lopus) and 'Against' (D1 Lipz Lopus, P1 Jolly Jolly). The 'Type of Application' is 'Writ of Fieri Facias'. There is an 'Upload File' section with an 'Upload' button. Below the form is a dashed box for file upload with 'Drag and drop file here' and 'or BROWSE FILES'. At the bottom is a table titled 'Uploaded Documents' with columns for Document Name, Type, and Size (0 B). The table is empty. At the bottom are 'CLOSE' and 'OK' buttons.</p>

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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="609 913 1510 1522"> <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" style="text-align: center;">.....</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 Jolly Jolly 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 Jolly Jolly 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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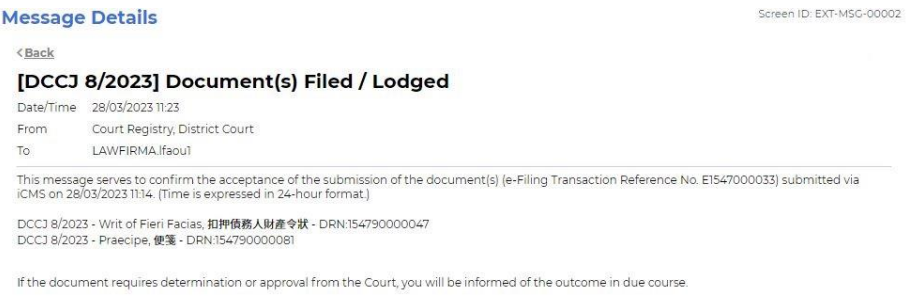


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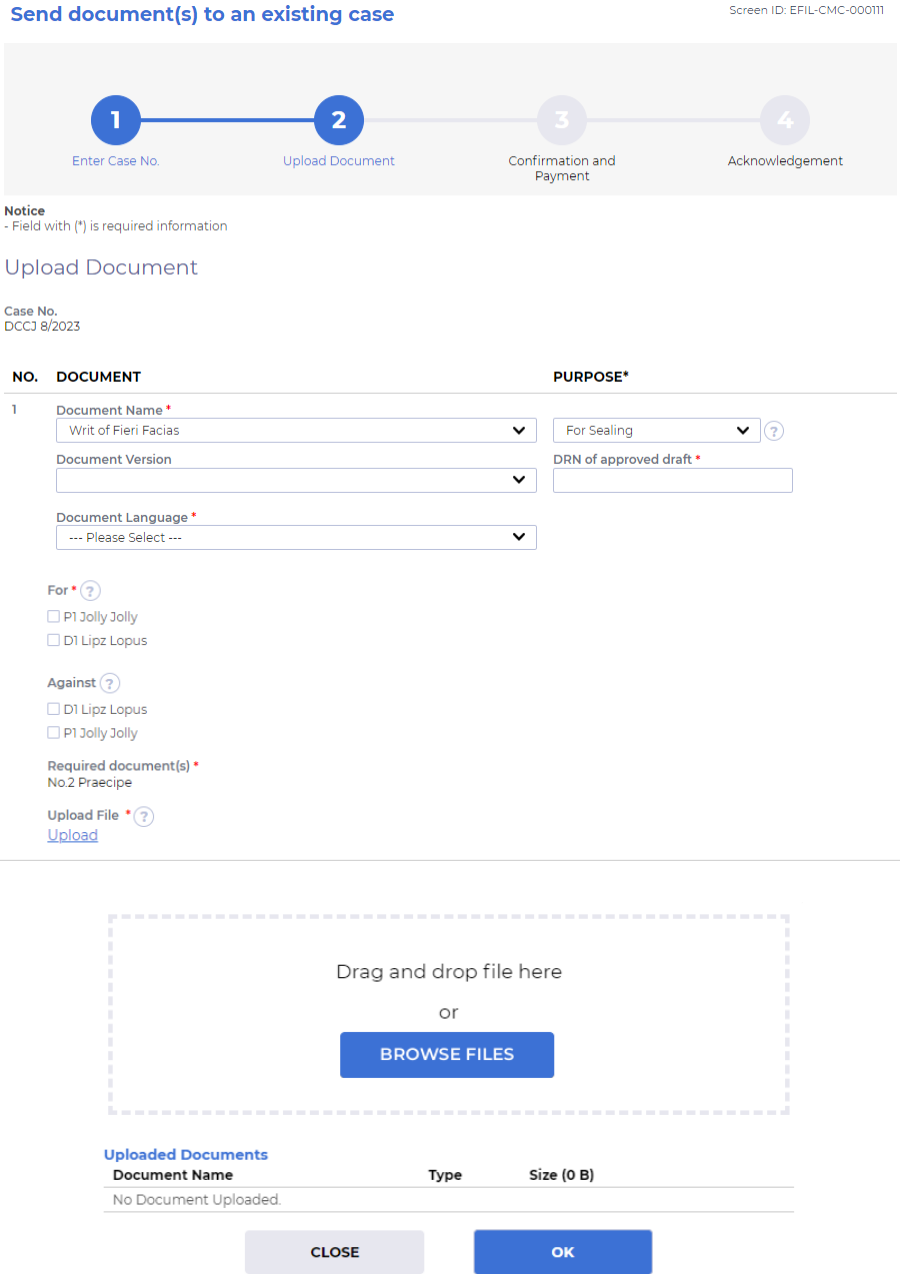
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9.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) 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 Mr. Lau To Fu (265 E0843000020)</p> <p>Submitted On 28/03/2023 11:14:30</p> <p>e-Payment Transaction Date Time -</p> <p>e-Payment Method -</p> <p>Organization Happy Company</p> <p>e-Filing Transaction Reference No. E1547000033</p> <p>e-Payment Transaction Reference No. -</p> <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>DCCJ 8/2023</td> <td>Civil Action</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Total amount : -</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 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>Praecipe [Required document for No.1 Writ of Fieri Facias]</td> <td>Praecipe.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 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	Praecipe [Required document for No.1 Writ of Fieri Facias]	Praecipe.pdf(169.78KB)	154790000081		DRN of previous version of the draft	-	-	-	-
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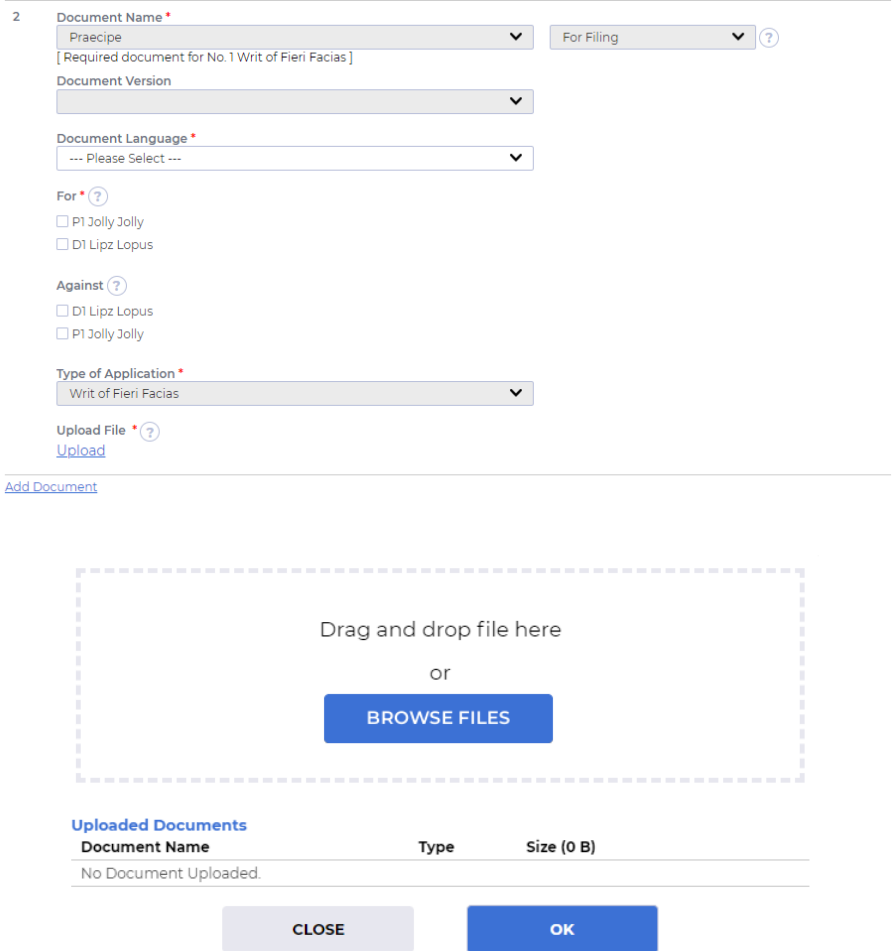
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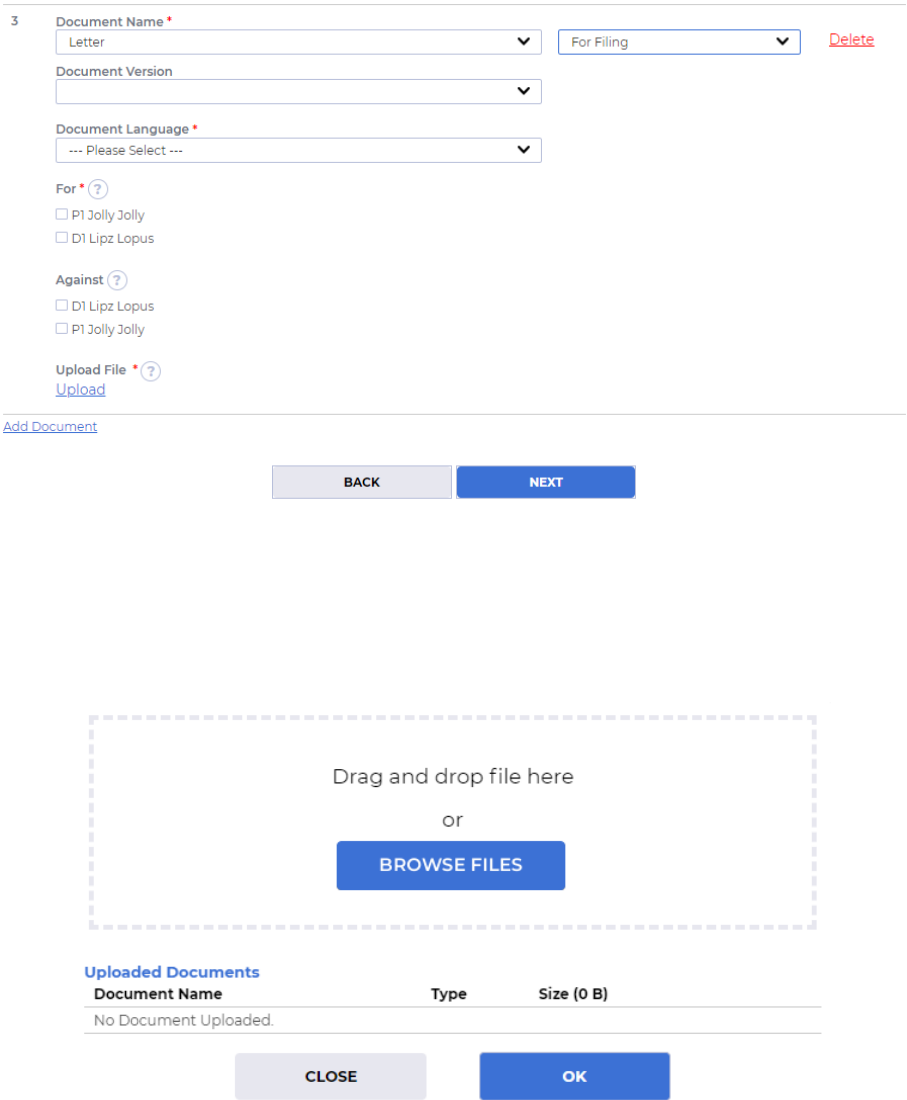
Step-by-step guide – “File Writ of Execution (other than Government Department)”

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/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>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>

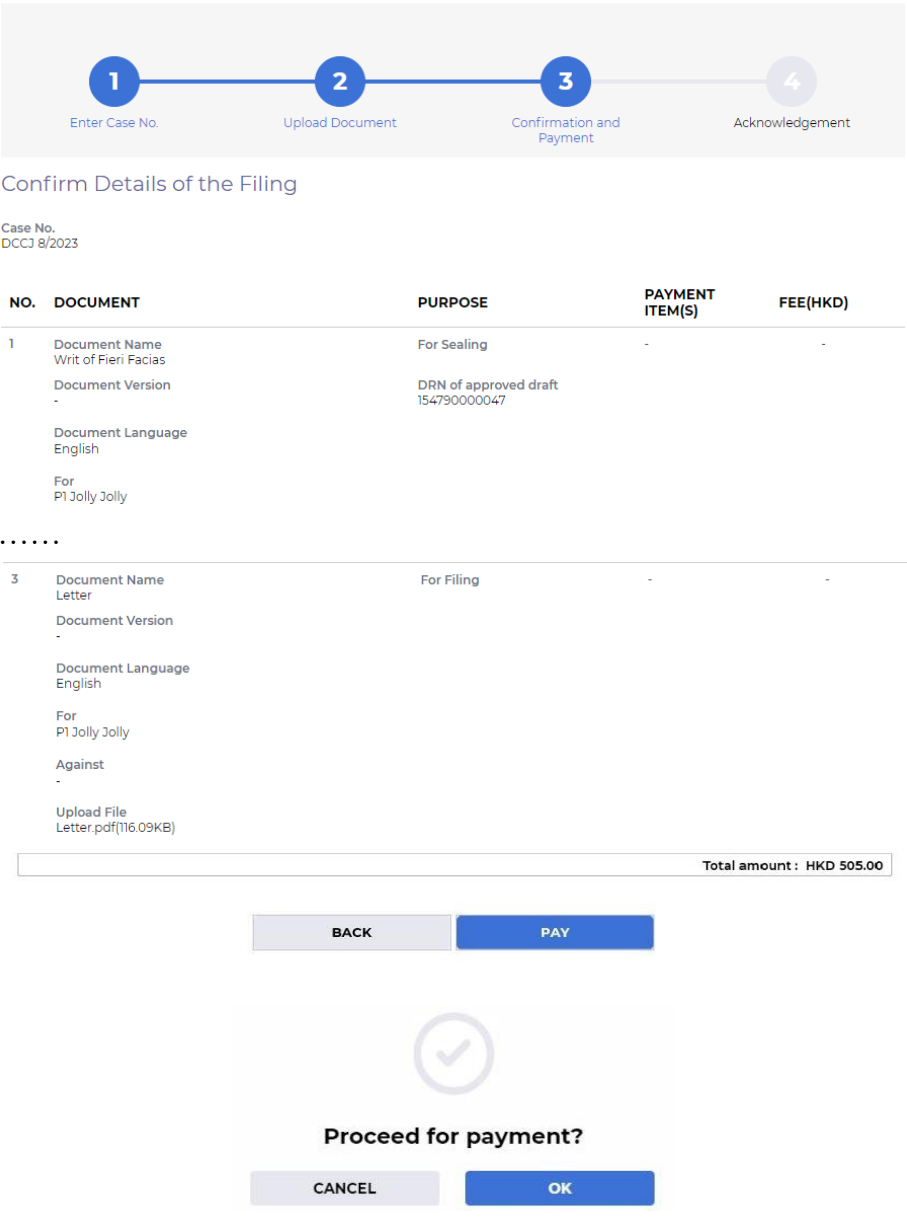
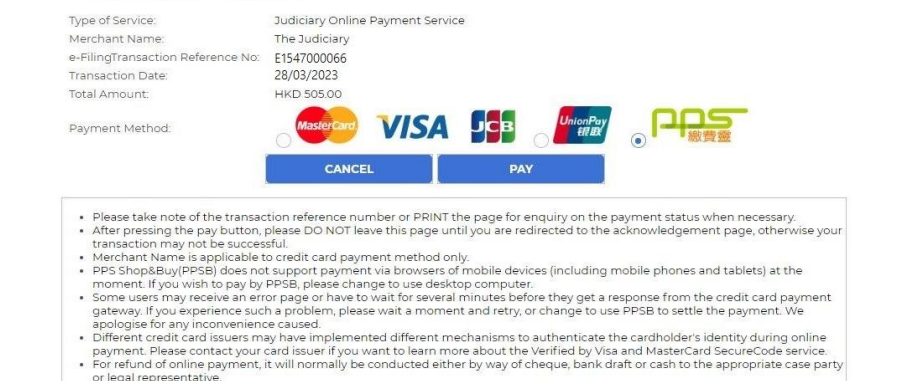
Item	Process	Relevant screenshots for reference												
16.	<p><u>Upload document</u></p> <p>a. Writ of Fieri Facias</p> <p>Select “Writ of Fieri Facias” in “Document Name*” ></p> <p><i>[Or any other appropriate document, e.g. Writ of Possession]</i></p> <p>Select “For Sealing” in “PURPOSE*” ></p> <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> <p>a) Writ of Fieri Facias b) Praecipe c) Letter</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-00011</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. DCCJ 8/2023</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 * Writ of Fieri Facias Document Version Document Language * </td> <td> For Sealing DRN of approved draft * </td> </tr> </tbody> </table> <p>For * <input type="checkbox"/> P1 Jolly Jolly <input type="checkbox"/> D1 Lipz Lopus</p> <p>Against <input type="checkbox"/> D1 Lipz Lopus <input type="checkbox"/> P1 Jolly Jolly</p> <p>Required document(s) No.2 Praecipe</p> <p>Upload File * Upload</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 * Writ of Fieri Facias Document Version Document Language *	For Sealing DRN of approved draft *	Document Name	Type	Size (0 B)	No Document Uploaded.		
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Step-by-step guide – “File Writ of Execution (other than Government Department)”


Item	Process	Relevant screenshots for reference
	To preview uploaded document, repeat steps in item 6.	
17.	<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>The screenshot shows a web form for uploading a document. It includes fields for 'Document Name' (prefilled with 'Praeipce'), 'Document Version', 'Document Language' (with a dropdown menu), 'For' (with checkboxes for 'P1 Jolly Jolly' and 'D1 Lipz Lopus'), 'Against' (with checkboxes for 'D1 Lipz Lopus' and 'P1 Jolly Jolly'), and 'Type of Application' (prefilled with 'Writ of Fieri Facias'). There is an 'Upload File' button and a 'BROWSE FILES' button. Below the form is a table titled 'Uploaded Documents' which is currently empty, and 'CLOSE' and 'OK' buttons.</p>

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> 

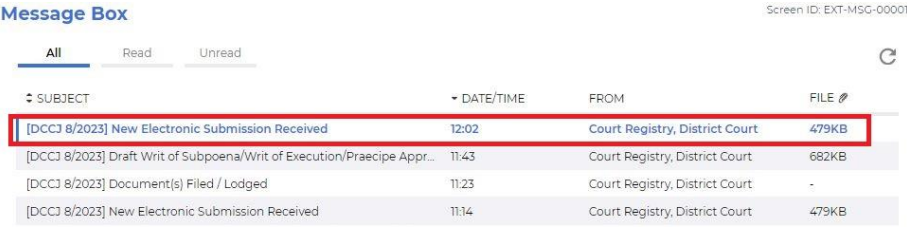



Step-by-step guide – “File Writ of Execution (other than Government Department)”

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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 step to rectify any of the inputted data></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 21.]</i></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid.]</i></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"> <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 Jolly Jolly</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 Jolly Jolly Against - Upload File Letter.pdf(116.09KB)</td> <td>For Filing</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>Total amount : HKD 505.00</p> <p>BACK PAY</p> <p>Proceed for payment?</p> <p>CANCEL OK</p>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Writ of Fieri Facias Document Version - Document Language English For P1 Jolly Jolly	For Sealing DRN of approved draft 15479000047	-	-					3	Document Name Letter Document Version - Document Language English For P1 Jolly Jolly Against - Upload File Letter.pdf(116.09KB)	For Filing	-	-
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20.	<p><u>Settle payment</u></p> <p>Select “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p>	<p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Filing Transaction Reference No: E1547000066 Transaction Date: 28/03/2023 Total Amount: HKD 505.00</p> <p>Payment Method:</p>  <p>CANCEL PAY</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. 																				



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

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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>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the 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 Mr. Lau To Fu (265.E0843000020)</p> <p>Submitted On 28/03/2023 12:02:27</p> <p>e-Payment Transaction Date Time 28/03/2023 12:02:27</p> <p>e-Payment Method PPSB</p> <p>Organization Happy Company</p> <p>e-Filing Transaction Reference No. E1547000066</p> <p>e-Payment Transaction Reference No. C202303286000787</p> <p>.....</p> <p>Transaction Summary</p> <table border="1" data-bbox="604 934 1502 1039"> <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>All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - On sealing a writ of execution or writ of possession, per writ</td> <td>505.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total amount :</td> <td>HKD 505.00</td> </tr> </tbody> </table> <p>The Following Document(s) Have Been Uploaded</p> <table border="1" data-bbox="604 1113 1502 1396"> <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 Sealing</td> <td>English</td> <td>Writ of Fieri Facias</td> <td>Writ of Fieri Facias.pdf(169.78KB)</td> <td>154790000148</td> </tr> <tr> <td></td> <td>DRN of approved draft</td> <td></td> <td></td> <td></td> <td>154790000047</td> </tr> <tr> <td>2</td> <td>For Filing</td> <td>English</td> <td>Praeipie [Required document for No. 1 Writ of Fieri Facias]</td> <td>Praeipie.pdf(169.78KB)</td> <td>154790000171</td> </tr> <tr> <td>3</td> <td>For Filing</td> <td>English</td> <td>Letter</td> <td>Letter.pdf(116.09KB)</td> <td>154790000193</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 PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT</p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p>Payment Receipt - e-...pdf Acknowledgement -...pdf</p> <p>Open file Open file</p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCCJ 8/2023	Civil Action	All Procedural Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules - On sealing a writ of execution or writ of possession, per writ	505.00	Total amount :				HKD 505.00	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Sealing	English	Writ of Fieri Facias	Writ of Fieri Facias.pdf(169.78KB)	154790000148		DRN of approved draft				154790000047	2	For Filing	English	Praeipie [Required document for No. 1 Writ of Fieri Facias]	Praeipie.pdf(169.78KB)	154790000171	3	For Filing	English	Letter	Letter.pdf(116.09KB)	154790000193
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NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN																																										
1	For Sealing	English	Writ of Fieri Facias	Writ of Fieri Facias.pdf(169.78KB)	154790000148																																										
	DRN of approved draft				154790000047																																										
2	For Filing	English	Praeipie [Required document for No. 1 Writ of Fieri Facias]	Praeipie.pdf(169.78KB)	154790000171																																										
3	For Filing	English	Letter	Letter.pdf(116.09KB)	154790000193																																										


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


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22.	<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 style="border: 2px solid red;"> <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/Praecepte 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> </tbody> </table> <p>Click the message header to read the content and the attachments therein</p> <p>[DCCJ 8/2023] New Electronic Submission Received</p> <p>Date/Time 28/03/2023 12:02 From Court Registry, District Court To LAWFIRMA.lfaou1</p> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1547000066) submitted via iCMS on 28/03/2023 12:02. (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. E1547000066 Payment receipt - e-Payment Transaction Reference No.: C202303286000787</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. Saturdays, Sundays : Closed and Public Holidays</p> <p>2 Attachment(s)</p> <p> Acknowledg...pdf 480KB  RPT-PAY-EP...pdf 514KB</p>	↑ 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/Praecepte 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								
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23.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>																												
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26.	<p><u>Writ of Execution issued by the Court 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>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] 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> <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/Praecepte 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> </tbody> </table>	↑ 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	-	[DCCJ 8/2023] New Electronic Submission Received	12:02	Court Registry, District Court	479KB	[DCCJ 8/2023] Draft Writ of Subpoena/Writ of Execution/Praecepte 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
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 Internal process by Judiciary