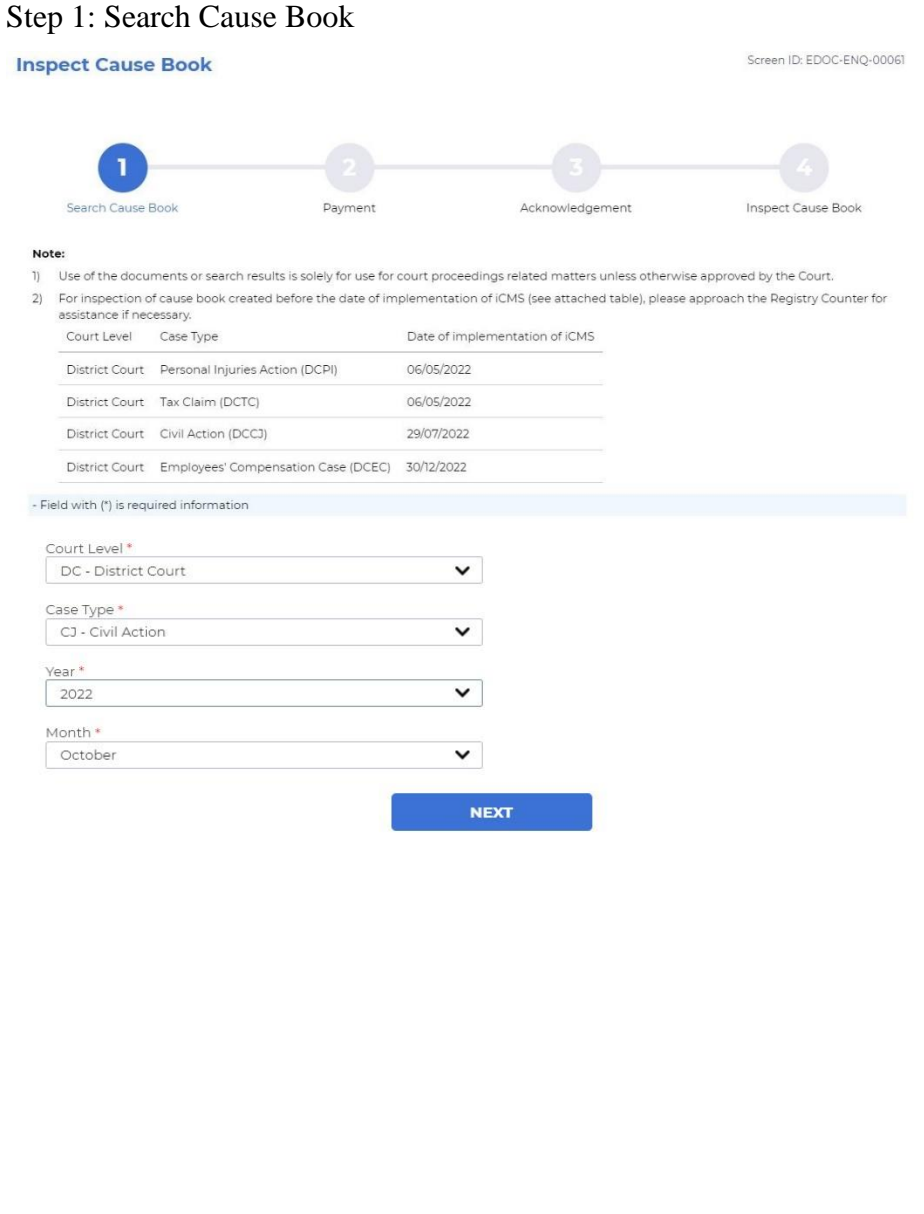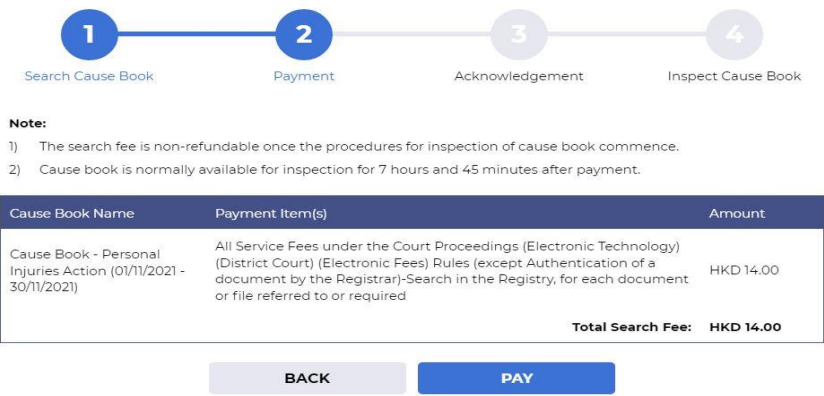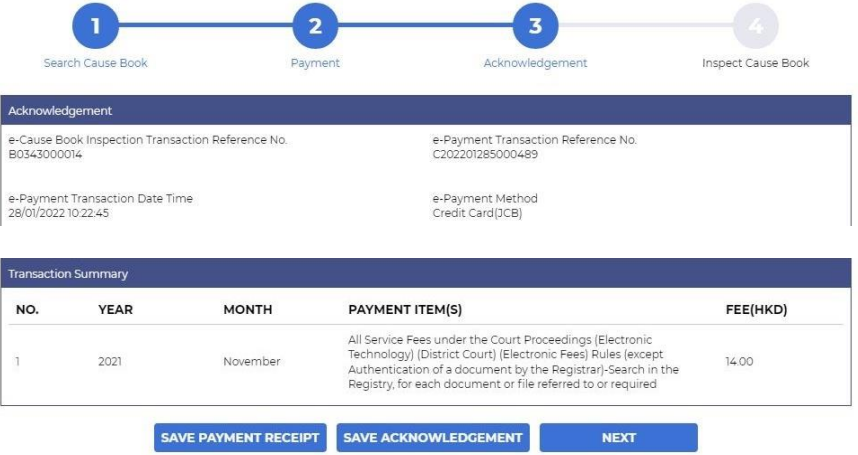# Inspect cause book

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.
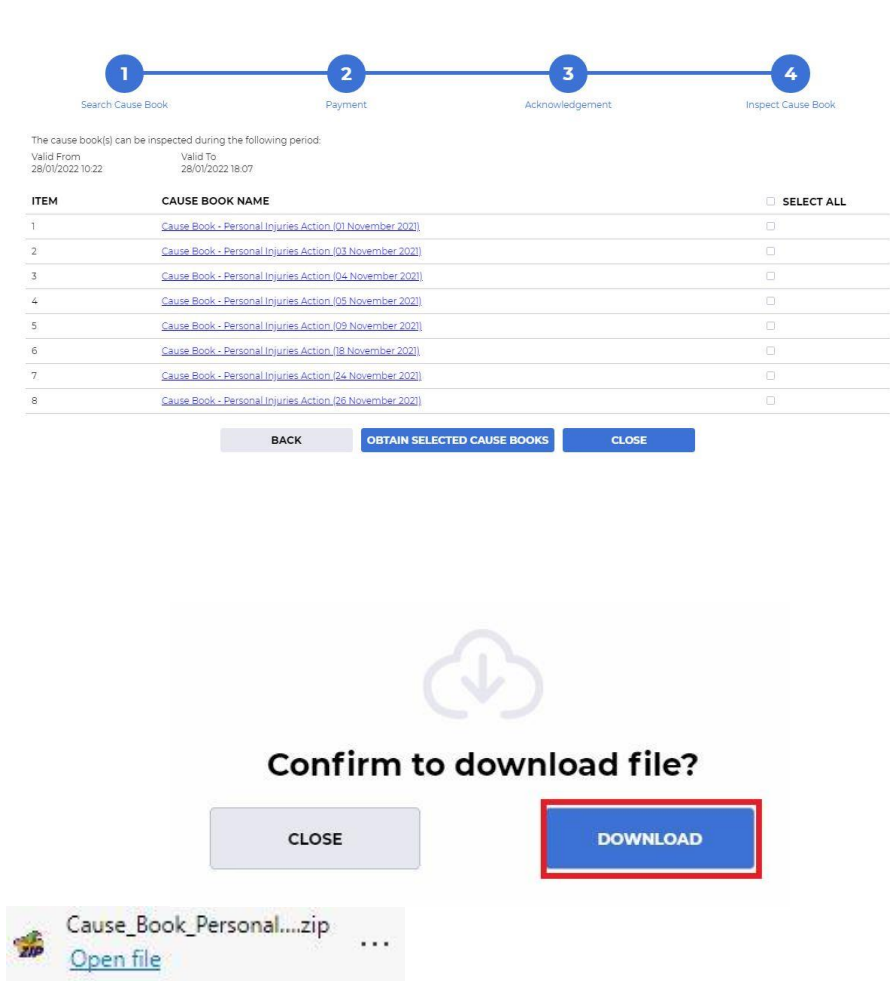
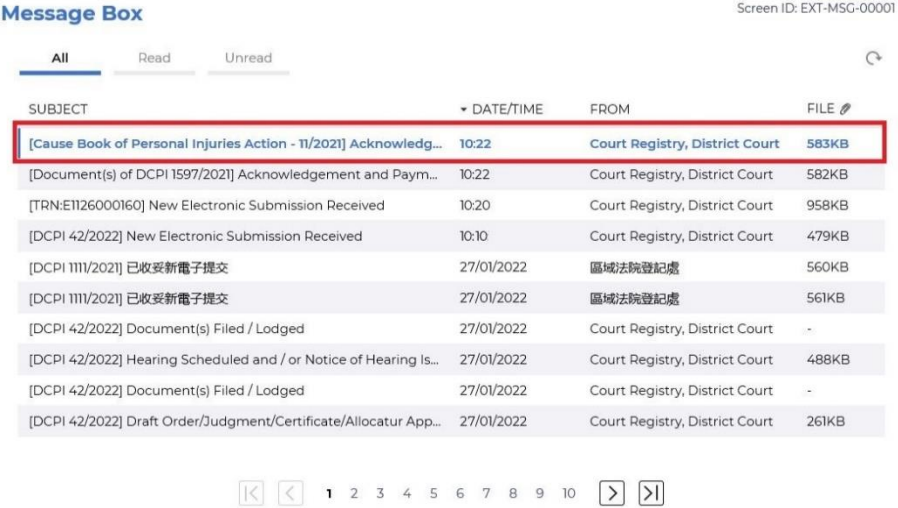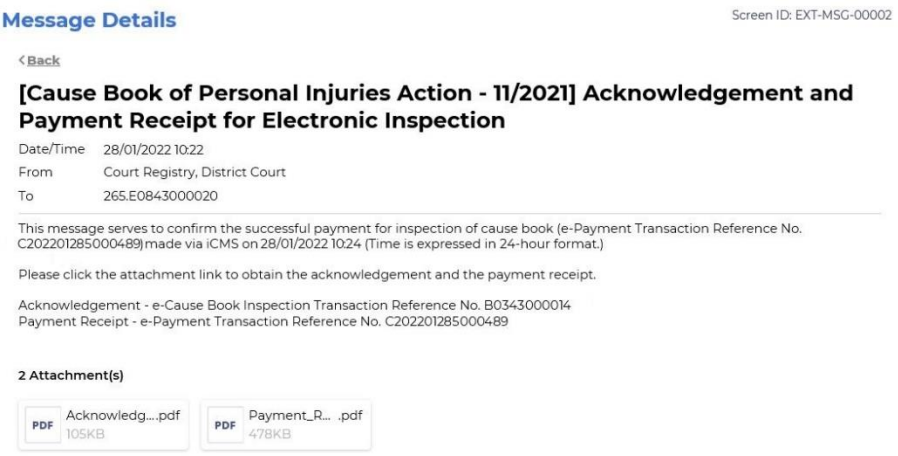| Item	Process	Relevant screenshots for reference
1.	**Login user account** By Organization User ("OU") or Individual User ("IU") account holder *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]*	Organization User Screen ID: AUTH-LGN-00001 **LOGIN** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization Organization Code * Login Name * Password * **LOGIN** Register an Account | Account Activation | Reset Password Individual User Screen ID: AUTH-LGN-00001 **LOGIN** 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	Process	Relevant screenshots for reference
2.	**Access Inspect Cause Book function** Select court level, e.g. "District Court"> Click "Inspection of Document"> Select "Inspect Cause Book">	
3.	**Search Cause Book** Select "Court Level*"> Select "Case Type*"> Select "Year*"> Select "Month*"> Click "NEXT">	Step 1: Search Cause Book

Item	Process	Relevant screenshots for reference
4.	**Payment** Click "PAY">	Step 2: Payment **Note:** 1) The search fee is non-refundable once the procedures for inspection of cause book commence. 2) Cause book is normally available for inspection for 7 hours and 45 minutes after payment.
5.	Select one "Payment Method" and the "PAY" will be activated> Click "PAY"> *[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.]*	
6.	**Acknowledgement** Click "SAVE ACKNOWLEDGEMENT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement> Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in the popup of "Confirm to download file?">	Step 3: Acknowledgement

Item	Process	Relevant screenshots for reference
	Click "Open file" to retrieve the Payment receipt> Click "NEXT">	
7.	**Inspect Cause Book** Click the hyper link under the column of "CAUSE BOOK NAME" to view the cause book> OR 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)> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" at the bottom to retrieve the zip files>	Step 4: Inspect Cause Book

Item	Process	Relevant screenshots for reference
8.	**Acknowledgement and payment receipt message sent to the message box of OU/IU as appropriate** Click "Home"> Access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page Click the message header to read the content and the attachments therein