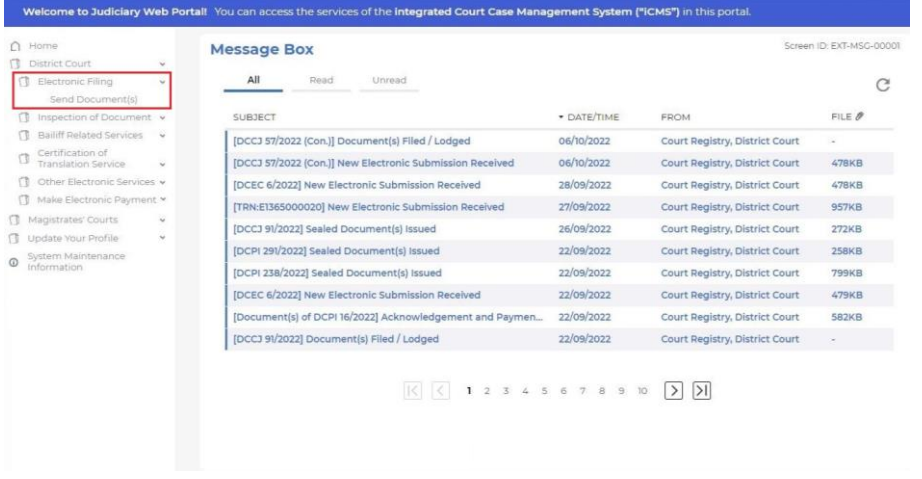
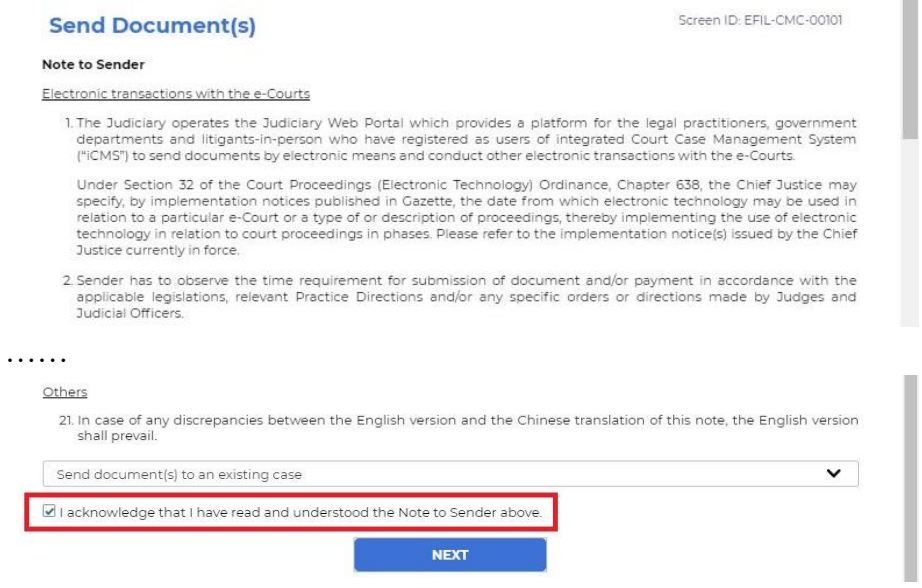
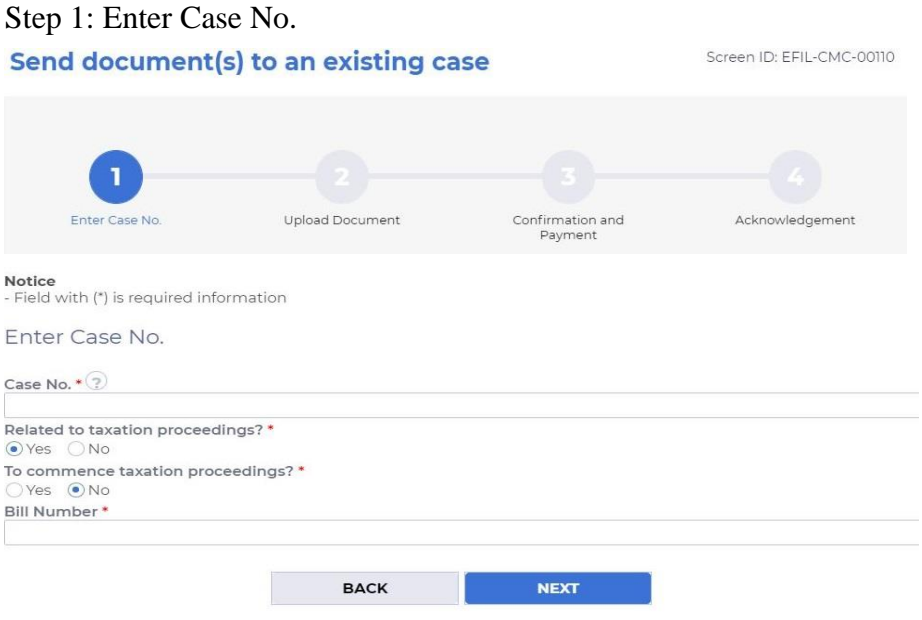


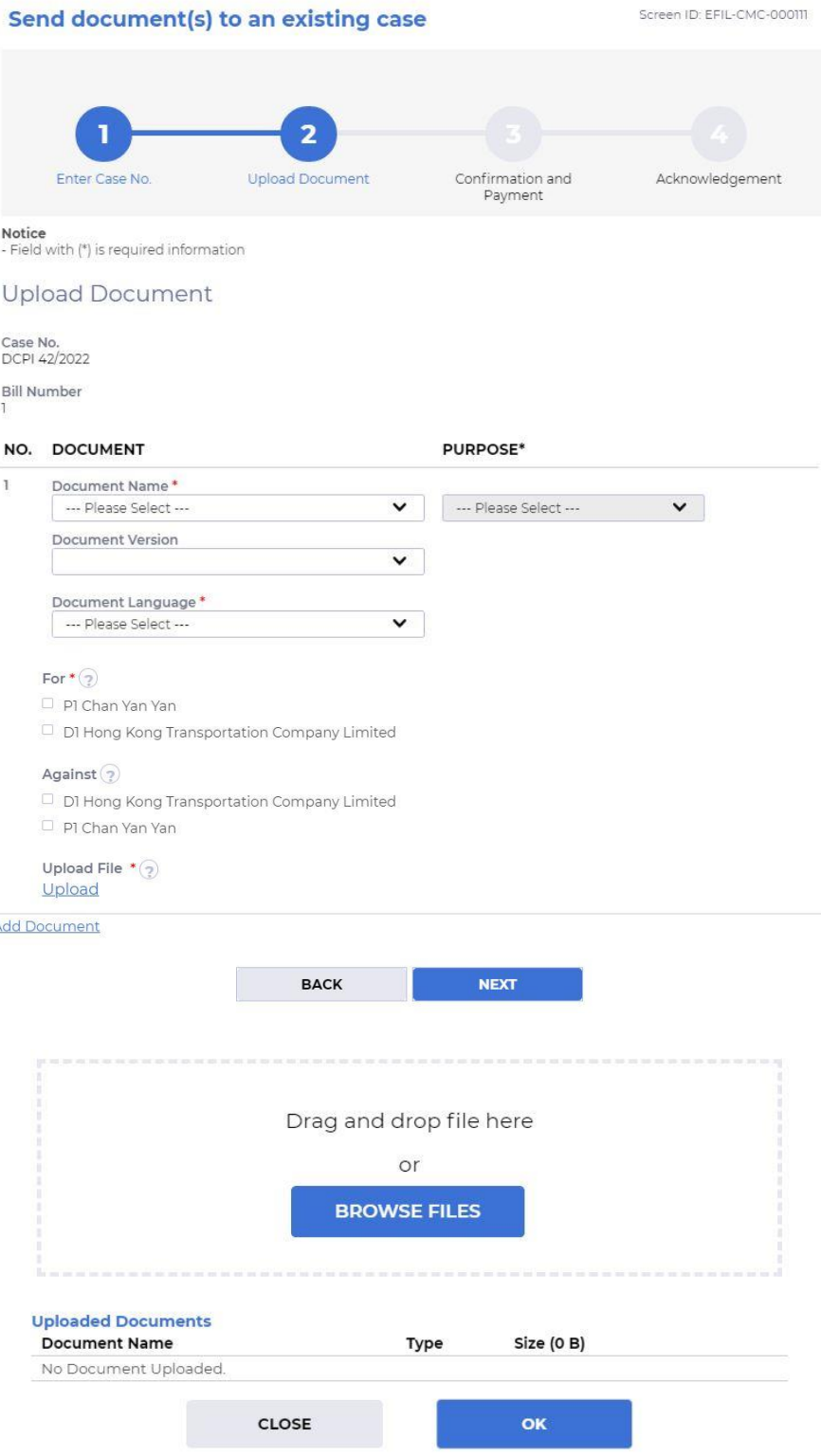
## File document to an existing bill

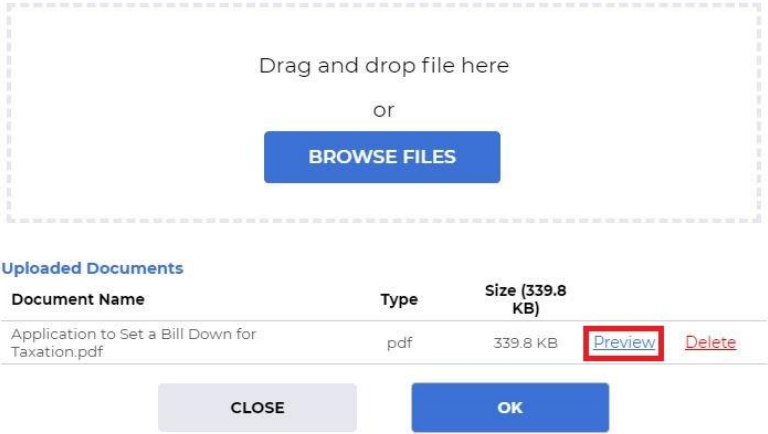
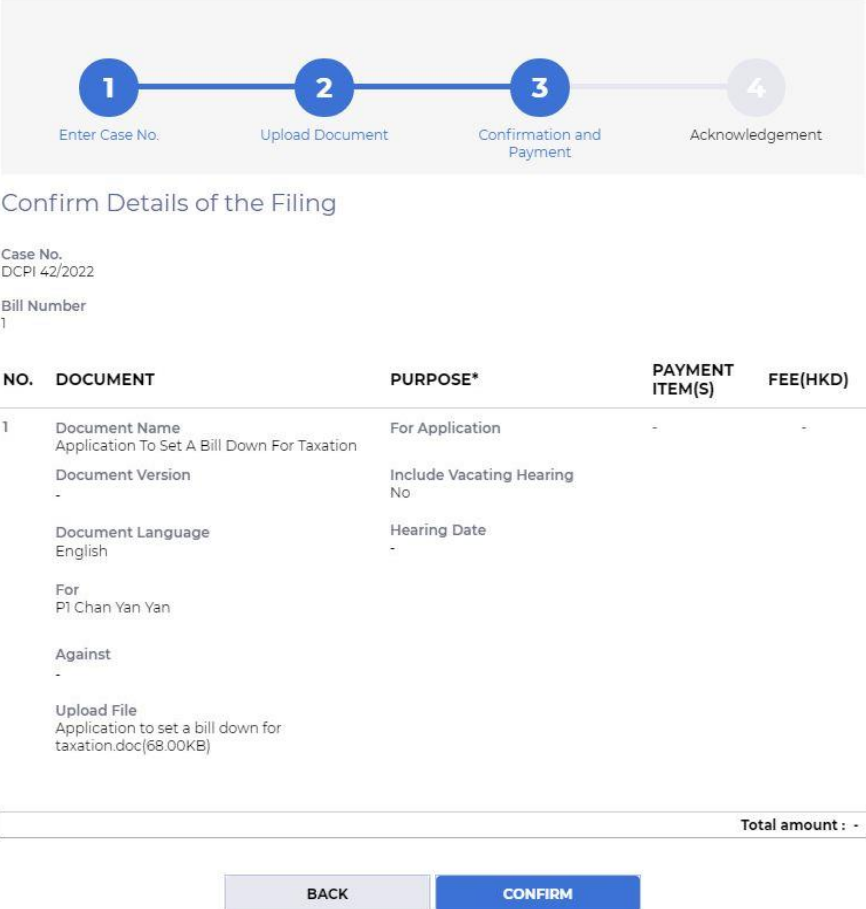
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

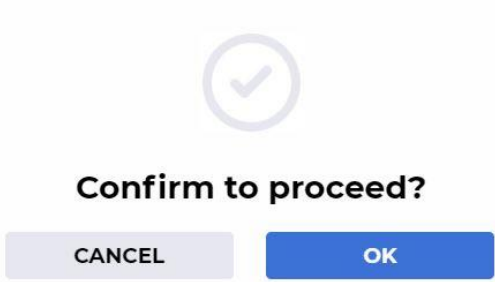
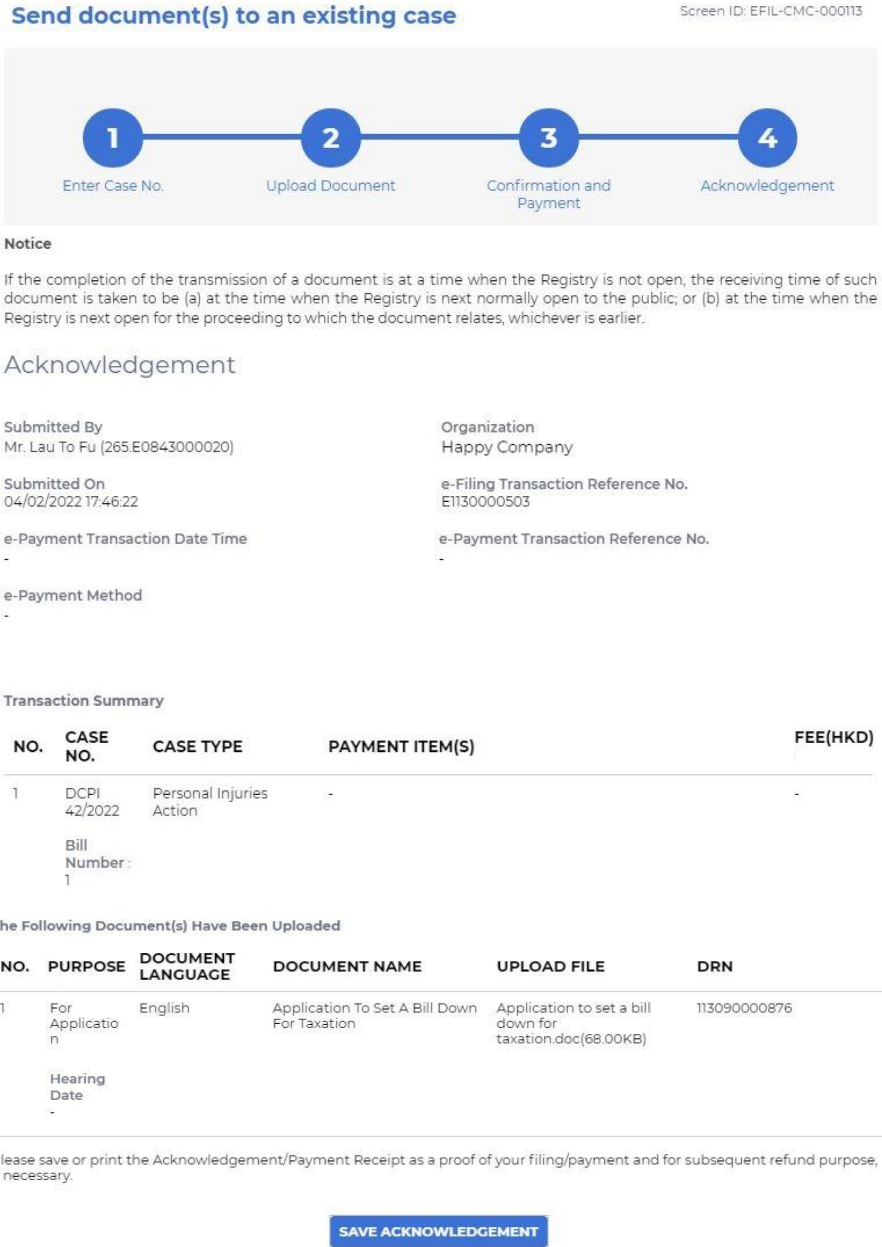
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User ("OU") or Individual User ("IU") account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]</i></p>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

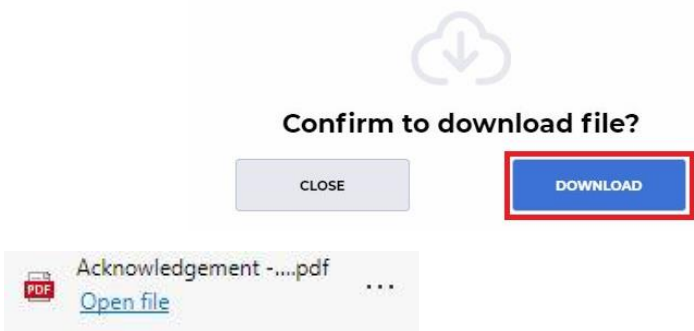
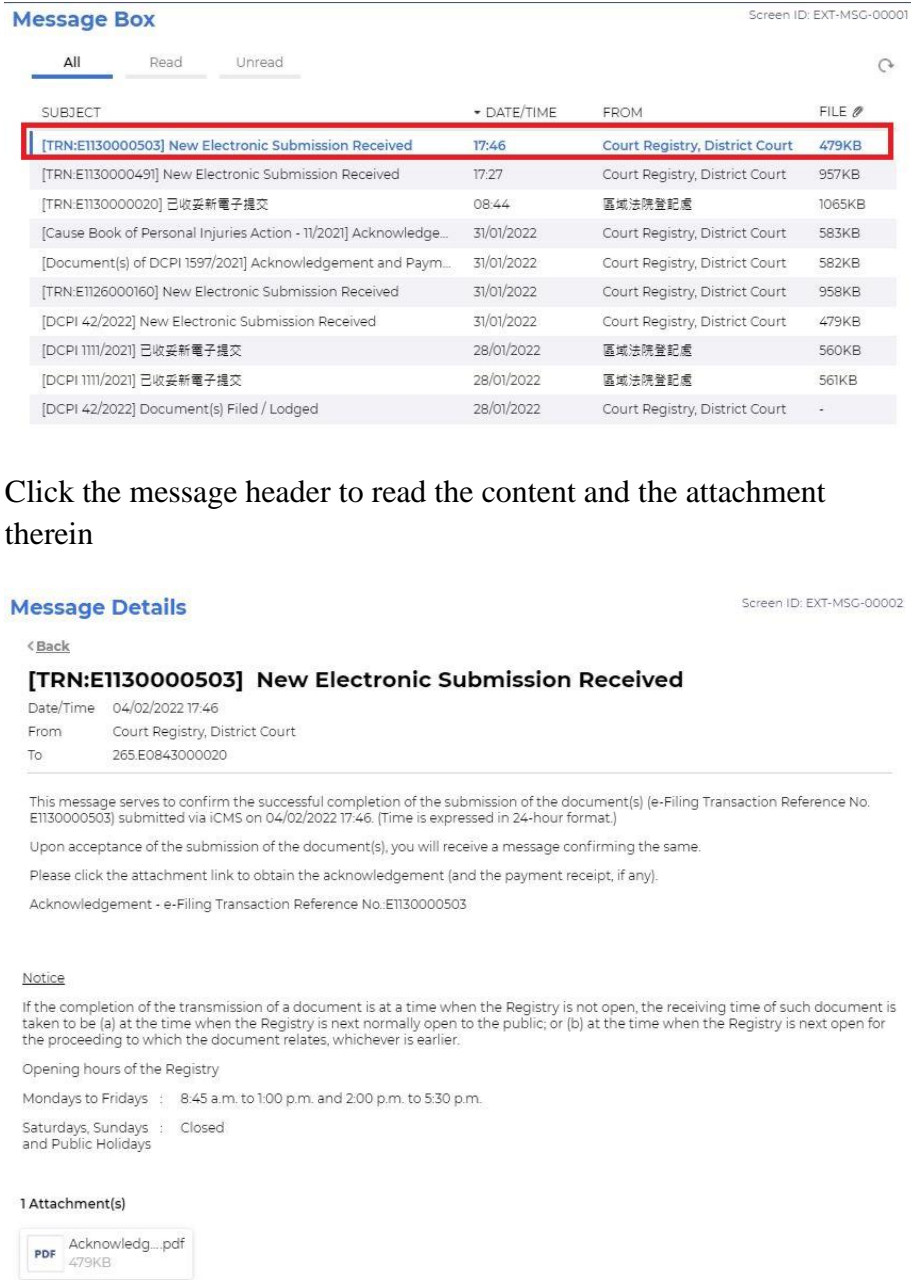
Step-by-step guide - "File document to an existing bill"

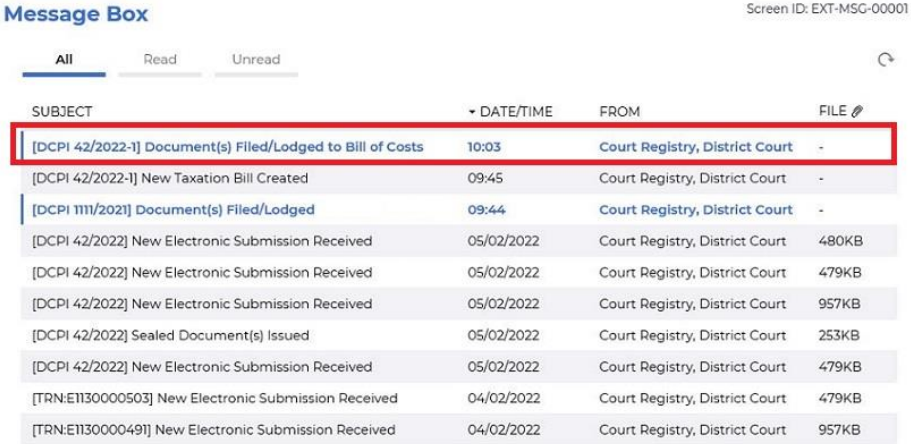

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2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. "District Court"&gt;</p> <p>Click "Electronic Filing" &gt;</p> <p>Select "Send Document(s)"&gt;</p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> <li>District Court</li> <li><b>Electronic Filing</b> <ul style="list-style-type: none"> <li><b>Send Document(s)</b></li> </ul> </li> <li>Inspection of Document</li> <li>Bailiff Related Services</li> <li>Certification of Translation Service</li> <li>Other Electronic Services</li> <li>Make Electronic Payment</li> <li>Magistrates' Courts</li> <li>Update Your Profile</li> <li>System Maintenance Information</li> </ul> <p>Message Box</p> <p>Screen ID: EXT-MSG-0000</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-E136500020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 91/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 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 91/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 57/2022 (Con.)) Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)) New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN-E136500020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 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 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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3.	<p><b><u>Select the required function</u></b></p> <p>Select "Send document(s) to an existing case" &gt;</p> <p>Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." &gt;</p> <p>Click "NEXT"&gt;</p>	 <p>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of Integrated Court Case Management System ("ICMS") to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												
4.	<p><b><u>Enter case number</u></b></p> <p>Input "Case No.*"&gt;</p> <p>Select "Yes" in "Related to taxation proceedings? *"&gt;</p> <p>Select "No" in "To Commence taxation proceedings*"&gt;</p> <p>Input "Bill Number*"</p> <p>Click "NEXT"&gt;</p>	 <p>Step 1: Enter Case No.</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00110</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Enter Case No.</p> <p>Case No. * (?)</p> <p>Related to taxation proceedings? * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>To commence taxation proceedings? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Bill Number *</p> <p>BACK NEXT</p>																																												

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5.	<p><b><u>Upload document(s)</u></b></p> <p>Select "Document Name*"&gt;</p> <p>Select "PURPOSE*"&gt;</p> <p>Select language in "Document Language*" &gt;</p> <p>Tick the checkboxes under "For*" /and "Against"&gt;</p> <p>Click "Upload" &gt;</p> <p>Click "BROWSE FILES" and select document&gt;</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 by 'drag and drop' feature" for more information.]</i></p>	<p>Step 2: Upload Document</p>  <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000111</span></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b> - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 42/2022</p> <p>Bill Number 1</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*                      --- Please Select ---                 </td> <td>                     --- Please Select ---                 </td> </tr> <tr> <td></td> <td>                     Document Version                      --- Please Select ---                 </td> <td></td> </tr> <tr> <td></td> <td>                     Document Language*                      --- Please Select ---                 </td> <td></td> </tr> </tbody> </table> <p>For* ?  <input type="checkbox"/> P1 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"/> P1 Chan Yan Yan</p> <p>Upload File * ?  <a href="#">Upload</a></p> <p><a href="#">Add Document</a></p> <p>BACK NEXT</p> <p>Drag and drop file here or BROWSE FILES</p> <p><b>Uploaded Documents</b></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* --- Please Select ---	--- Please Select ---		Document Version --- Please Select ---			Document Language* --- Please Select ---		Document Name	Type	Size (0 B)	No Document Uploaded.		
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Item	Process	Relevant screenshots for reference
6.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under "Uploaded Documents"</p> <p>Click "Preview" to view the image of the document&gt;</p> <p>Click "OK" if the uploaded document is in order&gt;</p> <p>Or, click "Delete" if the uploaded document is not in order&gt;</p> <p>Click "NEXT" &gt;</p>	
7.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click "CONFIRM"&gt;</p> <p>Click "OK" to "Confirm to proceed?"&gt;</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&gt;</p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000112</span></p> 

Item	Process	Relevant screenshots for reference																						
		<p>Popup of confirm to proceed</p> 																						
8.	<p><b><u>Acknowledgement</u></b></p> <p>Click "SAVE ACKNOWLEDGEMENT"&gt;</p> <p>Click "DOWNLOAD" in the popup of "Confirm to download file?"&gt;</p> <p>Click "Open file" to retrieve the Acknowledgement&gt;</p>	<p>Step 4: Acknowledgement</p>  <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-00013</span></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b></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><b>Acknowledgement</b></p> <p>Submitted By: Mr. Lau To Fu (265.E0843000020) Organization: Happy Company</p> <p>Submitted On: 04/02/2022 17:46:22 e-Filing Transaction Reference No.: E1130000503</p> <p>e-Payment Transaction Date Time: - e-Payment Transaction Reference No.: -</p> <p>e-Payment Method: -</p> <p><b>Transaction Summary</b></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>-</td> <td>-</td> </tr> </tbody> </table> <p>Bill Number: 1</p> <p><b>The Following Document(s) Have Been Uploaded</b></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 Application</td> <td>English</td> <td>Application To Set A Bill Down For Taxation</td> <td>Application to set a bill down for taxation.doc(68.00KB)</td> <td>113090000876</td> </tr> </tbody> </table> <p>Hearing Date: -</p> <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><b>SAVE ACKNOWLEDGEMENT</b></p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 42/2022	Personal Injuries Action	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Application	English	Application To Set A Bill Down For Taxation	Application to set a bill down for taxation.doc(68.00KB)	113090000876
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Item	Process	Relevant screenshots for reference
		
<p>9.</p> <p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to read the content</p>		<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachment therein</p>

Item	Process	Relevant screenshots for reference
10.	<b>Internal process by Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by Judiciary
11.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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 therein</p> 

Internal process by Judiciary