
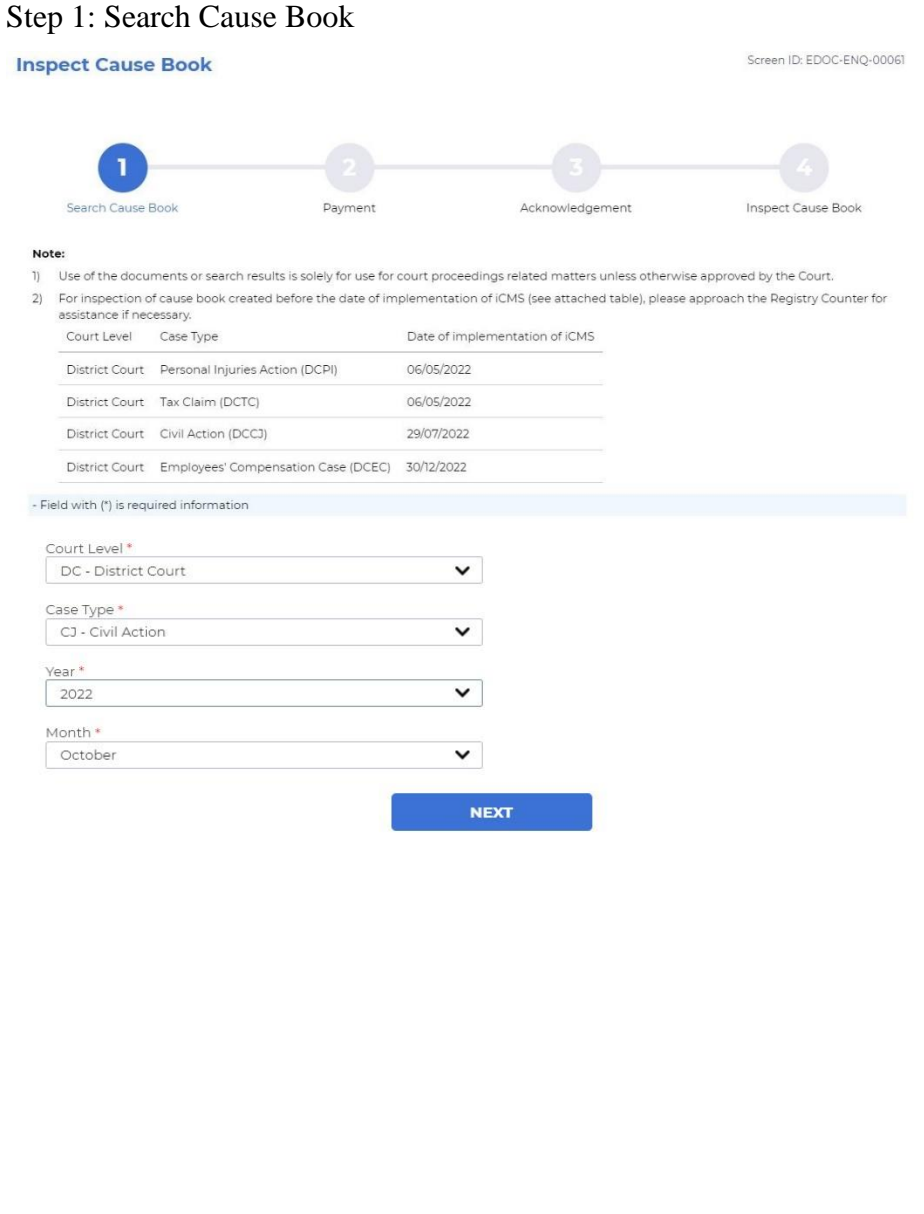


## Inspect cause book

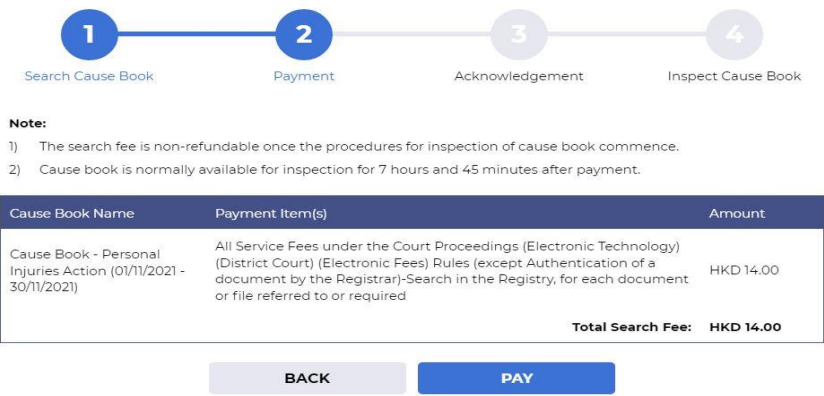

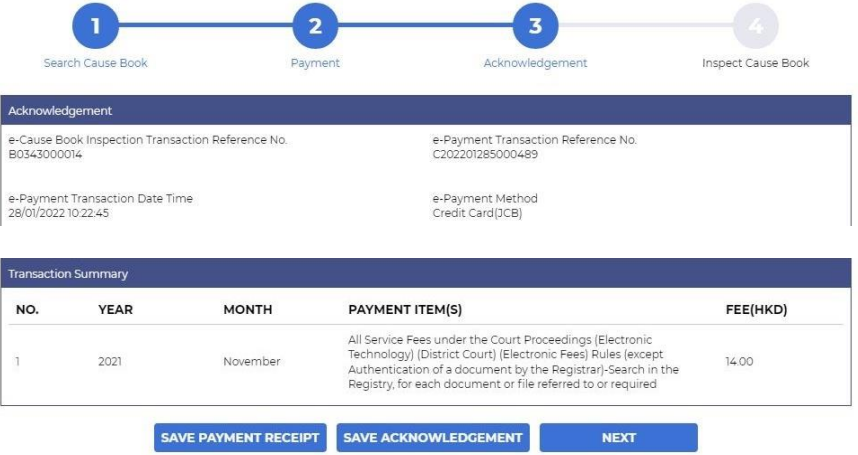
This step-by-step guide outlines the general process required to inspect cause book using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.


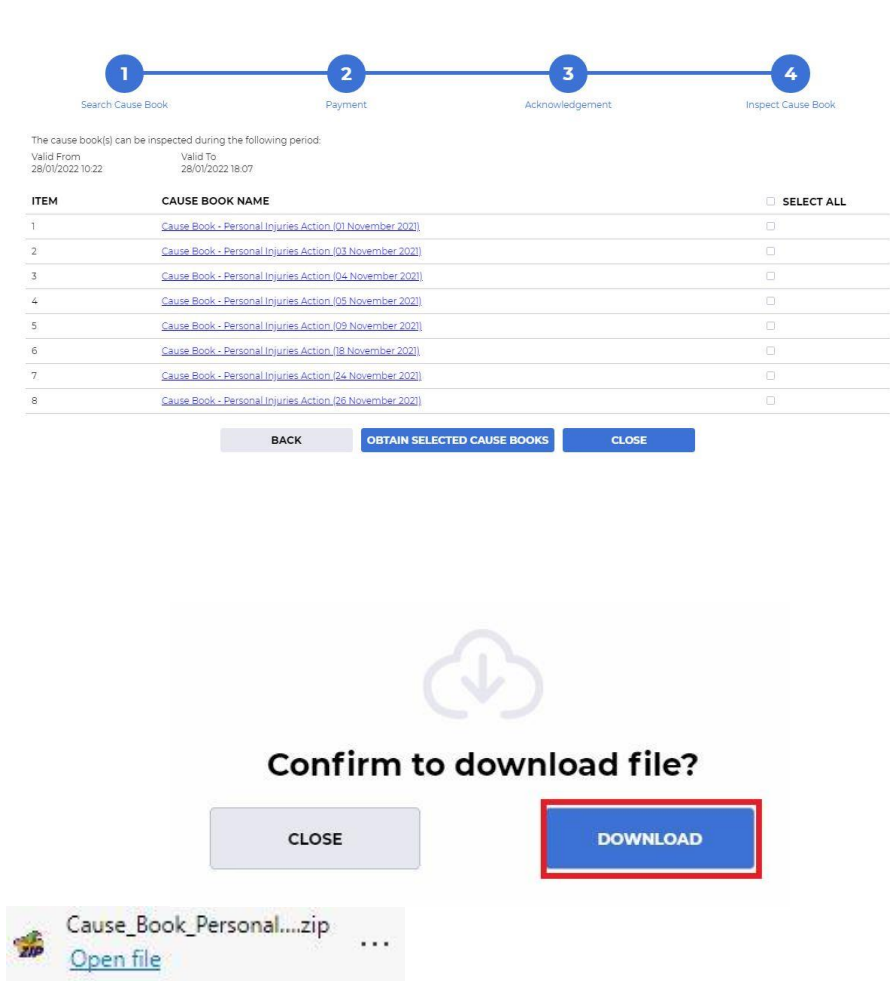
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization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

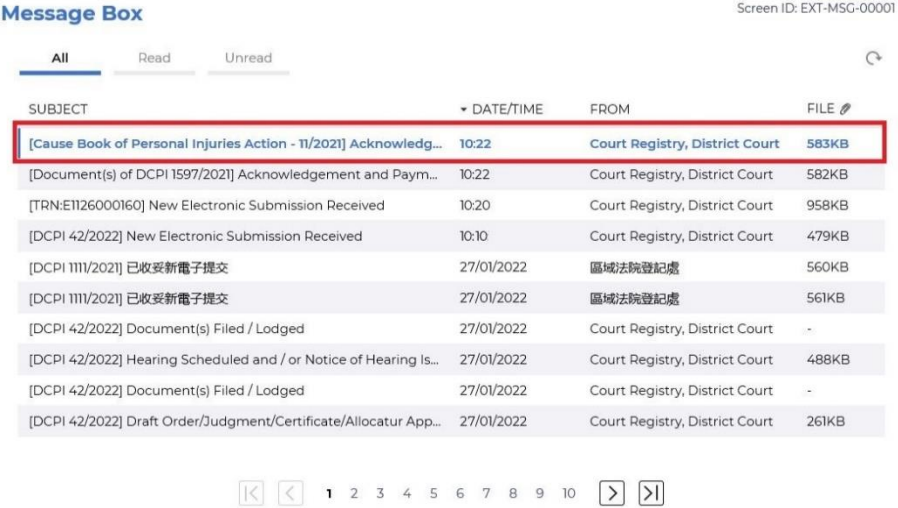
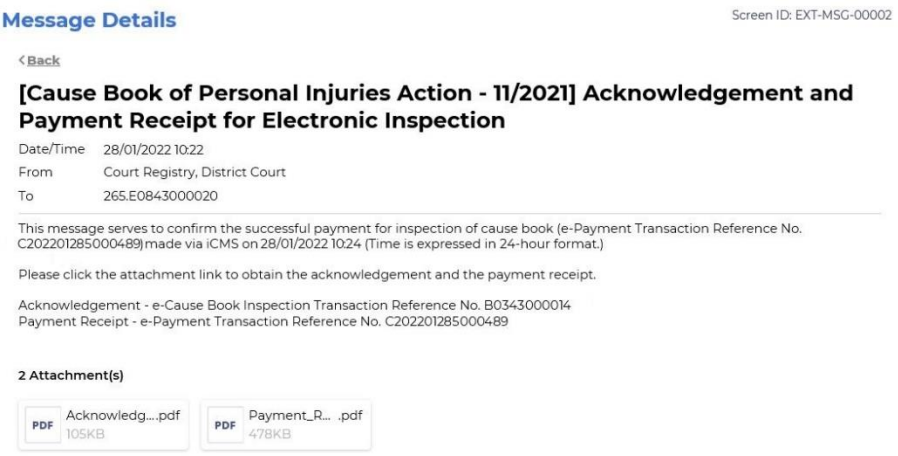
Step-by-step guide – “Inspect cause book”

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2.	<p><b><u>Access Inspect Cause Book function</u></b></p> <p>Select court level, e.g. “District Court”&gt;</p> <p>Click “Inspection of Document”&gt;</p> <p>Select “Inspect Cause Book”&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   District Court   Electronic Filing   Inspection of Document   Inspect Cause Book   Bailiff Related Services   Certification of Translation Service   Other Electronic Services   Make Electronic Payment   Magistrates’ Courts   Update Your Profile   System Maintenance Information</p> <p>Message Box (Screen ID: EXT-MSC-00061)</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:E1365000020] 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 291/2022] 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 Paym...</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:E1365000020] 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 291/2022] 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 Paym...	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>Search Cause Book</u></b></p> <p>Select “Court Level*”&gt;</p> <p>Select “Case Type*”&gt;</p> <p>Select “Year*”&gt;</p> <p>Select “Month*”&gt;</p> <p>Click “NEXT”&gt;</p>	 <p>Inspect Cause Book (Screen ID: EDOC-ENQ-00061)</p> <p>1 Search Cause Book   2 Payment   3 Acknowledgement   4 Inspect Cause Book</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>For inspection of cause book created before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary.</li> </ol> <table border="1"> <thead> <tr> <th>Court Level</th> <th>Case Type</th> <th>Date of implementation of iCMS</th> </tr> </thead> <tbody> <tr> <td>District Court</td> <td>Personal Injuries Action (DCPI)</td> <td>06/05/2022</td> </tr> <tr> <td>District Court</td> <td>Tax Claim (DCTC)</td> <td>06/05/2022</td> </tr> <tr> <td>District Court</td> <td>Civil Action (DCCJ)</td> <td>29/07/2022</td> </tr> <tr> <td>District Court</td> <td>Employees' Compensation Case (DCEC)</td> <td>30/12/2022</td> </tr> </tbody> </table> <p>- Field with (*) is required information</p> <p>Court Level * DC - District Court</p> <p>Case Type * CJ - Civil Action</p> <p>Year * 2022</p> <p>Month * October</p> <p><b>NEXT</b></p>	Court Level	Case Type	Date of implementation of iCMS	District Court	Personal Injuries Action (DCPI)	06/05/2022	District Court	Tax Claim (DCTC)	06/05/2022	District Court	Civil Action (DCCJ)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022																													
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Step-by-step guide – “Inspect cause book”

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4.	<p><b><u>Payment</u></b></p> <p>Click “PAY”&gt;</p>	<p><b>Step 2: Payment</b></p>  <p>The screenshot shows a four-step process flow: 1. Search Cause Book, 2. Payment, 3. Acknowledgement, 4. Inspect Cause Book. Below the flow is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Cause Book Name</th> <th>Payment Item(s)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cause Book - Personal Injuries Action (01/11/2021 - 30/11/2021)</td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required</td> <td>HKD 14.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Search Fee:</b></td> <td><b>HKD 14.00</b></td> </tr> </tbody> </table> <p>Buttons: BACK, PAY</p>	Cause Book Name	Payment Item(s)	Amount	Cause Book - Personal Injuries Action (01/11/2021 - 30/11/2021)	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required	HKD 14.00	<b>Total Search Fee:</b>		<b>HKD 14.00</b>																	
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5.	<p>Select one “Payment Method” and the “PAY” will be activated&gt;</p> <p>Click “PAY”&gt;</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 3 at item 6.]</i></p>	<p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service          Merchant Name: The Judiciary          e-Cause Book Inspection Transaction Reference No: B0343000014          Transaction Date: 28/01/2022          Total Amount: HKD 14.00</p> <p>Payment Method: </p> <p>Buttons: CANCEL, PAY</p> <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>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.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>																										
6.	<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>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p>	<p><b>Step 3: Acknowledgement</b></p>  <p>The screenshot shows a four-step process flow: 1. Search Cause Book, 2. Payment, 3. Acknowledgement, 4. Inspect Cause Book. Below the flow is a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">e-Cause Book Inspection Transaction Reference No.</th> <th colspan="2">e-Payment Transaction Reference No.</th> </tr> </thead> <tbody> <tr> <td colspan="2">B0343000014</td> <td colspan="2">C202201285000489</td> </tr> <tr> <th colspan="2">e-Payment Transaction Date Time</th> <th colspan="2">e-Payment Method</th> </tr> <tr> <td colspan="2">28/01/2022 10:22:45</td> <td colspan="2">Credit Card(JCB)</td> </tr> </tbody> </table> <p><b>Transaction Summary</b></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>YEAR</th> <th>MONTH</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2021</td> <td>November</td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required</td> <td>14.00</td> </tr> </tbody> </table> <p>Buttons: SAVE PAYMENT RECEIPT, SAVE ACKNOWLEDGEMENT, NEXT</p>	e-Cause Book Inspection Transaction Reference No.		e-Payment Transaction Reference No.		B0343000014		C202201285000489		e-Payment Transaction Date Time		e-Payment Method		28/01/2022 10:22:45		Credit Card(JCB)		NO.	YEAR	MONTH	PAYMENT ITEM(S)	FEE(HKD)	1	2021	November	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required	14.00
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	<p>Click “Open file” to retrieve the Payment receipt&gt;</p> <p>Click “NEXT”&gt;</p>	
7.	<p><b><u>Inspect Cause Book</u></b></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book&gt;</p> <p>OR</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED CAUSE BOOKS” to download the cause book (you may select multiple cause books for downloading)&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” at the bottom to retrieve the zip files&gt;</p>	<p>Step 4: Inspect Cause Book</p> 

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8.	<p><b><u>Acknowledgement and payment receipt 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>Message Box <span style="float: right;">Screen ID: EXT-MSG-00001</span></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>[Cause Book of Personal Injuries Action - 11/2021] Acknowledg...</td> <td>10:22</td> <td>Court Registry, District Court</td> <td>583KB</td> </tr> <tr> <td>[Document(s) of DCPI 1597/2021] Acknowledgement and Paym...</td> <td>10:22</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[TRN:E1126000160] New Electronic Submission Received</td> <td>10:20</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>10:10</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 1111/2021] 已收受新電子提交</td> <td>27/01/2022</td> <td>區域法院登記處</td> <td>560KB</td> </tr> <tr> <td>[DCPI 1111/2021] 已收受新電子提交</td> <td>27/01/2022</td> <td>區域法院登記處</td> <td>561KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is...</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>488KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App...</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>261KB</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachments therein</p>  <p>Message Details <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[Cause Book of Personal Injuries Action - 11/2021] Acknowledgement and Payment Receipt for Electronic Inspection</b></p> <p>Date/Time 28/01/2022 10:22      From Court Registry, District Court      To 265.E0843000020</p> <p>This message serves to confirm the successful payment for inspection of cause book (e-Payment Transaction Reference No. C202201285000489) made via iCMS on 28/01/2022 10:24 (Time is expressed in 24-hour format.)</p> <p>Please click the attachment link to obtain the acknowledgement and the payment receipt.</p> <p>Acknowledgement - e-Cause Book Inspection Transaction Reference No. B0343000014      Payment Receipt - e-Payment Transaction Reference No. C202201285000489</p> <p>2 Attachment(s)</p> <p>PDF Acknowledg...pdf 105KB      PDF Payment_R... .pdf 478KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[Cause Book of Personal Injuries Action - 11/2021] Acknowledg...	10:22	Court Registry, District Court	583KB	[Document(s) of DCPI 1597/2021] Acknowledgement and Paym...	10:22	Court Registry, District Court	582KB	[TRN:E1126000160] New Electronic Submission Received	10:20	Court Registry, District Court	958KB	[DCPI 42/2022] New Electronic Submission Received	10:10	Court Registry, District Court	479KB	[DCPI 1111/2021] 已收受新電子提交	27/01/2022	區域法院登記處	560KB	[DCPI 1111/2021] 已收受新電子提交	27/01/2022	區域法院登記處	561KB	[DCPI 42/2022] Document(s) Filed / Lodged	27/01/2022	Court Registry, District Court	-	[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is...	27/01/2022	Court Registry, District Court	488KB	[DCPI 42/2022] Document(s) Filed / Lodged	27/01/2022	Court Registry, District Court	-	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App...	27/01/2022	Court Registry, District Court	261KB
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