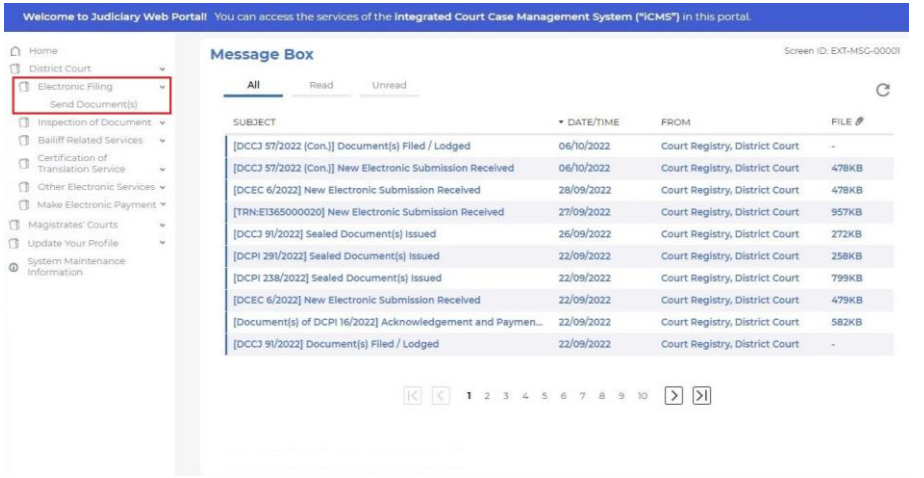
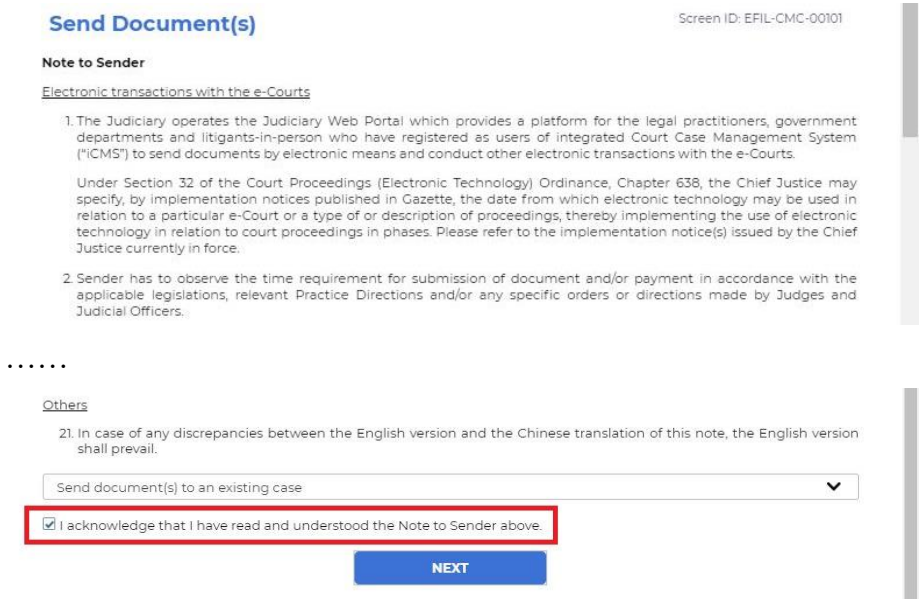
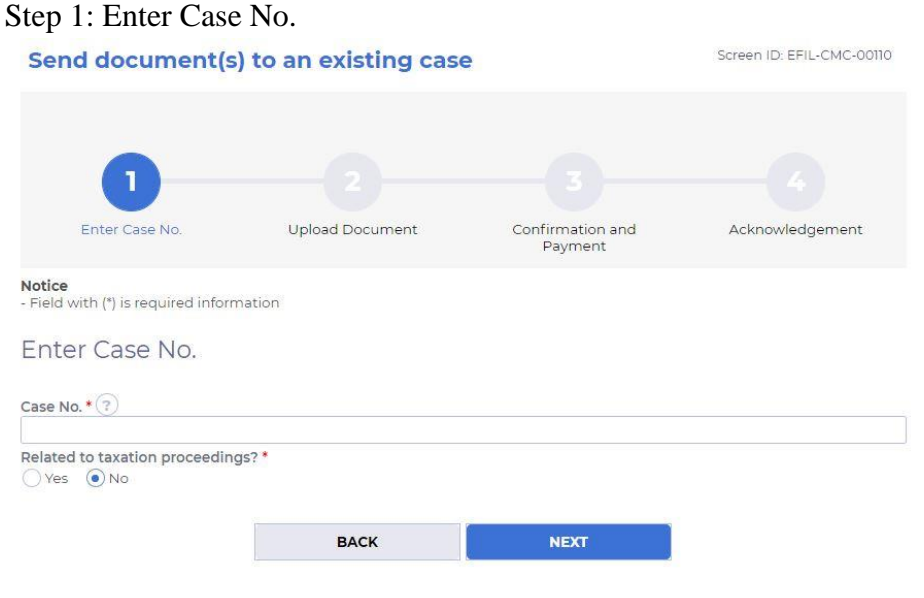
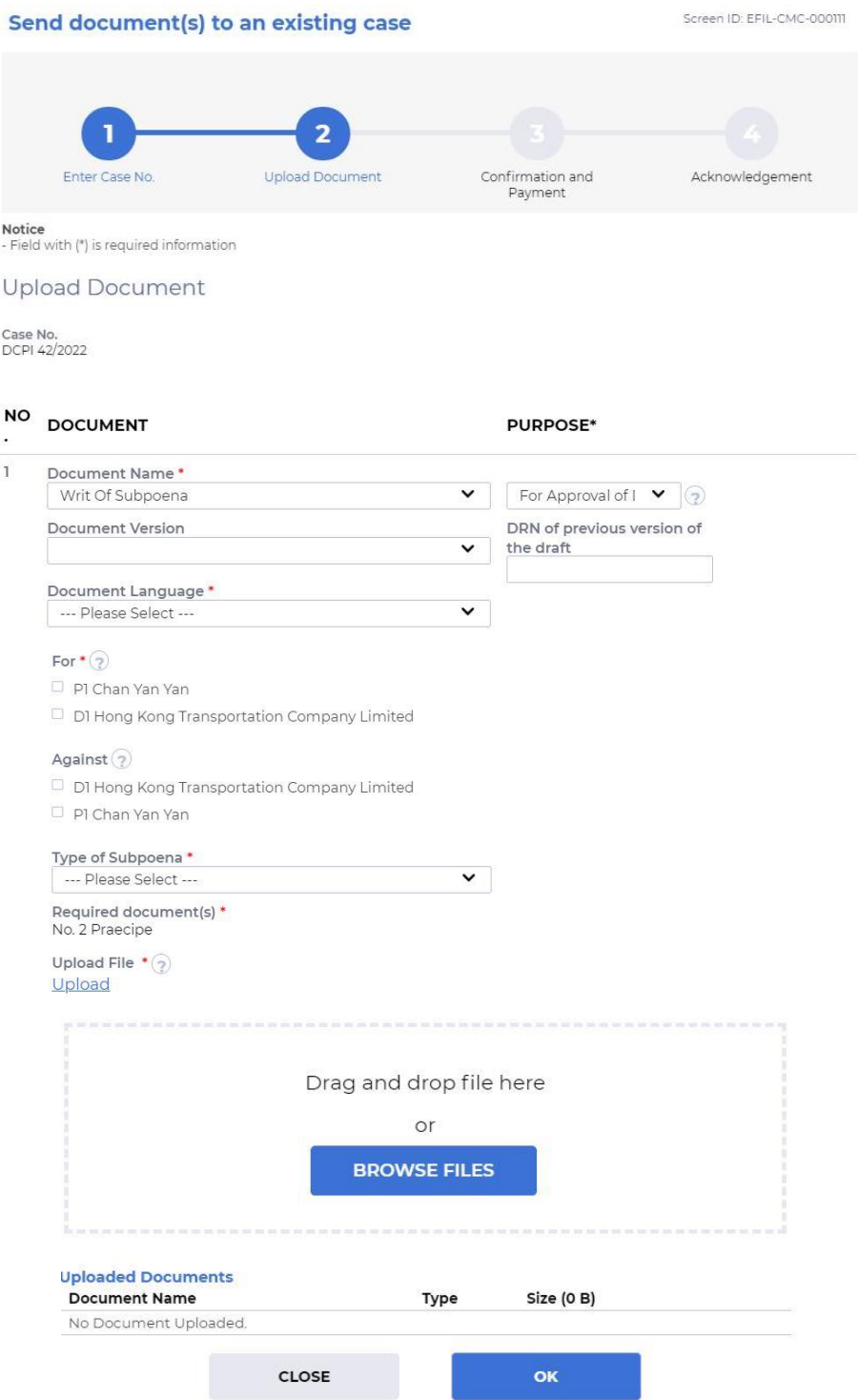


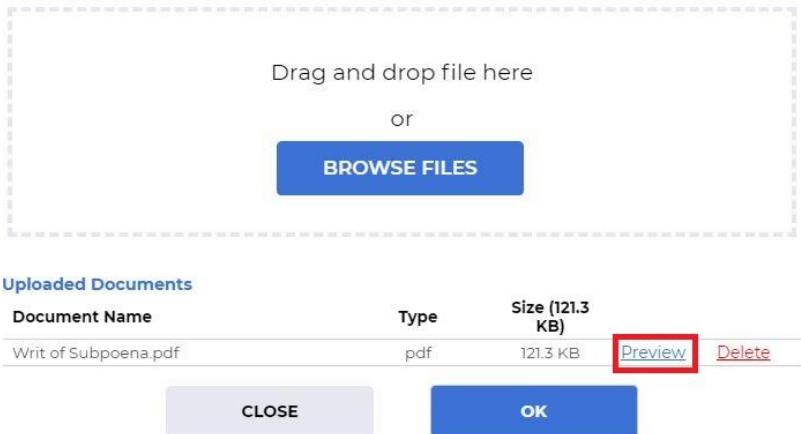
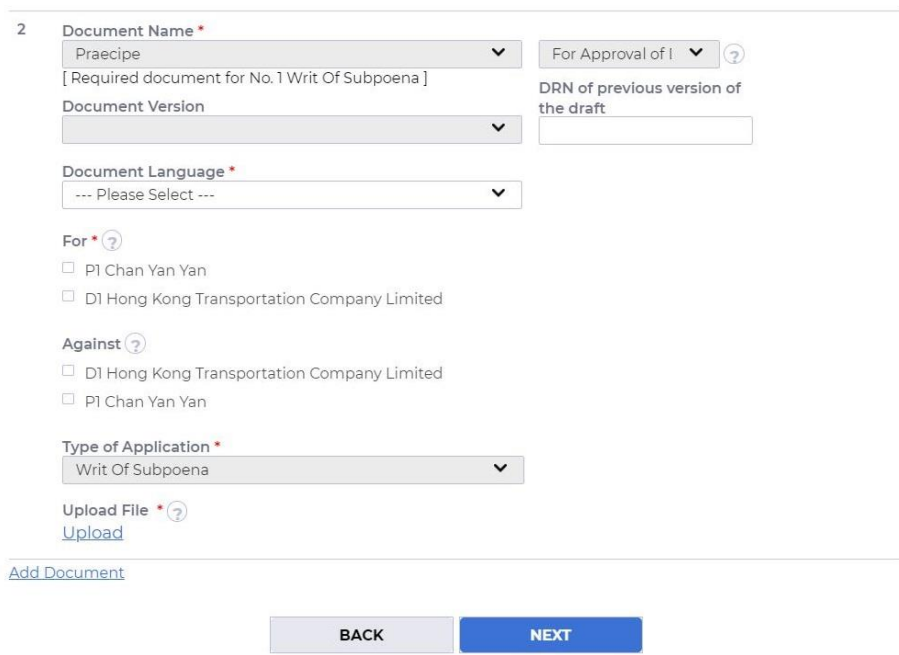
File Writ of Subpoena (other than Government Department)

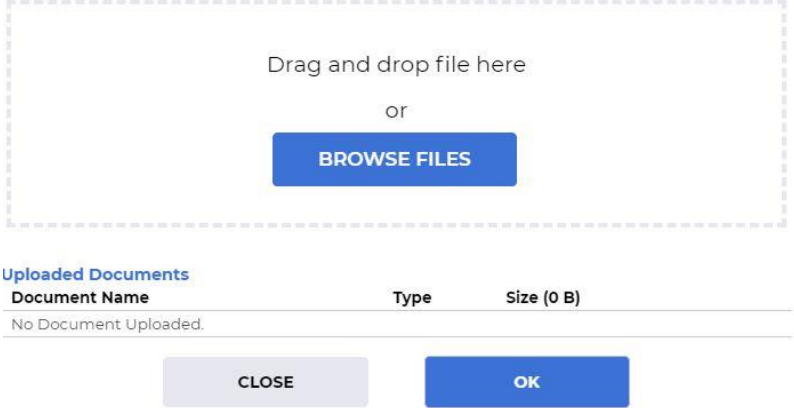
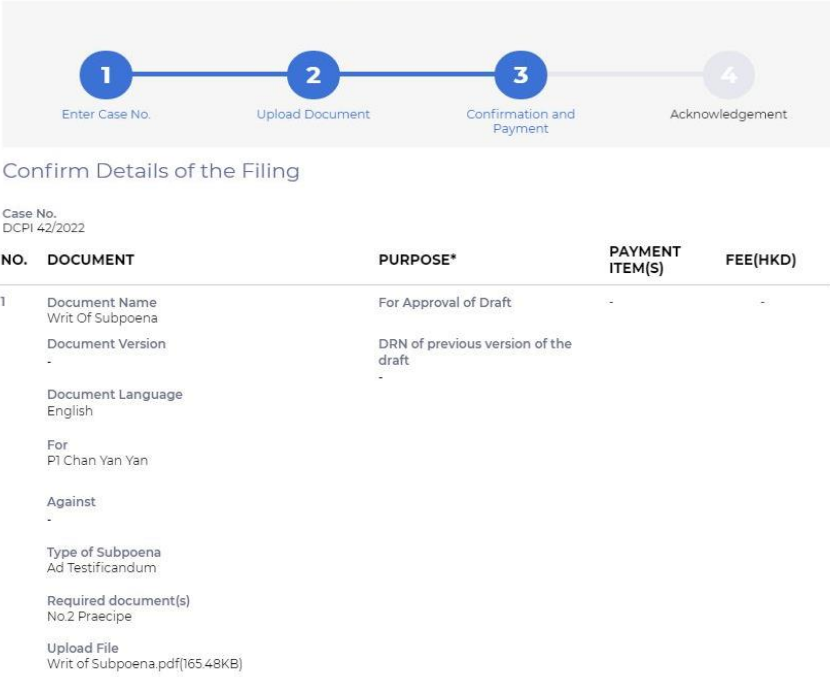
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.


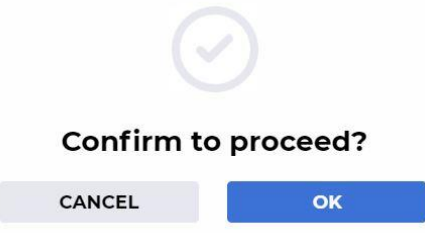
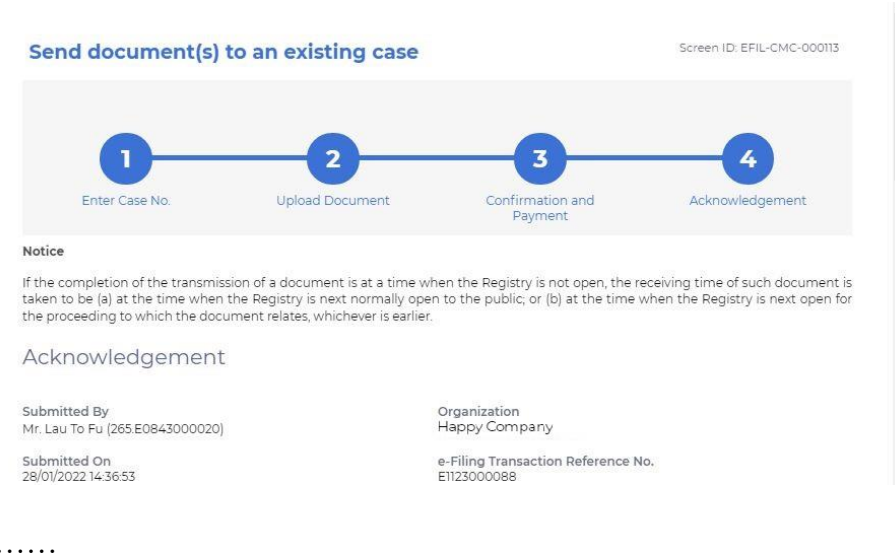
| Item | Process | Relevant screenshots for reference |
|------|--|---|
| 1. | <p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</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> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p> </div> |

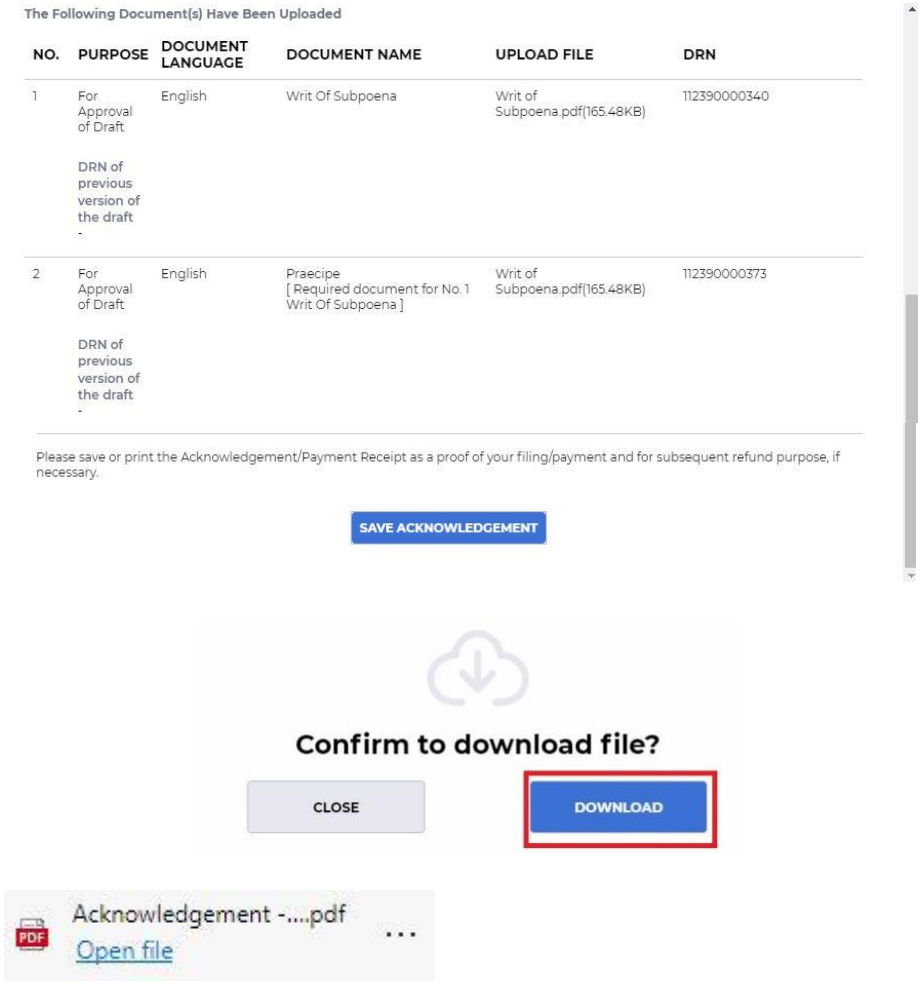

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---------|-----------|------|------|--|------------|--------------------------------|---|--|------------|--------------------------------|-------|--|------------|--------------------------------|-------|---|------------|--------------------------------|-------|---|------------|--------------------------------|-------|--|------------|--------------------------------|-------|---|------------|--------------------------------|-------|--|------------|--------------------------------|-------|---|------------|--------------------------------|-------|--|------------|--------------------------------|---|
| 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 Translocation Service Other Electronic Services Make Electronic Payment Magistrates’ Courts 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 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 9/2022] Sealed Document(s) issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 29/2022] Sealed Document(s) issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPI 238/2022] Sealed Document(s) issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 9/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table> | SUBJECT | DATE/TIME | FROM | FILE | [DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged | 06/10/2022 | Court Registry, District Court | - | [DCCJ 57/2022 (Con.)] New Electronic Submission Received | 06/10/2022 | Court Registry, District Court | 478KB | [DCEC 6/2022] New Electronic Submission Received | 28/09/2022 | Court Registry, District Court | 478KB | [TRN-EI36500020] New Electronic Submission Received | 27/09/2022 | Court Registry, District Court | 957KB | [DCCJ 9/2022] Sealed Document(s) issued | 26/09/2022 | Court Registry, District Court | 272KB | [DCPI 29/2022] Sealed Document(s) issued | 22/09/2022 | Court Registry, District Court | 258KB | [DCPI 238/2022] Sealed Document(s) issued | 22/09/2022 | Court Registry, District Court | 799KB | [DCEC 6/2022] New Electronic Submission Received | 22/09/2022 | Court Registry, District Court | 479KB | [Document(s) of DCPI 16/2022] Acknowledgement and Paymen... | 22/09/2022 | Court Registry, District Court | 582KB | [DCCJ 9/2022] Document(s) Filed / Lodged | 22/09/2022 | Court Registry, District Court | - |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| [DCEC 6/2022] New Electronic Submission Received | 22/09/2022 | Court Registry, District Court | 479KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [Document(s) of DCPI 16/2022] Acknowledgement and Paymen... | 22/09/2022 | Court Registry, District Court | 582KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCCJ 9/2022] Document(s) Filed / Lodged | 22/09/2022 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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><u>Electronic transactions with the e-Courts</u></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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |


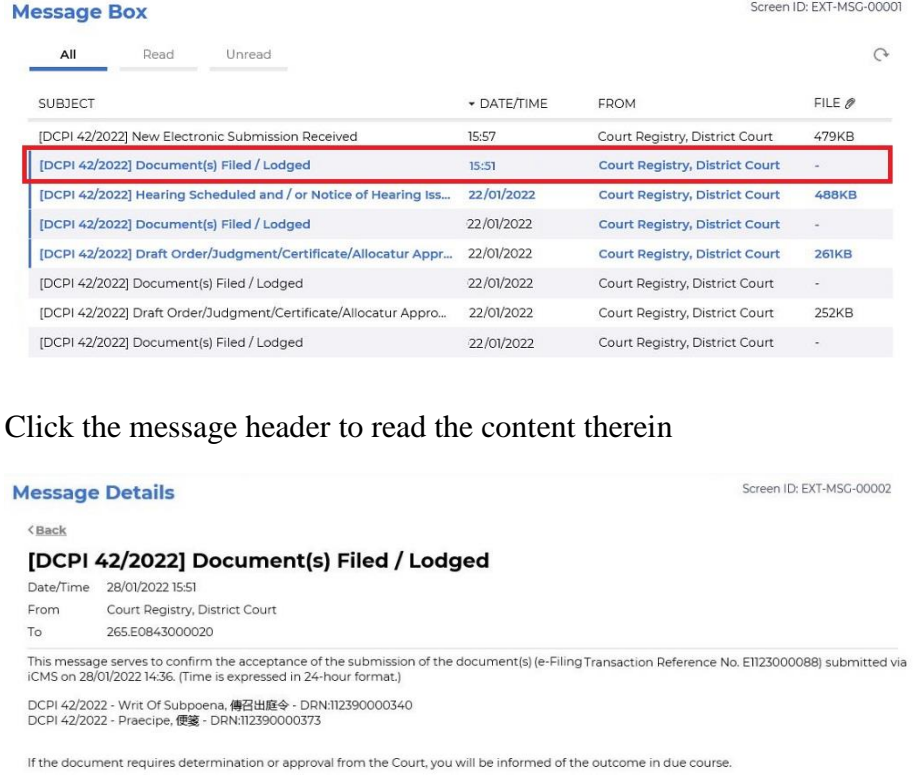
| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | |
|-----------------------|---|---|----|----------|----------|---|---|--|---------------|------|------------|-----------------------|--|--|
| 5. | <p><u>Upload document</u></p> <p>a. Writ of Subpoena</p> <p>Select “Writ of Subpoena” in “Document Name*”></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>Select “Type of Subpoena*” ></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 Subpoena b) Praecipe</p> <p><u>The 1st document to be uploaded - Writ of Subpoena</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. DCPI 42/2022</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name * Writ Of Subpoena</p> <p>Document Version ---</p> <p>Document Language * --- Please Select ---</p> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan</p> <p>Type of Subpoena * --- Please Select ---</p> <p>Required document(s) * No. 2 Praecipe</p> <p>Upload File * Upload</p> </td> <td> <p>For Approval of I</p> <p>DRN of previous version of the draft</p> </td> </tr> </tbody> </table> <p>Drag and drop file here or BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p> | NO | DOCUMENT | PURPOSE* | 1 | <p>Document Name * Writ Of Subpoena</p> <p>Document Version ---</p> <p>Document Language * --- Please Select ---</p> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan</p> <p>Type of Subpoena * --- Please Select ---</p> <p>Required document(s) * No. 2 Praecipe</p> <p>Upload File * Upload</p> | <p>For Approval of I</p> <p>DRN of previous version of the draft</p> | Document Name | Type | Size (0 B) | No Document Uploaded. | | |
| NO | DOCUMENT | PURPOSE* | | | | | | | | | | | | |
| 1 | <p>Document Name * Writ Of Subpoena</p> <p>Document Version ---</p> <p>Document Language * --- Please Select ---</p> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan</p> <p>Type of Subpoena * --- Please Select ---</p> <p>Required document(s) * No. 2 Praecipe</p> <p>Upload File * Upload</p> | <p>For Approval of I</p> <p>DRN of previous version of the draft</p> | | | | | | | | | | | | |
| Document Name | Type | Size (0 B) | | | | | | | | | | | | |
| No Document Uploaded. | | | | | | | | | | | | | | |



| 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> |  |
| 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>“Writ Of Subpoena” in “Type of Application*” is prefilled></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.</i></p> | <p>The 2nd document to be uploaded - Praeipce</p>  |

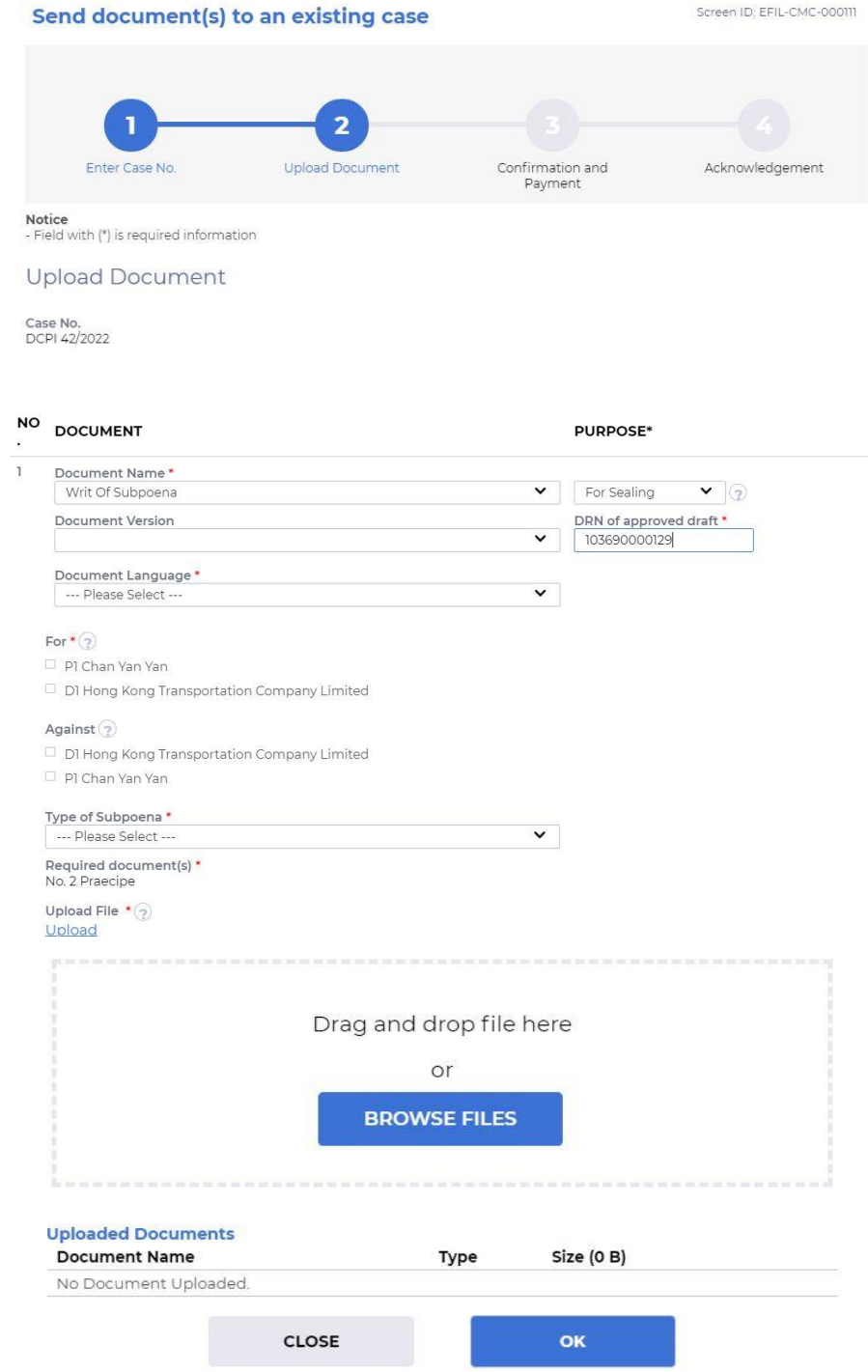
| Item | Process | Relevant screenshots for reference | | | | | | | | | | |
|--|---|---|-----------------|----------|----------|-----------------|----------|---|---|--|---|---|
| | <p><i>Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></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>  <table border="1" data-bbox="626 1024 1451 1457"> <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 Subpoena Document Version - Document Language English For PI Chan Yan Yan Against - Type of Subpoena Ad Testificandum Required document(s) No.2 Praecepte Upload File Writ of Subpoena.pdf(165.48KB) </td> <td> For Approval of Draft DRN of previous version of the draft - </td> <td>-</td> <td>-</td> </tr> </tbody> </table> | NO. | DOCUMENT | PURPOSE* | PAYMENT ITEM(S) | FEE(HKD) | 1 | Document Name Writ Of Subpoena Document Version - Document Language English For PI Chan Yan Yan Against - Type of Subpoena Ad Testificandum Required document(s) No.2 Praecepte Upload File Writ of Subpoena.pdf(165.48KB) | For Approval of Draft DRN of previous version of the draft - | - | - |
| NO. | DOCUMENT | PURPOSE* | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | |
| 1 | Document Name Writ Of Subpoena Document Version - Document Language English For PI Chan Yan Yan Against - Type of Subpoena Ad Testificandum Required document(s) No.2 Praecepte Upload File Writ of Subpoena.pdf(165.48KB) | For Approval of Draft DRN of previous version of the draft - | - | - | | | | | | | | |

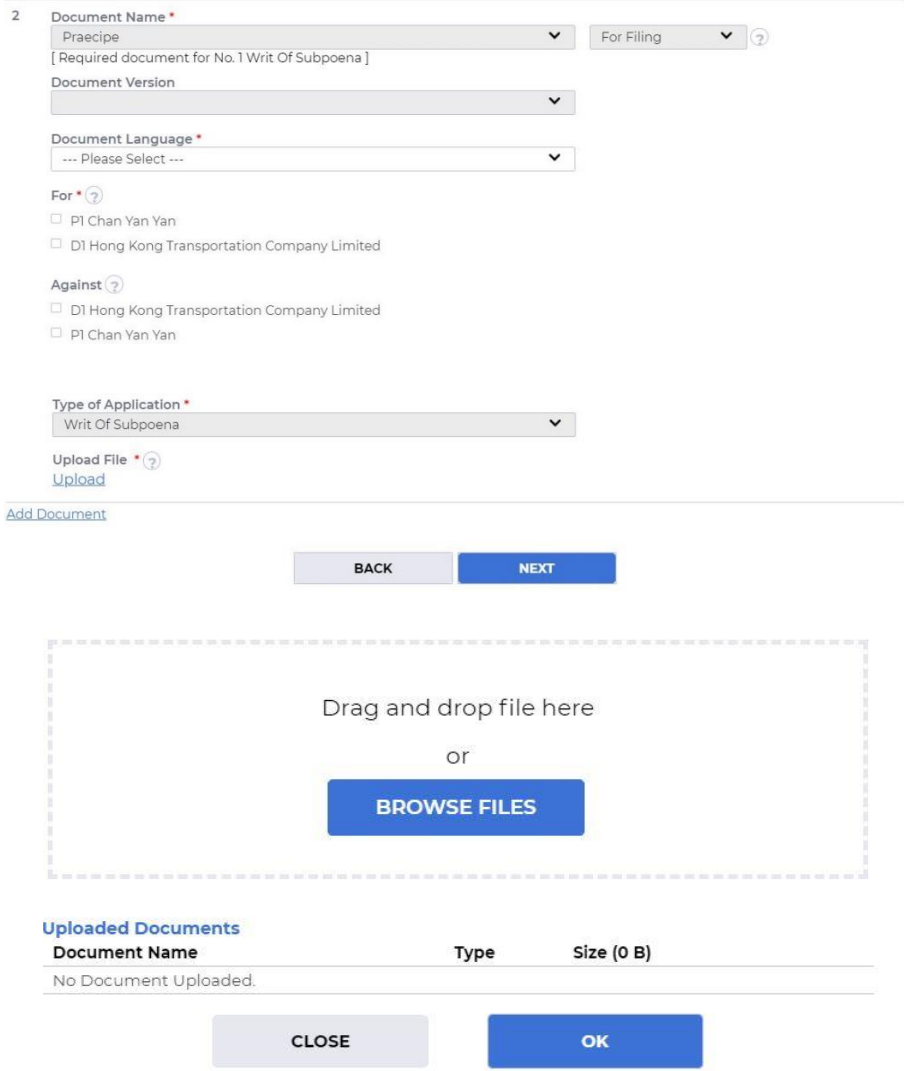
| Item | Process | Relevant screenshots for reference |
|------|--|---|
| | |  <p>2 Document Name For Approval of Draft Praecipe [Required document for No.1 Writ Of Subpoena] Document Version DRN of previous version of the draft Document Language English For PI Chan Yan Yan Against Type of Application Writ Of Subpoena Upload File Writ of Subpoena.pdf(165.48KB)</p> <p>Total amount : -</p> <p>BACK CONFIRM</p> <p>Popup of confirm to proceed</p>  <p>Confirm to proceed? CANCEL OK</p> |
| 9. | <p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> | <p>Step 4: Acknowledgement</p>  <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice 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) Organization Happy Company Submitted On 28/01/2022 14:36:53 e-Filing Transaction Reference No. E1123000088</p> <p>.....</p> |




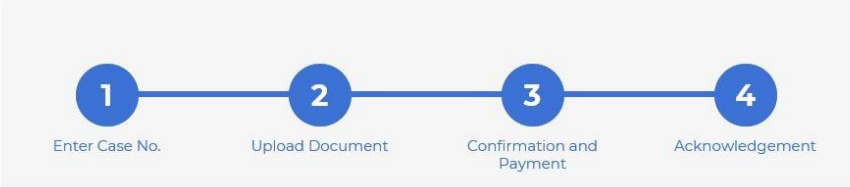
| Item | Process | Relevant screenshots for reference |
|------|--|--|
| | <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> |  |
| 10. | <p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p> | <p>Message box with message header(s) appears on the landing page</p>  |

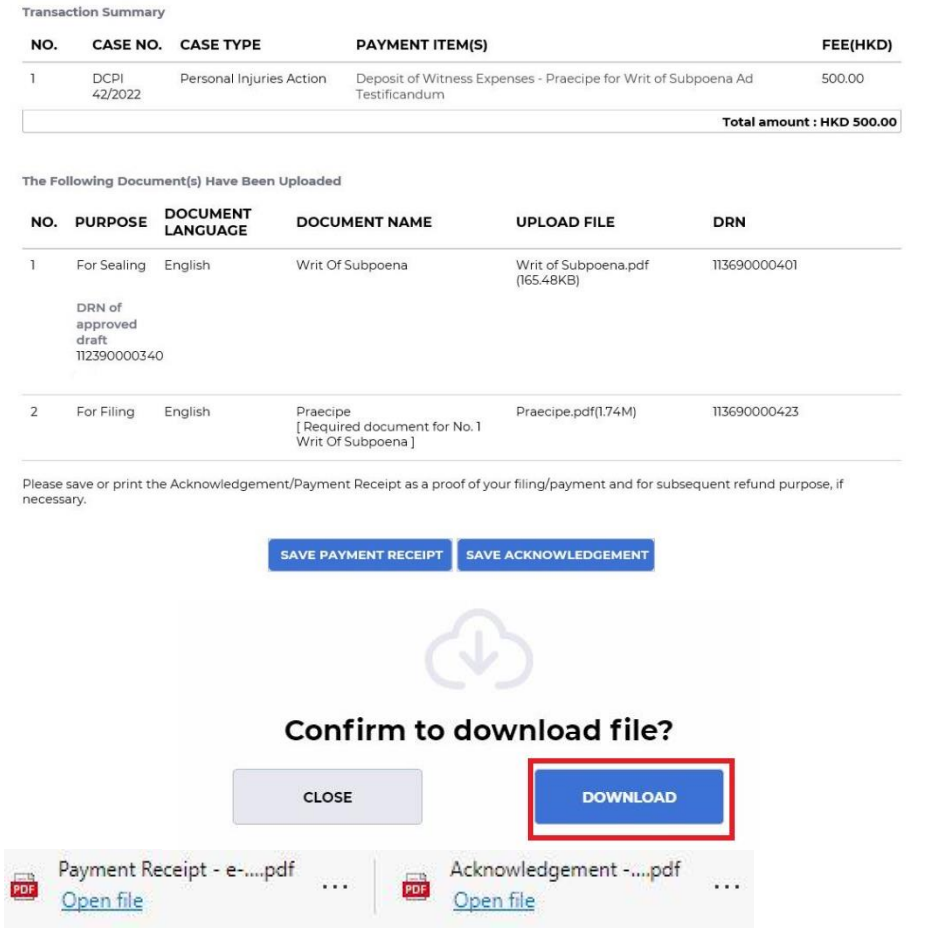

| Item | Process | Relevant screenshots for reference |
|------|--|---|
| | | <p>Click the message header to read the content and the attachment therein</p>  |
| 11. | Internal process by Judiciary | Sender will receive message in iCMS message box after internal vetting by Judiciary |
| 12. | <p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p> | <p>Message box with message header(s) appears on the landing page</p>  |

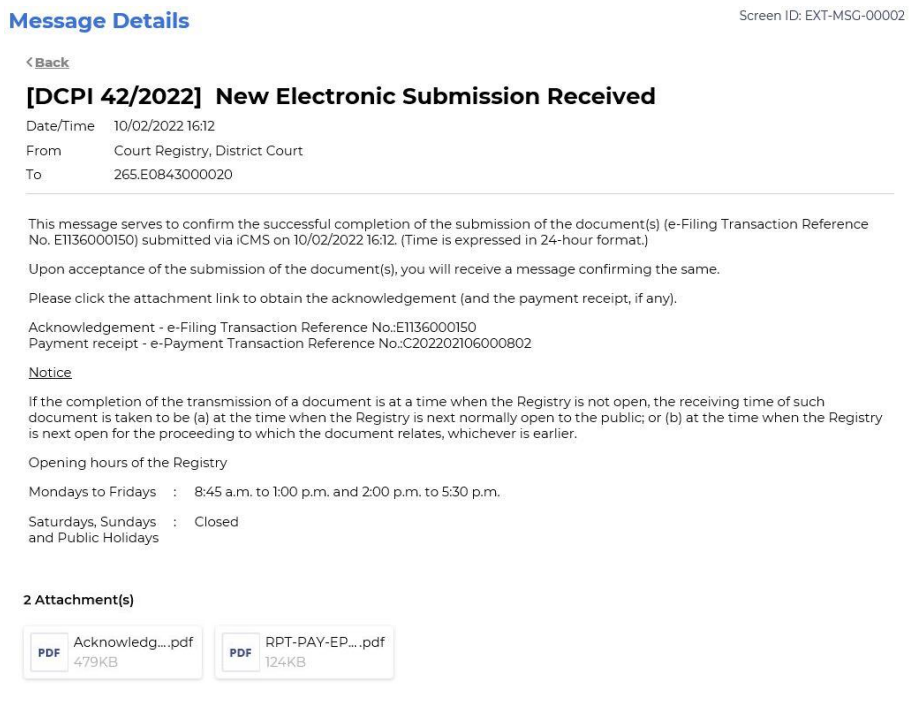


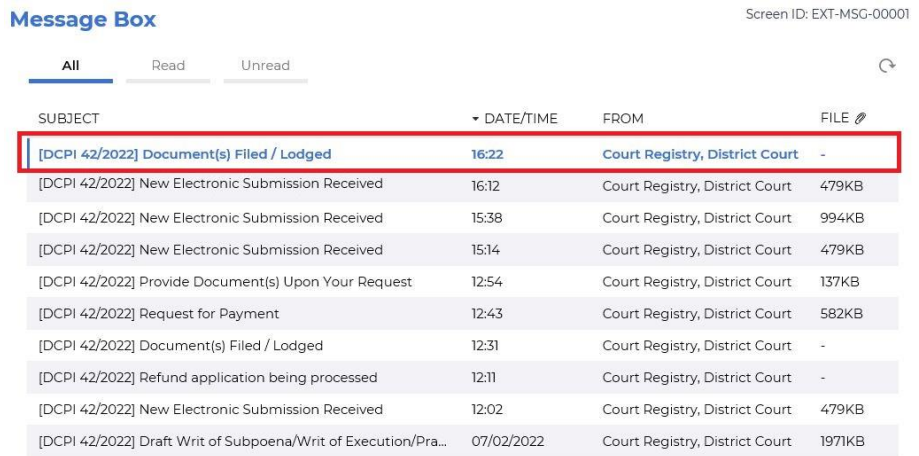



| Item | Process | Relevant screenshots for reference |
|------|--|--|
| 13. | Internal process by Judiciary | <p>Sender will receive message in iCMS message box after order/directions given on the application and approval of the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the drafts are found not in order.]</i></p> |
| 14. | <p><u>Order/Directions given and 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>Click the message header to read the content and the attachment therein</p>  |
| 15. | <u>Access e-Filing function and repeat Step 1: Enter case number</u> | Repeat items 2 to 4 above to access e-Filing function and repeat <u>Step 1: Enter Case No.</u> |
| 16. | <u>Upload document</u> a. Writ of Subpoena | <p>Step 2: Upload Document</p> <p>To upload two types of documents as follows.</p> <ol style="list-style-type: none"> Writ of Subpoena Praecipe |




| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | |
|-----------------------|---|--|-----|----------|----------|---|-------------------------------------|-------------|--|---|--------------|--|--|--|---------------|------|------------|-----------------------|--|--|
| | <p>Select “Writ of Subpoena” in “Document Name*”></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>Select “Type of Subpoena*” ></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 1st document to be uploaded - Writ of Subpoena</p>  <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000111</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 42/2022</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Document Name * Writ Of Subpoena </td> <td> For Sealing </td> </tr> <tr> <td></td> <td> Document Version DRN of approved draft * </td> <td> 103690000129 </td> </tr> <tr> <td></td> <td> Document Language * --- Please Select --- </td> <td></td> </tr> </tbody> </table> <p>For * <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan</p> <p>Type of Subpoena * --- Please Select ---</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 Subpoena | For Sealing | | Document Version DRN of approved draft * | 103690000129 | | Document Language * --- Please Select --- | | Document Name | Type | Size (0 B) | No Document Uploaded. | | |
| NO. | DOCUMENT | PURPOSE* | | | | | | | | | | | | | | | | | | |
| 1 | Document Name * Writ Of Subpoena | For Sealing | | | | | | | | | | | | | | | | | | |
| | Document Version DRN of approved draft * | 103690000129 | | | | | | | | | | | | | | | | | | |
| | Document Language * --- Please Select --- | | | | | | | | | | | | | | | | | | | |
| Document Name | Type | Size (0 B) | | | | | | | | | | | | | | | | | | |
| No Document Uploaded. | | | | | | | | | | | | | | | | | | | | |

| Item | Process | Relevant screenshots for reference | | | | | | |
|-----------------------|---|--|---------------|------|------------|-----------------------|--|--|
| 17. | <p><u>Upload document</u></p> <p>b. Praecipe</p> <p>“Praecipe” 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 item 6 °</p> <p>Click “NEXT” ></p> | <p>The 2nd document to be uploaded - Praecipe</p>  <p>2 Document Name * Praecipe [Required document for No.1 Writ Of Subpoena] For Filing [?] Document Version Document Language * --- Please Select --- For * [?] <input type="checkbox"/> PI Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited Against [?] <input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> PI Chan Yan Yan Type of Application * Writ Of Subpoena 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) | | | | | | |
| No Document Uploaded. | | | | | | | | |

| Item | Process | Relevant screenshots for reference | | |
|--|---|---|--|--|
| 19. | <p><u>Settle payment</u></p> <p>Select one “Payment Method” and the “PAY” button will be activated</p> <p>Click “PAY” ></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 4 at item 20.]</i></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: E1136000150 Transaction Date: 10/02/2022 Total Amount: HKD 500.00</p> <p>Payment Method: </p> <p> </p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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. </div> | | |
| 20. | <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 Payment receipt></p> | <p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000113</p> <div style="text-align: center; margin: 10px 0;">  </div> <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 style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Submitted By Mr. Lau To Fu (265.E0843000020)</p> <p>Submitted On 10/02/2022 16:12:52</p> <p>e-Payment Transaction Date Time 10/02/2022 16:12:47</p> <p>e-Payment Method Credit Card(MasterCard)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Organization Happy Company</p> <p>e-Filing Transaction Reference No. E1136000150</p> <p>e-Payment Transaction Reference No. C202202106000802</p> </td> </tr> </table> | <p>Submitted By Mr. Lau To Fu (265.E0843000020)</p> <p>Submitted On 10/02/2022 16:12:52</p> <p>e-Payment Transaction Date Time 10/02/2022 16:12:47</p> <p>e-Payment Method Credit Card(MasterCard)</p> | <p>Organization Happy Company</p> <p>e-Filing Transaction Reference No. E1136000150</p> <p>e-Payment Transaction Reference No. C202202106000802</p> |
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| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|----------------------------------|--------------|-----------------|---|-------|--------------------------------|--------------------------|--|--------|--------------------------------|---|---------------------------------|-------|----------------------------------|-----|--|-------------------|--------------------------------|-------------|--|------------|--------------------------------|---------|--|---------------------------------|--------------------------------|------------------------------------|---|------------|--------------------------------|---|---|------------|--------------------------------|---------|--|----------------------|--------------------------------|-------|---|------------|--------------------------------|-------|
| | |  <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 42/2022</td> <td>Personal Injuries Action</td> <td>Deposit of Witness Expenses - Praecept for Writ of Subpoena Ad Testificandum</td> <td>500.00</td> </tr> <tr> <td colspan="4"></td> <td>Total amount : HKD 500.00</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 Sealing</td> <td>English</td> <td>Writ Of Subpoena</td> <td>Writ of Subpoena.pdf (165.48KB)</td> <td>113690000401</td> </tr> <tr> <td colspan="6">DRN of approved draft 112390000340</td> </tr> <tr> <td>2</td> <td>For Filing</td> <td>English</td> <td>Praecept [Required document for No.1 Writ Of Subpoena]</td> <td>Praecepte.pdf(1.74M)</td> <td>113690000423</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 Open file</p> <p>Acknowledgement -pdf Open file</p> | NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | 1 | DCPI 42/2022 | Personal Injuries Action | Deposit of Witness Expenses - Praecept for Writ of Subpoena Ad Testificandum | 500.00 | | | | | Total amount : HKD 500.00 | NO. | PURPOSE | DOCUMENT LANGUAGE | DOCUMENT NAME | UPLOAD FILE | DRN | 1 | For Sealing | English | Writ Of Subpoena | Writ of Subpoena.pdf (165.48KB) | 113690000401 | DRN of approved draft 112390000340 | | | | | | 2 | For Filing | English | Praecept [Required document for No.1 Writ Of Subpoena] | Praecepte.pdf(1.74M) | 113690000423 | | | | | |
| NO. | CASE NO. | CASE TYPE | PAYMENT ITEM(S) | FEE(HKD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NO. | PURPOSE | DOCUMENT LANGUAGE | DOCUMENT NAME | UPLOAD FILE | DRN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | For Sealing | English | Writ Of Subpoena | Writ of Subpoena.pdf (165.48KB) | 113690000401 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DRN of approved draft 112390000340 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | For Filing | English | Praecept [Required document for No.1 Writ Of Subpoena] | Praecepte.pdf(1.74M) | 113690000423 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. | <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>[DCPI 42/2022] New Electronic Submission Received</td> <td>16:12</td> <td>Court Registry, District Court</td> <td>604KB</td> </tr> <tr> <td>[備亡訴訟的訟案登記冊- 11/2021] 電子查閱的認收通知和付款收據</td> <td>13:39</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>DCPI 42/2022 的文件 電子查閱的認收通知和付款收據</td> <td>13:37</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) issued</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A...</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Order/Directions Given by the Court</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App...</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> </tbody> </table> | SUBJECT | DATE/TIME | FROM | FILE | [DCPI 42/2022] New Electronic Submission Received | 16:12 | Court Registry, District Court | 604KB | [備亡訴訟的訟案登記冊- 11/2021] 電子查閱的認收通知和付款收據 | 13:39 | Court Registry, District Court | - | DCPI 42/2022 的文件 電子查閱的認收通知和付款收據 | 13:37 | Court Registry, District Court | - | [DCPI 42/2022] Sealed Document(s) issued | 09/02/2022 | Court Registry, District Court | 168KB | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A... | 09/02/2022 | Court Registry, District Court | 541KB | [DCPI 42/2022] Order/Directions Given by the Court | 09/02/2022 | Court Registry, District Court | 137KB | [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App... | 09/02/2022 | Court Registry, District Court | 168KB | [DCPI 42/2022] New Electronic Submission Received | 09/02/2022 | Court Registry, District Court | 479KB |
| SUBJECT | DATE/TIME | FROM | FILE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 16:12 | Court Registry, District Court | 604KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [備亡訴訟的訟案登記冊- 11/2021] 電子查閱的認收通知和付款收據 | 13:39 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DCPI 42/2022 的文件 電子查閱的認收通知和付款收據 | 13:37 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Sealed Document(s) issued | 09/02/2022 | Court Registry, District Court | 168KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A... | 09/02/2022 | Court Registry, District Court | 541KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Order/Directions Given by the Court | 09/02/2022 | Court Registry, District Court | 137KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App... | 09/02/2022 | Court Registry, District Court | 168KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 09/02/2022 | Court Registry, District Court | 479KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|-----------|------|--|---|-------|--------------------------------|---|---|-------|--------------------------------|-------|---|-------|--------------------------------|-------|---|-------|--------------------------------|-------|--|-------|--------------------------------|-------|------------------------------------|-------|--------------------------------|-------|---|-------|--------------------------------|---|---|-------|--------------------------------|---|---|-------|--------------------------------|-------|--|------------|--------------------------------|--------|
| | | <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>[DCPI 42/2022] New Electronic Submission Received</p> <p>Date/Time 10/02/2022 16:12 From Court Registry, District Court To 265.E0843000020</p> <hr/> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1136000150) submitted via iCMS on 10/02/2022 16:12. (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.E1136000150 Payment receipt - e-Payment Transaction Reference No.C202202106000802</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>2 Attachment(s)</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  Acknowledg...pdf 479KB </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  RPT-PAY-EP...pdf 124KB </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. | Internal process by Judiciary | Sender will receive message in iCMS message box after internal vetting by Judiciary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | <p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p> | <p>Message box with message header(s) appears on the landing page</p>  <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread ↻</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SUBJECT</th> <th style="text-align: left;">DATE/TIME</th> <th style="text-align: left;">FROM</th> <th style="text-align: left;">FILE </th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>16:22</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>16:12</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>15:38</td> <td>Court Registry, District Court</td> <td>994KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>15:14</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Provide Document(s) Upon Your Request</td> <td>12:54</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> <tr> <td>[DCPI 42/2022] Request for Payment</td> <td>12:43</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>12:31</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Refund application being processed</td> <td>12:11</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>12:02</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra...</td> <td>07/02/2022</td> <td>Court Registry, District Court</td> <td>1971KB</td> </tr> </tbody> </table> | SUBJECT | DATE/TIME | FROM | FILE  | [DCPI 42/2022] Document(s) Filed / Lodged | 16:22 | Court Registry, District Court | - | [DCPI 42/2022] New Electronic Submission Received | 16:12 | Court Registry, District Court | 479KB | [DCPI 42/2022] New Electronic Submission Received | 15:38 | Court Registry, District Court | 994KB | [DCPI 42/2022] New Electronic Submission Received | 15:14 | Court Registry, District Court | 479KB | [DCPI 42/2022] Provide Document(s) Upon Your Request | 12:54 | Court Registry, District Court | 137KB | [DCPI 42/2022] Request for Payment | 12:43 | Court Registry, District Court | 582KB | [DCPI 42/2022] Document(s) Filed / Lodged | 12:31 | Court Registry, District Court | - | [DCPI 42/2022] Refund application being processed | 12:11 | Court Registry, District Court | - | [DCPI 42/2022] New Electronic Submission Received | 12:02 | Court Registry, District Court | 479KB | [DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra... | 07/02/2022 | Court Registry, District Court | 1971KB |
| SUBJECT | DATE/TIME | FROM | FILE  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Document(s) Filed / Lodged | 16:22 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 16:12 | Court Registry, District Court | 479KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 15:38 | Court Registry, District Court | 994KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 15:14 | Court Registry, District Court | 479KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Provide Document(s) Upon Your Request | 12:54 | Court Registry, District Court | 137KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Request for Payment | 12:43 | Court Registry, District Court | 582KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Document(s) Filed / Lodged | 12:31 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Refund application being processed | 12:11 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] New Electronic Submission Received | 12:02 | Court Registry, District Court | 479KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Pra... | 07/02/2022 | Court Registry, District Court | 1971KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---------|-----------|------|------|--|-------|--------------------------------|-------|---|-------|--------------------------------|-------|--------------------------------------|-------|--------------------------------|---|---------------------------------|-------|--------------------------------|---|--|------------|--------------------------------|-------|--|------------|--------------------------------|-------|--|------------|--------------------------------|-------|---|------------|--------------------------------|---|---|------------|--------------------------------|---|--|------------|--------------------------------|-------|
| | | <p>Click the message header to read the content therein</p>  <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[DCPI 42/2022] Document(s) Filed/Lodged Registry</p> <p>Date/Time 10/02/2022 16:22 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1136000150) submitted via iCMS on 10/02/2022 16:12. (Time is expressed in 24-hour format.)</p> <p>DCPI 42/2022 - Writ Of Subpoena [Ad Testificandum], 傳召出庭令 - DRN:113690000401 DCPI 42/2022 - Praecepte, 傳召 - DRN:113690000423</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. | <p>Internal process by Judiciary</p> | <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 document(s) is/are found not in order.]</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. | <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>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>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>16:42</td> <td>Court Registry, District Court</td> <td>166KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>16:22</td> <td>Court Registry, District Court</td> <td>604KB</td> </tr> <tr> <td>[傷亡訴訟的訟案登記冊- 11/2021] 電子查詢的認收通知和付款收據</td> <td>13:39</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>DCPI 42/2022 的文件 電子查詢的認收通知和付款收據</td> <td>13:37</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur...</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Order/Directions Given by the Court</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>137KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A...</td> <td>09/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</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>[DCPI 42/2022] Sealed Document(s) Issued</p> <p>Date/Time 10/02/2022 16:42 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E1136000150) submitted via iCMS on 10/02/2022 16:12. (Time is expressed in 24-hour format.)</p> <p>Please click the attachment link to obtain the sealed document(s).</p> <p>DCPI 42/2022 - Writ Of Subpoena [Ad Testificandum], 傳召出庭令 - DRN:113690000401</p> <p>1 Attachment(s)</p> <p>PDF DCPI 42-202... .pdf 166KB</p> | SUBJECT | DATE/TIME | FROM | FILE | [DCPI 42/2022] Sealed Document(s) Issued | 16:42 | Court Registry, District Court | 166KB | [DCPI 42/2022] Document(s) Filed / Lodged | 16:22 | Court Registry, District Court | 604KB | [傷亡訴訟的訟案登記冊- 11/2021] 電子查詢的認收通知和付款收據 | 13:39 | Court Registry, District Court | - | DCPI 42/2022 的文件 電子查詢的認收通知和付款收據 | 13:37 | Court Registry, District Court | - | [DCPI 42/2022] Sealed Document(s) Issued | 09/02/2022 | Court Registry, District Court | 168KB | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur... | 09/02/2022 | Court Registry, District Court | 541KB | [DCPI 42/2022] Order/Directions Given by the Court | 09/02/2022 | Court Registry, District Court | 137KB | [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | [DCPI 42/2022] Document(s) Filed / Lodged | 09/02/2022 | Court Registry, District Court | - | [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur A... | 09/02/2022 | Court Registry, District Court | 168KB |
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| [DCPI 42/2022] Sealed Document(s) Issued | 16:42 | Court Registry, District Court | 166KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Document(s) Filed / Lodged | 16:22 | Court Registry, District Court | 604KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [傷亡訴訟的訟案登記冊- 11/2021] 電子查詢的認收通知和付款收據 | 13:39 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DCPI 42/2022 的文件 電子查詢的認收通知和付款收據 | 13:37 | Court Registry, District Court | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Sealed Document(s) Issued | 09/02/2022 | Court Registry, District Court | 168KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur... | 09/02/2022 | Court Registry, District Court | 541KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [DCPI 42/2022] Order/Directions Given by the Court | 09/02/2022 | Court Registry, District Court | 137KB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Internal process required