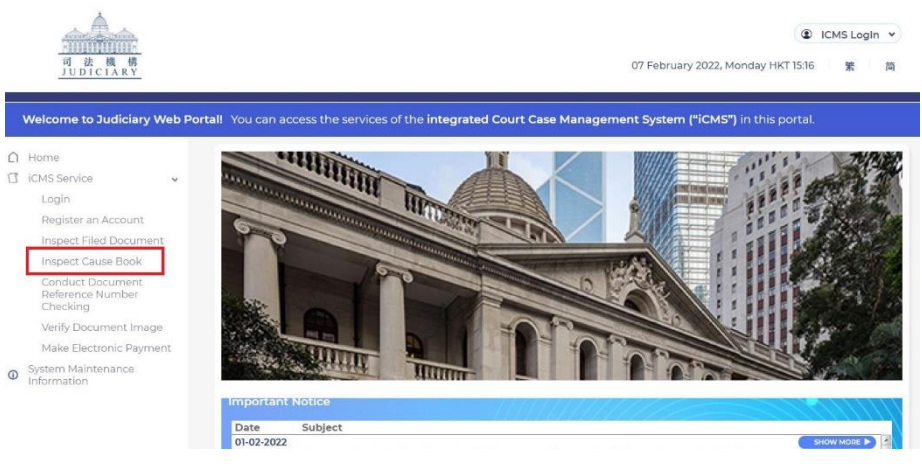
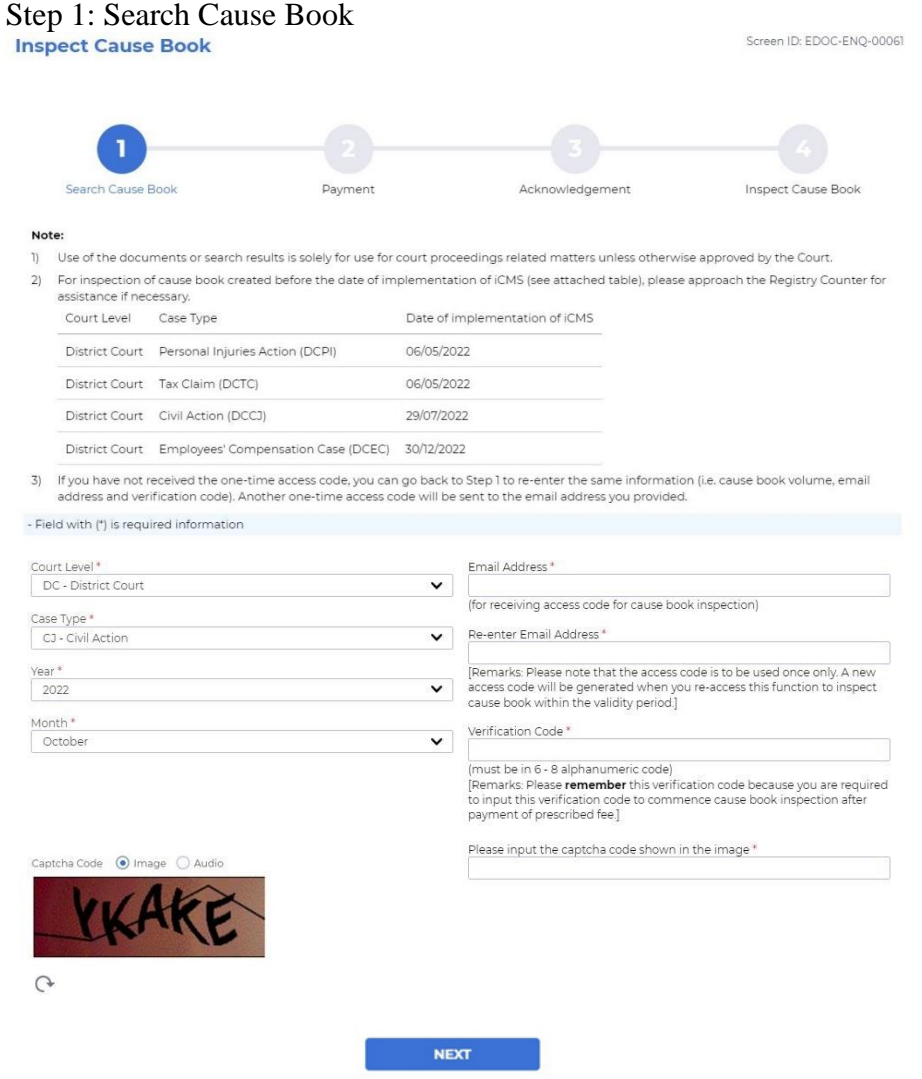

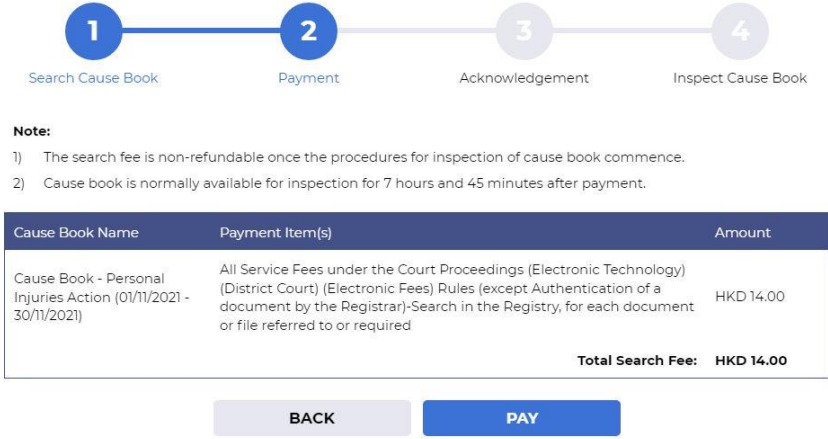

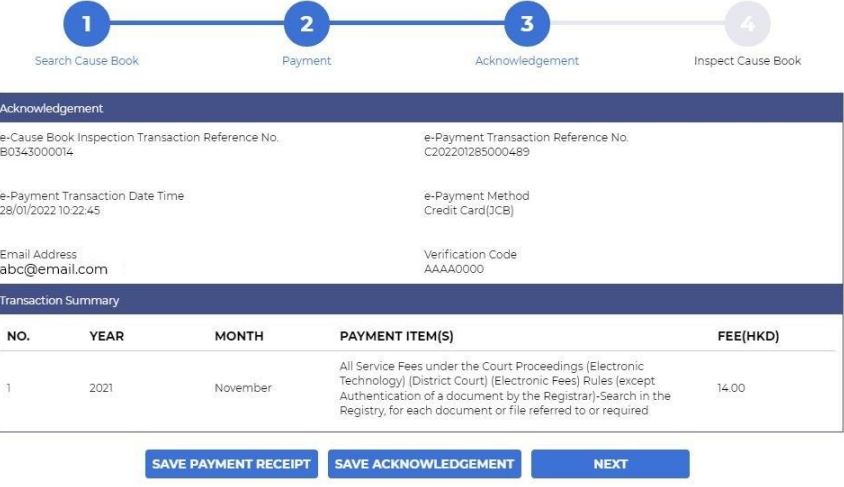


Inspect cause book

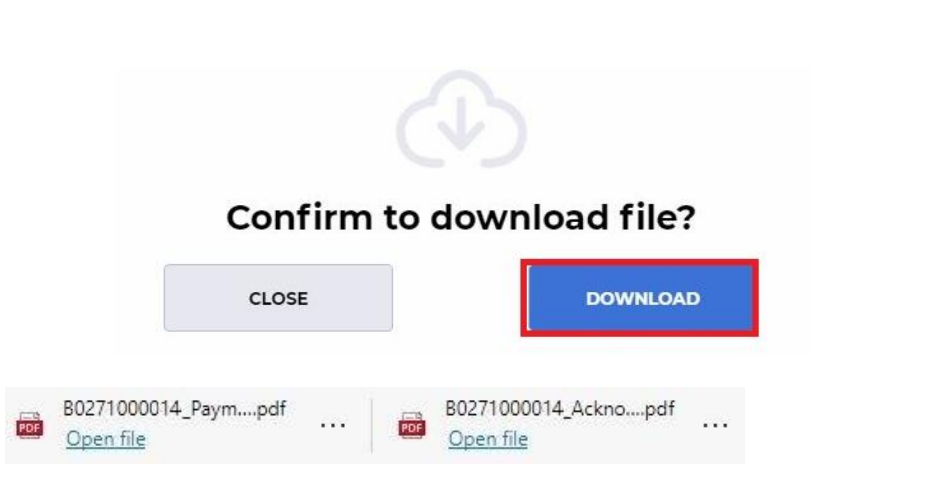
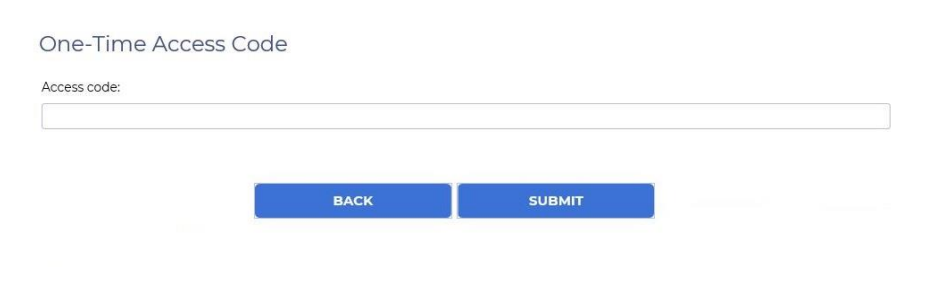
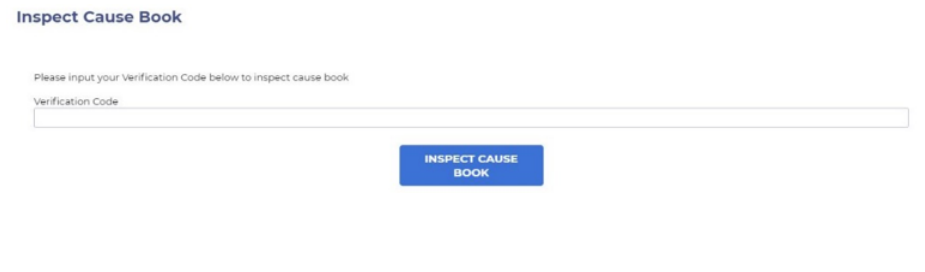
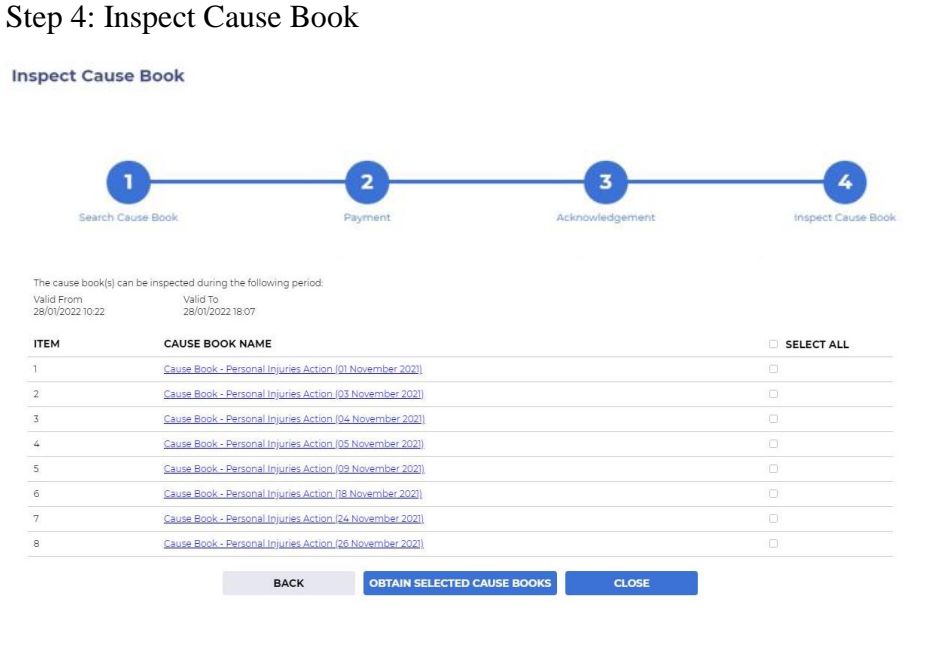
This step-by-step guide outlines the general process required to inspect cause book using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference															
1.	<p><u>Access Inspect Cause Book function</u></p> <p>Select “Inspect Cause Book”></p>																
2.	<p><u>Search Cause Book</u></p> <p>Select “Court Level*” ></p> <p>Select “Case Type*”></p> <p>Select “Year*”></p> <p>Select “Month*”></p> <p>Input “Email Address*” for receiving access code for cause book inspection></p> <p>Input “Re-enter Email Address*”></p> <p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)></p> <p><i>[Note: Please remember the Verification Code for inspection of cause book at item 7 and re-generation of access code in item 9.]</i></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Step 1: Search Cause Book</p> <p>Inspect Cause Book Screen ID: EDOC-ENQ-00061</p>  <p>Note:</p> <ol style="list-style-type: none"> Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 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. <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 (DCC)</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>3) If you have not received the one-time access code, you can go back to Step 1 to re-enter the same information (i.e. cause book volume, email address and verification code). Another one-time access code will be sent to the email address you provided.</p> <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>Email Address * (for receiving access code for cause book inspection)</p> <p>Re-enter Email Address *</p> <p>Verification Code * (must be in 6 - 8 alphanumeric code) [Remarks: Please remember this verification code to commence cause book inspection after payment of prescribed fee.]</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio </p> <p>Please input the captcha code shown in the image *</p> <p>NEXT</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 (DCC)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
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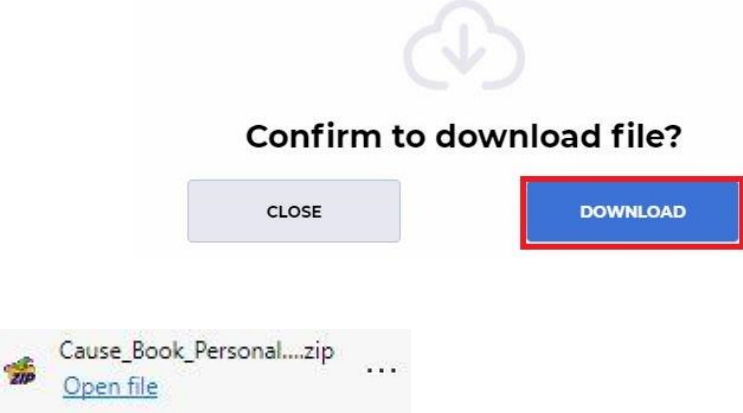
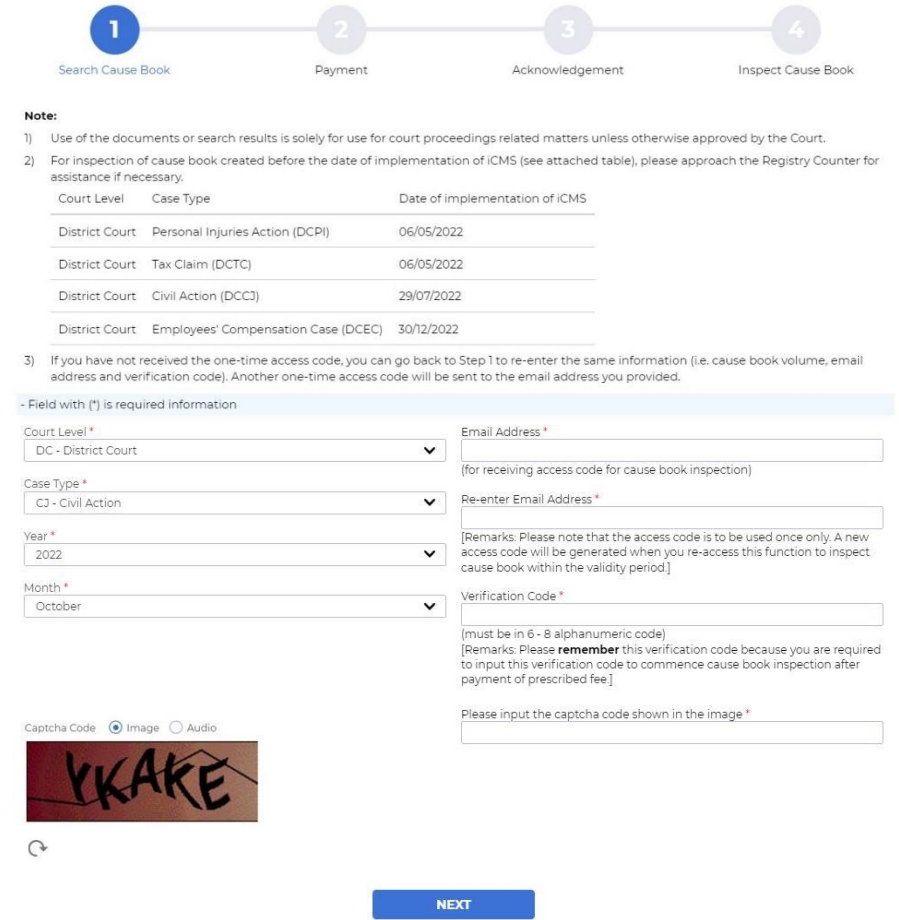
Step-by-step guide – “Inspect cause book”

Item	Process	Relevant screenshots for reference																																		
3.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</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 of payment items:</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;">Total Search Fee:</td> <td>HKD 14.00</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	Total Search Fee:		HKD 14.00																									
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4.	<p>Select one “Payment Method” and the “PAY” 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 3 at item 5.]</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-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"> 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. 																																		
5.	<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>Step 3: Acknowledgement</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 an acknowledgement summary table:</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> <tr> <th colspan="2">Email Address</th> <th colspan="2">Verification Code</th> </tr> <tr> <td colspan="2">abc@email.com</td> <td colspan="2">AAAA0000</td> </tr> </tbody> </table> <p>Transaction Summary</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)		Email Address		Verification Code		abc@email.com		AAAA0000		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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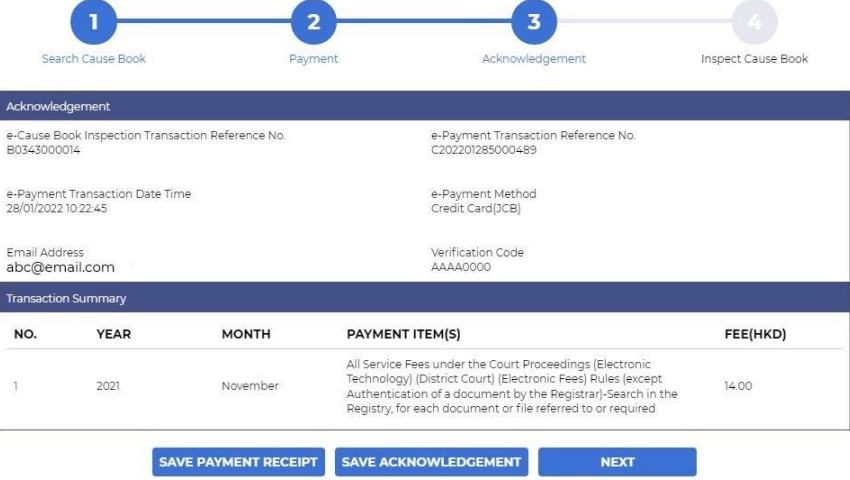
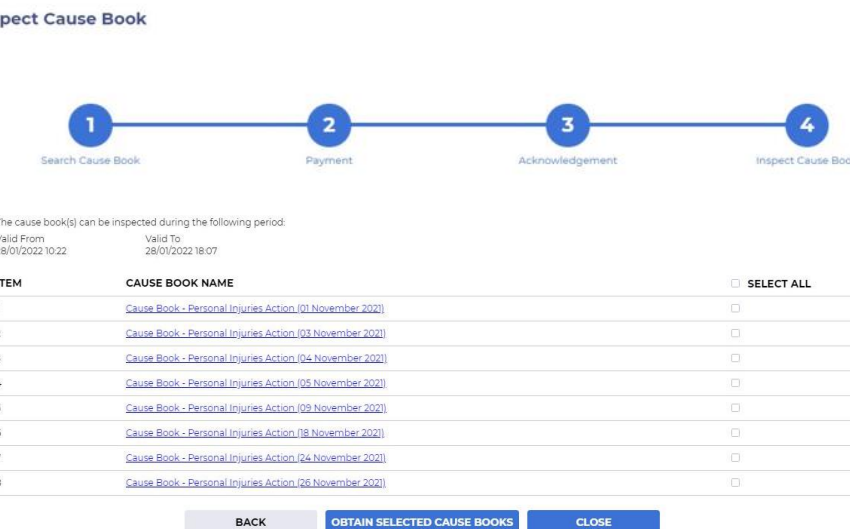
Step-by-step guide – “Inspect cause book”

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 Payment receipt></p> <p>Click “NEXT”></p>	
6.	<p><u>Input one-time access code</u></p> <p>Input the one-time access code sent via the email provided in item 2 above></p> <p>Click “SUBMIT”></p>	
7.	<p><u>Input verification code</u></p> <p>Input the verification code set up in item 2 above></p> <p>Click “INSPECT CAUSE BOOK”></p>	
8.	<p><u>Inspect Cause Book</u></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book></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)></p>	

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

Item	Process	Relevant screenshots for reference															
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?” ></p> <p>Click “Open file” at the bottom to retrieve the zip files></p>																
<p>9.</p>	<p><u>Re-access the cause book concerned</u></p> <p>Within the validity period of inspection, i.e. normally 7 hours and 45 minutes after payment, if you wish to re-access the cause book concerned, repeat items 1 and 2.</p> <p>Input the same set of information in the respective fields of “Court Level*”, “Case Type*”, “Year*”, and “Month*”, “Email Address*”, “Re-enter Email Address*” and “Verification Code*” provided in item 2 above for re-generating and receiving a new one-time access code></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Repeat items 1 and 2 above to access Inspect Cause Book function and repeat Step 1: Search Cause Book</p> <p>Inspect Cause Book Screen ID: EDOC-ENQ-00061</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 2) 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. <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 (DTC)</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> <ol style="list-style-type: none"> 3) If you have not received the one-time access code, you can go back to Step 1 to re-enter the same information (i.e. cause book volume, email address and verification code). Another one-time access code will be sent to the email address you provided. <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>Email Address* (for receiving access code for cause book inspection)</p> <p>Re-enter Email Address*</p> <p>Verification Code* (must be in 6 - 8 alphanumeric code) [Remarks: Please remember this verification code because you are required to input this verification code to commence cause book inspection after payment of prescribed fee.]</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio YKAKE</p> <p>Please input the captcha code shown in the image*</p> <p>NEXT</p>	Court Level	Case Type	Date of implementation of iCMS	District Court	Personal Injuries Action (DCPI)	06/05/2022	District Court	Tax Claim (DTC)	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”

Item	Process	Relevant screenshots for reference																											
10.	<p><u>Input one-time access code</u></p> <p>Input the re-generated one-time access code sent via the email provided in item 9 above></p> <p>Click “SUBMIT”></p>	 <p>One-Time Access Code</p> <p>Access code:</p> <p>BACK SUBMIT</p>																											
11.	<p><u>Acknowledgement</u></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 5 above.</p> <p>Click “NEXT”></p>	 <p>1 2 3 4</p> <p>Search Cause Book Payment Acknowledgement Inspect Cause Book</p> <p>Acknowledgement</p> <p>e-Cause Book Inspection Transaction Reference No. B0343000014 e-Payment Transaction Reference No. C202201285000489</p> <p>e-Payment Transaction Date Time 28/01/2022 10:22:45 e-Payment Method Credit Card(JCB)</p> <p>Email Address abc@email.com Verification Code AAAA0000</p> <p>Transaction Summary</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>SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT NEXT</p>	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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12.	<p><u>Inspect Cause Book</u></p> <p>Continue with the inspection of cause book as in item 8 above.</p>	<p>Continue with the inspection of cause book concerned within the validity period</p>  <p>Inspect Cause Book</p> <p>1 2 3 4</p> <p>Search Cause Book Payment Acknowledgement Inspect Cause Book</p> <p>The cause book(s) can be inspected during the following period:</p> <p>Valid From 28/01/2022 10:22 Valid To 28/01/2022 18:07</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>CAUSE BOOK NAME</th> <th><input type="checkbox"/> SELECT ALL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Cause Book - Personal Injuries Action (01 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Cause Book - Personal Injuries Action (03 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Cause Book - Personal Injuries Action (04 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Cause Book - Personal Injuries Action (05 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>Cause Book - Personal Injuries Action (09 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>Cause Book - Personal Injuries Action (18 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>Cause Book - Personal Injuries Action (24 November 2021)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td>Cause Book - Personal Injuries Action (26 November 2021)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>BACK OBTAIN SELECTED CAUSE BOOKS CLOSE</p>	ITEM	CAUSE BOOK NAME	<input type="checkbox"/> SELECT ALL	1	Cause Book - Personal Injuries Action (01 November 2021)	<input type="checkbox"/>	2	Cause Book - Personal Injuries Action (03 November 2021)	<input type="checkbox"/>	3	Cause Book - Personal Injuries Action (04 November 2021)	<input type="checkbox"/>	4	Cause Book - Personal Injuries Action (05 November 2021)	<input type="checkbox"/>	5	Cause Book - Personal Injuries Action (09 November 2021)	<input type="checkbox"/>	6	Cause Book - Personal Injuries Action (18 November 2021)	<input type="checkbox"/>	7	Cause Book - Personal Injuries Action (24 November 2021)	<input type="checkbox"/>	8	Cause Book - Personal Injuries Action (26 November 2021)	<input type="checkbox"/>
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