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.	Login user account Either by Organization User ("OU") or Individual User	Organization User Screen ID: AUTH-LGN-00001		
	("IU") account holder [Note: Please refer to	LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Code * Login Name *		
	relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Password *		
		Register an Account Account Activation Reset Password Individual User		
		Screen ID: AUTH-LGN-00001		
		Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Individual User ("IU") Organization Code * Login Name * Password *		
		LOGIN Register an Account Account Activation Reset Password		

Item	m Process Relevant screenshots for reference						
2.	Access e-Filing function	Welcome to Judiciary Web Portall. You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.					
		Home Message Box Screen ID: EXT-MSC-00001					
	Select court level, e.g.	Electronic Filing Send Document(s)	All Read Unread			C	
	"District Court">	Inspection of Document Bailiff Related Services	SUBJECT	DATE/TIME	FROM	FILE	
		Certification of Translation Service	[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged [DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022 06/10/2022	Court Registry, District Court Court Registry, District Court	478KB	
	Click "Electronic Filing" >	Other Electronic Services Make Electronic Payment	[DCEC 6/2022] New Electronic Submission Received [TRN:E1365000020] New Electronic Submission Received	28/09/2022 27/09/2022	Court Registry, District Court Court Registry, District Court	478KB 957KB	
		Magistrates' Courts Vigential Structure Structure Magistrates' Courts Vigential Structure Structure Vigential Structure Structure	[DCCJ 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	
	Select "Send	System Maintenance Information	[DCPI 291/2022] Sealed Document(s) Issued [DCPI 238/2022] Sealed Document(s) Issued	22/09/2022 22/09/2022	Court Registry, District Court Court Registry, District Court	258KB 799KB	
	Document(s)">		[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	
			[Document(s) of DCPI 16/2022] Acknowledgement and Paymer [DCCJ 91/2022] Document(s) Filed / Lodged	n 22/09/2022 22/09/2022	Court Registry, District Court Court Registry, District Court	582KB	
			[<] [<] 1 2 3 4	5 6 7 8 9 10	Σ		
3.	Select the required	Sand Decum	ant/c)		Screen ID: EFIL-CMC-	10100	
	function	Send Document(s) Screen ID: EFIL-CMC-00101					
	Iunction	Note to Sender					
	Select "Send document(s)	Electronic transactions with the e-Courts 1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government					
		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.					
	to an existing case" >	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.					
	Tick the checkbox "I						
	acknowledge that I have	2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the					
	read and understood the	applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.					
	Note to Sender above." >	Others					
	01: 1- (NIEVT?)	21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.					
	Click "NEXT">	Send document(s) to an existing case					
		I acknowledge that I have read and understood the Note to Sender above.					
4.	Enter case number	Step 1: Enter C	Case No.			_	
		-	nt(s) to an existing case		Screen ID: EFIL	-CMC-00110	
	Input "Case No.*">		n(o) to an existing case				
	Select "Yes" in "Related to						
	taxation proceedings? *">						
		Enter Case No.	Upload Document Co	nfirmation and Payment	Acknowledg	ement	
	Select "No" in "To	Notice					
	Commence taxation	- Field with (*) is required	information				
		Enter Case No.					
	proceedings*">	Case No. * 😨					
	Input "Bill Number*"	Related to taxation proce	eedinas? *				
	Input "Bill Number*"	Related to taxation proceedings? * Yes No 					
	O1: 1- "NEVT">	To commence taxation proceedings? • Ves No					
	Click "NEXT">	Bill Number *					
		L					
			ВАСК	NEXT			

Item	Process	Relevant screenshots for reference		
5.	Upload document(s)	Step 2: Upload Document		
	Select "Document Name*">	Send document(s) to an existing case Screen ID: EFIL-CMC-000111		
	Select "PURPOSE*">	1 2 3 4 Enter Case No. Upload Document Confirmation and Dataset Acknowledgement		
	Select language in "Document Language*" >	Payment Notice - Field with (*) is required information Upload Document		
	Tick the checkboxes under "For*" /and "Against">	Case No. DCPI 42/2022 Bill Number		
	Click "Upload" >	NO. DOCUMENT PURPOSE*		
	Click "BROWSE FILES" and select document>	Document Name Please Select Document Version		
	[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.]	Document Language * Please Select For * ? PI Chan Yan Yan DI Hong Kong Transportation Company Limited Against ? DI Hong Kong Transportation Company Limited PI Chan Yan Yan Upload File * ? Upload		
		Add Document BACK NEXT		
		Drag and drop file here or BROWSE FILES		
		Uploaded Documents Document Name Type Size (0 B) No Document Uploaded. CLOSE OK		

Item	Process	Relevant screenshots for reference		
6.	Preview uploaded documentDocument name is displayed under "Uploaded Documents"Click "Preview" to view the image of the document>Click "OK" if the uploaded document is in order>Or, click "Delete" if the uploaded document is not in order>Click "NEXT" >	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (339.8 KB) Application to Set a Bill Down for pdf 339.8 KB Preview Delete CLOSE OK		
7.	Confirm details of the filing If filing details are in order, click "CONFIRM"> Click "OK" to "Confirm to proceed?"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data>	Step 3: Confirm Details of the Filing Screen ID: EFIL-CMC-000112 Screen ID: EFIL-CMC-000112 Screen ID: EFIL-CMC-000112 Image: Screen ID: EFIL-CMC-000112 Screen ID: EFIL-CMC-000112 Image: Screen ID: EFIL-CMC-		
		Upload File Application to set a bill down for taxation.doc(68.00KB) Total amount : - BACK CONFIRM		

Item	Process	Relevant screenshots for reference	
		Popup of confirm to proceed	
		Confirm to proceed? CANCEL OK	
8.	Acknowledgement	Step 4: Acknowledgement	
	Click "SAVE ACKNOWLEDGEMENT">	Send document(s) to an existing case Screen ID: EFIL-CMC-000113	
	Click "DOWNLOAD" in the popup of "Confirm to download file?">	1 2 3 4 Enter Case No. Upload Document Confirmation and Payment Acknowledgement	
	Click "Open file" to retrieve the Acknowledgement>	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. Acknowledgement	
		Submitted By Organization Mr. Lau To Fu (265.E0843000020) Happy Company	
		Submitted On e-Filing Transaction Reference No. 04/02/2022 17:46:22 E1130000503	
		e-Payment Transaction Date Time e-Payment Transaction Reference No.	
		e-Payment Method -	
		Transaction Summary	
		NO. CASE CASE TYPE PAYMENT ITEM(S) FEE(HKD)	
		1 DCPI Personal Injuries 42/2022 Action - Bill Number : 1	
		The Following Document(s) Have Been Uploaded	
		NO. PURPOSE DOCUMENT DOCUMENT NAME UPLOAD FILE DRN	
		1 For English Application To Set A Bill Down Application to set a bill 113090000876 Applicatio For Taxation down for n taxation.doc(68.00KB)	
		Hearing Date	
		Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.	
		SAVE ACKNOWLEDGEMENT	

Item	Process	Relevant screenshots for reference	ce		
		Confirm to de CLOSE Acknowledgementpdf Open file 		file? MNLOAD	
9.	Acknowledgement	Message box with message header(s) appears	s on the landing p	age
	message sent to the	Message Box	/ 11): EXT-MSG-00001
		All Read Unread			0
	message box of OU/IU as	All Read Officead			G
	<u>appropriate</u>	SUBJECT	 DATE/TIME 	FROM	FILE Ø
		[TRN:E1130000503] New Electronic Submission Received	17:46	Court Registry, District Court	479KB
	Click "Home">	[TRN:E1130000491] New Electronic Submission Received	17:27	Court Registry, District Court	957KB
		[TRN:E1130000020] 己收妥新電子提交 [Cause Book of Personal Injuries Action - 11/2021] Acknowledge	08:44 31/01/2022	區域法院登記處	1065KB 583KB
	Access Message Box>	[Document(s) of DCPI 1597/2021] Acknowledgement and Paym	31/01/2022	Court Registry, District Court Court Registry, District Court	582KB
		[TRN:E1126000160] New Electronic Submission Received	31/01/2022	Court Registry, District Court	958KB
	Click the message header to	[DCPI 42/2022] New Electronic Submission Received	31/01/2022	Court Registry, District Court	479KB
	•	[DCPI 1111/2021] 已收妥新電子提交	28/01/2022	區域法院登記處	560KB
	read the content	[DCPI 1111/2021] 已收妥新電子提交	28/01/2022	區域法院登記處	561KB
		[DCPI 42/2022] Document(s) Filed / Lodged	28/01/2022	Court Registry, District Court	
		Click the message header to read the content and the attachment therein Message Details Screen ID: EXT-MSG-0000 (Back			
		[TRN:E1130000503] New Electronic Su	ubmission	Received	
		Date/Time 04/02/2022 17:46			
		From Court Registry, District Court To 265.E0843000020			
		This message serves to confirm the successful completion of the su E1130000503) submitted via iCMS on 04/02/2022 17:46. (Time is expr Upon acceptance of the submission of the document(s), you will rec Please click the attachment link to obtain the acknowledgement (a Acknowledgement - e-Filing Transaction Reference No.E113000050	essed in 24-hour for ceive a message cor nd the payment rec	rmat.) nfirming the same.	erence No.
		Notice If the completion of the transmission of a document is at a time wh taken to be (a) at the time when the Registry is next normally open the proceeding to which the document relates, whichever is earlier. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p. Saturdays, Sundays : Closed and Public Holidays 1Attachment(s) PDF Acknowledgpdf	to the public; or (b		

Item	Process	Relevant screenshots for reference				
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary				
11.	<u>Confirmation message</u> <u>sent to the message box of</u> <u>OU/ IU as appropriate</u>	Message box with message header Message Box All Read	(s) appears	01	nge EXT-MSG-00001	
	Login and access Message	SUBJECT	→ DATE/TIME	FROM	FILE Ø	
	Box>	[DCPI 42/2022-1] Document(s) Filed/Lodged to Bill of Costs	10:03	Court Registry, District Court		
		[DCPI 42/2022-1] New Taxation Bill Created	09:45	Court Registry, District Court	-	
	Click the message header to	[DCPI 1111/2021] Document(s) Filed/Lodged	09:44	Court Registry, District Court		
	read the content	[DCPI 42/2022] New Electronic Submission Received	05/02/2022	Court Registry, District Court	480KB	
	read the content	[DCPI 42/2022] New Electronic Submission Received	05/02/2022	Court Registry, District Court	479KB	
		[DCPI 42/2022] New Electronic Submission Received	05/02/2022	Court Registry, District Court	957KB	
		[DCPI 42/2022] Sealed Document(s) Issued	05/02/2022	Court Registry, District Court	253KB	
		[DCPI 42/2022] New Electronic Submission Received	05/02/2022	Court Registry, District Court	479KB	
		[TRN:E1130000503] New Electronic Submission Received	04/02/2022	Court Registry, District Court	479KB	
		[TRN:E1130000491] New Electronic Submission Received	04/02/2022	Court Registry, District Court	957KB	
		Click the message header to read the Message Details		Screen ID:	EXT-MSG-00002	
		[DCPI 42/2022-1] Document(s) Filed/Lodged to Bill of Costs Date/Time 07/02/2022 10:03				
		From Court Registry, District Court To 265.E0843000020				
		This message serves to confirm the acceptance of the submission of the document(s) under Bill of Costs (e-Filing Transaction Reference No. Ell30000503) submitted via iCMS on 04/02/2022 17:46. (Time is expressed in 24-hour format.) DCPI 42/2022-1 - Application To Set A Bill Down For Taxation, 評定訟責單排期申請 - DRN:113090000876 If the document requires determination or approval from the Court, you will be informed of the outcome in due course.				

Internal process by Judiciary